



## Applying for jobs at Western Health - Tips for Aboriginal and Torres Strait Islander applicants

Western Health is committed to providing employment opportunities and career pathways for Aboriginal and Torres Strait Islander people. This document is written to assist applicants with applying for jobs and preparing for the interview.

### Applying for jobs at Western Health – the steps

1. Jobs are advertised on the Western Health Careers Page
2. Applicants submit their application online
3. Short listing of applicants
4. Interview
5. Pre-employment check
6. Notification of outcome



### SEARCHING FOR JOBS

- Jobs are advertised on the Western Health Careers Page. On the careers page there is a link to our online recruitment program, called eRecruit. Or alternatively, you can access eRecruit by entering <https://westernhealth.mercury.com.au/> in your internet browser.
- By creating an account on eRecruit, you can sign up to receive email alerts when jobs are advertised at Western Health. This means, as jobs become available they will be emailed to you.
- If there is job you might be interested in, download the position description. The position description will give you more information about the job, key duties/accountabilities and the selection criteria.
- Questions about advertised jobs should be directed to the contact person. The contact person's details are usually located at the bottom of the advertisement.

### HOW TO APPLY

- Before you apply for a job at Western Health, you will need to create an account by signing up on eRecruit. This can be done by entering <https://westernhealth.mercury.com.au/> in your internet browser.
- Once you have decided you would like to apply, you will need to complete an online application form for the advertised job. Some jobs may require you to answer additional questions as part of the application online.

### Tips - Preparing your application

- Adapt your application to the role you are applying for. Before you start to put together your application, you may like to do some research to find out more about the role, the department or Western Health.
- The Western Health website [www.westernhealth.org.au](http://www.westernhealth.org.au) provides information about us, our sites, services, education, research and much more.
- If you would like to find out more you should contact the nominated person in the advertisement. This allows you with the opportunity to introduce yourself and find out more about the role/department before you submit your application.

- Download the position description, as this document will assist you to develop your application.
- The application (including cover letter and resume) is your opportunity to demonstrate your interest in and suitability for the job. Many jobs attract lots of interest, so a well-developed application which shows your interest, and experience you can include by addressing the selection criteria, will help you to create a good first impression.
- A well-written cover letter is one that is clear and concise and generally, up to two pages in length (depending on the position). The cover letter should explain why you are interested in the job, show you have the skills required and includes your experience to the selection criteria.
- Format your resume so that it is easy to read and structure the information clearly so that it is not cluttered. You may like to use headings and bullet points.
- Always keep a copy of your application, the advertisement and position description, as these documents will assist you in the next stages.

## Preparing your application

### Covering Letter

Your covering letter should include:

- The job title and reference number of the job you are applying for;
- Your full name, residential address and contact details;
- Statement of your experience addressing the selection criteria (essential and/or desirable) set out in the position description. The position description also contains information about what experiences, knowledge, skills and qualifications the ideal applicant will have.

### Resume

- Your contact details (including phone and email)
- Relevant work experience (including role, organisation, dates, a brief summary of your achievements and responsibilities)
- Education and training achievements (including dates, qualification and institution). You should also 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.

## SHORT LISTING

- The selection committee (made up of two or more people) will assess all applications against the selection criteria and shortlist the applicants for interview who best meet the criteria.
- Those applicants who have successfully addressed and meet the selection criteria will be invited for an interview.

## INTERVIEW

- If you are selected for an interview you will be contacted within 21 days of the advertisement closing date. The person will provide you with the interview details including; the date, time and venue once you have accepted to attend the interview.

- During the interview you will be asked questions relating to your application (cover letter and resume), skills, experience, duties relating to the position advertised, and selection criteria. Be prepared to provide examples. Your examples, which can be from work/life, should relate to the advertised role, your skills and past experiences.

### Tips – Preparing for an interview

- Well done! You have made it to the interview stage.
- Attending the interview: be prepared, well presented and on time.
- Preparing for the interview is important. The interview will provide you with the opportunity to demonstrate your interest in the job to the interviewers.
- Be prepared to answer questions and provide examples. Review your application, the position description and selection criteria before the interview. You may like to practice and prepare possible responses before the interview.
- The interview will also provide you with the opportunity to ask questions of the interview panel. You may like to prepare some questions prior to the interview (for example; questions about the role, the team, the organisation, or any other questions you may have). Asking questions can be useful, as it will assist you in deciding whether the role is what you imagined and whether Western Health is where you would like to work.



### PRE-EMPLOYMENT CHECK

Following the interview, Western Health will then conduct pre-employment checks. Pre-employment checks may include some or all of the following;

- 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, you will receive notification about your application. The successful applicant will be offered the job verbally and in writing. Once the successful applicant has accepted the offer, the other applicants which were interviewed will be notified of the outcome via telephone. Unsuccessful applicants will be notified via email.
- If you are unsuccessful, and would like to ask for feedback you may contact the nominated person. You may like to ask for feedback relating to your application, the interview and/or suitability for the job.
- It is important to remain positive, and that you continue to practice putting together applications and interviewing, as practicing these skills will help you with applications in the future.

### Best Wishes!

If you have any queries, please contact Western Health People Services, on 8345 6689 or email [westernhealthhr@wh.org.au](mailto:westernhealthhr@wh.org.au).