

Any questions regarding an advertised position can be directed to the contact person nominated. This information is located on the bottom of the advertisement.

## How to Apply:

### Provide with your application

#### Covering Letter

- Title and reference number of the position you are applying for
- Full name, address and day time contact number
- Statement addressing the requirements set out in the Position Description, if required

#### Resume

- Relevant work experience (including a brief summary of achievements and responsibilities)
- Education and training achievements, include any education currently being undertaken and professional memberships held
- Names and contact numbers of three current referees (at least one should be a current/recent manager or supervisor and your referees must have knowledge of your work experience).
- Any other information that you feel is relevant to your application

### Sending your Application

Before starting your application online please ensure that you have your Cover letter and Resume ready to upload. These files must be submitted in either Microsoft Word (.doc / .docx) or Adobe Acrobat (.pdf) format. The filenames must only contain the letters A-Z or numbers 0-9 and be less than 200kb in file size.

All applications are to be submitted online via eRecruit. However in the event that you are unable to submit your application via eRecruit, please check that you have activated your account via the email sent upon registration. If this has not rectified the issue you experienced please email your application to [westernhealthhr@wh.org.au](mailto:westernhealthhr@wh.org.au), including the reference number, your full name and a description of the issue. Our team will endeavour to respond to you as soon possible.

*Please Note: Applications close at 11:45pm on the advertised closing date*

### Short Listing

The selection committee assesses all applications against the selection criteria and will shortlist for interview those who best meet the criteria.

### Interview

If you are selected for an interview you will be contacted within 21 days of the advertised closing date. You will be advised of the interview date, time, venue and panel members upon acceptance of attending the interview.

### Pre-Employment Check

#### Your pre-employment check may include

- An Australian Work Eligibility check
- Sighting and/or copy of qualifications
- Working with Children Check
- A medical assessment
- Copy of Government Issued Photo Identification
- Assessment tests
- Reference checks
- A criminal record check

### Notification

Once a decision has been made, the successful applicant will be offered the position verbally and in writing. After the successful applicant has accepted the offer, interviewed applicants will be notified of the outcome of their application via telephone.

Unsuccessful applicants will be notified via email (or post if a manual application was submitted). Please note that 'free' email accounts e.g. hotmail, yahoo may automatically filter emails into your junk/spam box – please ensure that you check these folders.