

HOW DO I APPLY FOR A JUNIOR MEDICAL POSITION AT CHW?

1. How and when should I apply for a Junior Medical Appointment at the Children's Hospital at Westmead?

Applications for Junior Medical positions in 2009 will only be accepted on-line from 24 July 2008 to 22 August 2008.

To apply for a Junior Medical Position at the Children's Hospital at Westmead for 2009 go to <http://chw.bigredsky.com>.

To apply for a Junior Medical Position on a Network including the Western Paediatric Training Network for 2009 eg. Paediatric Resident (Basic Trainee), Paediatric Registrar (Basic Trainee) and Paediatric Registrar (Advanced Trainee) positions go to <https://jmo2008.ezisuite.net>

Please note a separate application must be lodged for each position you wish to apply for.

2. What are the main steps involved in completing an on-line application for a position at CHW?

Register on-line at <http://chw.bigredsky.com> to obtain a Login Account

Step 1 - Complete the on-line Application Form

Step 2 - Complete the on-line Application Questions

Step 3 - Attach Curriculum Vitae
- Attach Cover Letter addressing the Selection Criteria
- Attach official IELTS results (if applicable)
- Attach official AMC MCQ examination results or AMC Certificate (if applicable)

NB. All attachments must be in MSWord 2003 format or an earlier version or PDF Format

Step 4 - Complete Application Declaration

3. What information do I need to prepare my on-line application?

3.1 Position Description

The CHW position description (available on-line within the advertisement) provides a comprehensive outline of the role and responsibilities and the selection criteria (essential and desirable) required to perform the position. Your cover letter will need to address these criteria.

3.2 Curriculum Vitae

Applicants must attach current Curriculum Vitae/Resume with their application in either MS Word or PDF format. Please refer to the **CHW Curriculum Vitae Template** provided to ensure all the required information is included.

3.3 Cover Letter addressing the Selection Criteria

Applicants must attach a cover letter addressing the selection criteria in either MS Word or PDF format. The cover letter should outline your interest in applying for the position as well as demonstrate how you meet the selection criteria detailed in the Position Description. Selection criteria are used to assess applicants and determine their relative merit for the position. Applicants who do not meet the selection criteria are not eligible for interview.

4. What about references?

Applicants are responsible for nominating and including the details of **two recent Professional Referees** in their on-line Application Form. Referees should be direct consultant supervisors who can comment on your recent work performance. The details required include Name, Position, Hospital/Organisation, Hospital/Organisation Phone Number, Referees Phone number, Email.

Referees will be contacted by the CHW if you are considered to be a preferred applicant following interview.

5. The Selection Process and Selection Committee

- 5.1 The Selection Process will be undertaken by a Selection Committee. The Selection Committee will determine the merit of applicants by a range of processes including assessing the applications, interviewing applicants and referee checks. Equity principles and practices have been integrated into recruitment and selection processes to ensure that all selections adhere to the principle of merit.
- 5.2 The Selection Committee assesses your application against the Selection Criteria (the essential and desirable criteria) and relevant experience. If your application is shortlisted you will be contacted for interview. **Interviews are scheduled to occur between 27 August 2008 and the 19 September 2008..**
- 5.3 The Selection Committee will develop interview questions based on the selection criteria to ensure a fair basis for comparing the responses.
- 5.4 The interview also provides the applicant with the opportunity to expand on information presented in their application. You will be able to provide the Selection Committee with more information to support your application.

6. Important Dates

- 6.1 Applications will be accepted online only between **24 July 2008 and 22 August 2008**.
- 6.2 If your application is short listed you will be contacted for interview. Interviews are scheduled to occur between **27 August 2008 and 19 September 2008**.
- 6.3 Email offers will commence being made to successful applicants from **8 September 2008**.
- 6.4 Official letters of offer (including all new starter paperwork) will be sent to successful applicants on **8 October 2008**.
- 6.5 Orientation will occur in the week **19 January 2009 to 24 January 2009**.
- 6.6 Term 1 will commence on the **19 January 2009**.

7. Contact Details

Enquiries relating to a position should be directed to the contact person identified in the advertisement.

Enquiries relating to the recruitment process should be directed to;

The Staff Services Department - Medical Services Team

Elva Perez Medical Employment Co-ordinator

By Phone: 61 2 9845 2127

By Email: ElvaP@chw.edu.au

Cassandra Wood Human Resources Manager - Medical Services Team

By Phone: 61 2 9845 3563

By Email: Cassandw@chw.edu.au