



The Sydney Children's
Hospitals Network
(Randwick and Westmead)

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

Established in 2010, the Sydney Children's Hospitals Network brings together The Children's Hospital at Westmead and Sydney Children's Hospital, Randwick - the two tertiary and quaternary children's hospitals in metropolitan Sydney. Bear Cottage, the children's hospice at Manly, Newborn and Paediatric Transport Service (NETS) and NSW Pregnancy and Newborn Services Network (PSN) are part of the Network's remit.

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

To apply for a Junior Medical Position at the Children's Hospital at Westmead go to <http://nswjmo.erecruit.com.au/jobvac.asp>

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

Register on-line at <http://nswjmo.erecruit.com.au/jobvac.asp> to obtain a Login Account.

2. How do I identify CHW Specialty Trainee and Provisional Fellow positions?

To search for a position, you will need to click on the Vacancies icon and chose to search by one of the sub headings, ie Position Number, Position Title, Area Service etc,

To identify CHW Specialty Trainee and Provisional Fellow positions, please refer to the following http://www.chw.edu.au/about/jobs/jmo/specialty_registrar_and_fellow_positions_2010.pdf

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

Step 1 - Complete the on-line Application Questions

Step 2 - Attach Curriculum Vitae

Step 3 - Complete the Application Declaration/s

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

3.1 Advertisement

The advertisement provides a comprehensive outline of the role and responsibilities and the selection criteria required to perform the position. 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.

3.2 Curriculum Vitae

Applicants must attach current Curriculum Vitae/Resume with their application.

4. What about references?

Applicants are responsible for nominating and including the details of **two recent Professional Referees** in their on-line Application Form. At least **one referee** must be a **current supervisor** or have been a current supervisor within the last 12 months. 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.

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. If your application is shortlisted you will be contacted for interview.
- 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. 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

Marie Gettings Medical Employment Officer

By Phone: 61 2 9845 3554

By Email: MaireG@chw.edu.au

Bernadette Koong Acting JMO and HR Manager

By Phone: 61 2 9845 2127

By Email: BernadeK@chw.edu.au