

HOW DO I APPLY FOR A POSITION?

Step 1. What information do I need to prepare my Application?

1.1 Position Description

The position description will provide a comprehensive outline of the role and the selection criteria. Your application will need to address the selection criteria.

1.2 Application for Appointment Form

This form can be viewed and printed from the Hospital website at www.chw.edu.au

Step 2. What do I need to provide in my application?

2.1 A completed Application for Appointment Form

The Application for Appointment form consists of 4 pages that must be completed.

2.2 A Cover Letter

The cover letter should clearly identify the job reference number, and demonstrate how you meet the selection criteria detailed in the Position Description. Applicants who do not meet the essential criteria are not eligible for interview.

2.3 A Current Curriculum Vitae (Resume)

The following information should be included in your Curriculum Vitae (Resume):

- Employment History
- Education and Training
- Qualifications and Awards (attach copies of transcripts, qualifications and awards).
Note: Qualifications obtained overseas (and not in English) must be accompanied by an English translation by an officially recognised Interpreter/Translation service and be assessed for their Australian equivalency. The assessment must be conducted by an approved body, which may be the relevant registration board/professional body, or the National Office of Overseas Skills Recognition (NOOSR). More information on NOOSR is available at: <http://aei.dest.gov.au/AEI/QualificationsRecognition/default.htm>
- Professional Registration and Membership (attach copies of professional registrations and/or memberships)
- Two recent employment referees (including name, position title, organisation, contact details and positional relationship). Referees should be direct supervisors/managers who can comment on your work performance. If direct supervisors/managers cannot be utilised, provide reasons for nominating other referees (eg lecturers/tutors to comment on a period of study, absence from the workforce due to parental leave).
- Attach copies of visa and passport (if not an Australian citizen)

Note: A separate application must be lodged for each position you wish to apply for.

Your application must specify the position title and position number.

Applications that are incomplete or received after the closing date may not be accepted

Step 3. How can I send in my application?

3.1 Post applications to:

The Staff Services Department
The Children's Hospital at Westmead,
Locked Bag 4001
WESTMEAD NSW 2145
SYDNEY AUSTRALIA

3.2 Email applications to: StaffSer@chw.edu.au

3.3 Deliver applications to:

The Staff Services Department
The Children's Hospital at Westmead
Level 4, Corner of Hawkesbury Road and Hainsworth Street
WESTMEAD SYDNEY AUSTRALIA

3.4 Fax applications to: +61 2 9845 3549

FURTHER INFORMATION

1. The Selection Process and Selection Committee

1.1 The Selection Process will be undertaken by a Selection Committee of at least two members. The committee usually includes the manager and/or a person qualified in the relevant field who has a thorough knowledge of the position requirements and an independent member who is not employed within the department. The Selection Committee where practicable will consist of a male and female member.

1.2 The Selection Committee assesses your application against the Selection Criteria (the essential and desirable criteria). The most competitive applicants are called for an interview where the Selection Committee conducts a more detailed assessment and verification of your original documentation.

1.3 The interview also provides the applicant with the opportunity to expand on information presented in their application. You will be able to ask questions and provide the Selection Committee with more information to assist your application.

1.4 Other assessment techniques may also be used to supplement the interview process. These include referee reports, work sample tests (eg. typing, filing and computer software ie. Microsoft Word, Microsoft Excel).

1.5 The Selection Committee discusses which applicant best meets the Selection Criteria and makes a decision to offer the position to the best applicant.

2. Verification of Identity/Qualifications/Registration/Licenses

2.1 Applicants must bring **ORIGINAL DOCUMENTATION** to the interview for verification including:

- Educational transcripts, qualifications and awards
- Professional Registrations and/or memberships
- Working Visa and Passport (if not an Australian citizen)
- Proof of Identity (the point score of documents produced must total at least 100 points)

Applicants must provide original proof of identity (the point score of documents produced must total at least 100 points). For further information please refer to the 'Proof of Identity Information' document available at <http://www.chw.edu.au/about/jobs/vacancies/>

2.2 Should you require assistance with access to the hospital, please notify the contact person prior to the interview date.

3. Pre-employment Checks

3.1 Reference Checks

The Convenor or nominated committee member will conduct a minimum of two referee checks on the preferred applicant/s. Referees will need to be recent supervisors or managers of the preferred applicant/s and be employment related.

3.2 Criminal Record (CRC) and Working with Children Background Checks (WWCBC).

Under New South Wales legislation and NSW Health policies, all persons who work with children are required to have a Criminal Record & Working with Children Background Check carried out prior to their commencement at The Children's Hospital at Westmead (CHW).

The consent and information relating to Criminal Record and Working with Children Background Check requirements are provided in pages 2 and 3 of the Application for Appointment Form.

Note: Offer of employment will only be confirmed to the preferred applicant when:

- original qualifications/registration/licences are sighted and photocopies certified; (signed and dated) as a "true and accurate copy of the original";
- two reference checks are completed;
- CRC & WWCBC is cleared;
- original proof of identity is sighted and photocopies certified (signed and dated) as a "true and accurate copy of the original";
- a medical assessment is completed (if applicable); and
- satisfactory evidence of protection against specified infectious diseases & TB screening is provided and accepted.

4. Feedback

4.1 You will be advised in writing of the result of your application after the interview process is complete. If your application is successful you will be contacted by telephone in the first instance.

4.2 For feedback on the position or your application or interview performance please contact the contact person in the advertisement.

4.3 All other Enquiries should be directed to the Staff Services Department on +61 2 9845 3547.