Dear Applicant,

**Human Resources**

**Employment Application Form**

Thank you for your interest in this position at Orbost Regional Health. The attached information will assist you in your application and provide information on the position.

Orbost Regional Health selects candidates based on merit which means we follow a process which allows us to select the person whose skills, knowledge, experience and values best match the role requirements. Therefore to complete your application you are required to:

* Complete the attached Employment Application Form
* Provide a covering letter for your application
* Provide a copy of your current CV
* Provide a letter outlining how you meet the Key Selection Criteria as set out in the position description

Steps in the ORH recruitment and selection process are:

1. When the application date closes, you will receive a letter of acceptance of your application
2. The panel will complete an initial assessment of the applications to decide who to invite to interview
3. Applicants identified as suitable for interview will be contacted by telephone (or alternate method if you have indicated this) and advised of an interview date, time and meeting place. You will also receive a written letter to confirm the details.
4. Applicant(s) will attend an interview. The interview questions will focus on your skills and experience in relation to the position, ask you what action you would take in different scenarios related to the position, and how you would undertake different aspects of the role.
5. Pre-employment screenings will be completed prior to making a formal job offer
6. If the reference checks and pre-employment screenings are satisfactory, a formal job offer will be made and a commencement date negotiated

Where qualifications are required of the role you will need to bring them to the interview or attach them to this application. If you require further information please contact the Human Resources Department on (03) 5154 6651 or via email humanresources@orh.com.au

**Application to be addressed to:**

Human Resources Department

Orbost Regional Health

PO Box 238

Orbost Vic 388

humanresources@orh.com.au

The information supplied in this document and your application will be treated in the strictest of confidence.

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| **Position Advertised:** |
| Position Title:      **Please note: A separate application form must be completed for each position**This completed application form must reach the address detailed on the covering page and submitted no later than the advertised closing date for this position, with attached C.V., covering letter and letter addressing the key selection criteria.This documentation is available from the Human Resources Department or through the Employment pages on our website at [www.orh.com.au](http://www.orh.com.au)  |
| **Applicant Details:** |
| Title:       | Surname:       | Given Name(s):       |
| Home Address:       |
| Suburb:       | State:       | Postcode:       |
| Home ph:       | Mobile:       |
| Business ph:       | Email:       |
| Preferred method of contact for correspondence: Mail [ ]  or Email [ ]  |
| Are you an Australian Citizen/Permanent Resident? If no, do you have a working visa? (**Note:** to be eligible for employment, applications must have the appropriate work visa or have permanent residency status)  | Yes [ ]  No [ ] Yes [ ]  No [ ]  |
| Are you of Aboriginal or Torres Strait Islander descent?  | Yes [ ]  No [ ]  |
| Do you have a current Police Record Check?If yes, date of issue:        | Yes [ ]  No [ ]  |
| Do you have a current Working with Children Check card? If yes, WWCC#:        | Yes [ ]  No [ ]  |
| Do you have any pre-existing injury or illness of which you are aware of that could be affected by the nature of the proposed employment? If yes, please provide a brief description (or on a separate advice):       | Yes [ ]  No [ ]  |
| Do you have any convictions, findings of guilt and/or pending police charges against you that are less than 10 years old?If yes, please provide a brief description:      (**Note:** A satisfactory police record check is a prerequisite of the position) | Yes [ ]  No [ ]  |
| Please indicate how you became aware of this vacancy:[ ]  ORH Website [ ]  Snowy River Mail [ ]  The Bairnsdale Advertiser[ ]  The Australian [ ]  Internet [ ]  Family / Friend[ ]  Recruitment Agency [ ]  Other please specify |  |
| **Referee Details:**(**Note:** at least 2 referees are required)Name of Referee:      Name of Organisation:      Position held:       Contact No:       Email:      Name of Referee:      Name of Organisation:      Position held:       Contact No:       Email:      Name of Referee:      Name of Organisation:      Position held:       Contact No:       Email:       |
| **Certification:**I hereby certify that the above information and my attached application is correct and complete to the best of my knowledge and belief. I understand that, if I am employed, I will be liable to dismissal if any of the statements in my application are found to be deliberately false or misleading. |
| Applicant’s name (print):       |
| Signature:       |
| Date:       |
| The information supplied on this form is for employment related uses only and will not be used for any other purposes. Non successful applications are disposed of via secure methods. The personal information that Orbost Regional Health collects from you on this form is personal information for the purposes of Privacy and Personal Information Protection Act 1998 (“the Act”).The intended recipients of the personal information are officers within Orbost Regional Health.Orbost Regional Health is regarded as the agency that holds the information.Enquiries concerning this matter can be addressed to Orbost Regional Health on telephone (03) 5154 6666. |
| **Orbost Regional Health is an Equal Opportunity Employer** |