



Recruitment information for applicants

The following information is provided so that you are aware of the expectations of the selection panel about the format and content of your application.

Enquiries

If you need more information about the advertised position, contact the Manager, Mallacoota District Health & Support Service, on (03) 5158 0243.

Your application

Format and content

Type your application if possible. If you can't type it, make sure your writing is clear.

Your application should include the following information:

- a covering letter
- your resume, including:
 - personal details;
 - a summary of your work history starting with your most recent position. Include approximate dates and details of the tasks and responsibilities you performed.
 - your education and training achievements, including any you are currently working on;
 - any activities you have undertaken outside of work which are relevant to the position you are applying for.
- a statement outlining the ways in which you meet the selection criteria. Selection criteria specify minimum education, knowledge, skills and experience required for the position. Provide a brief statement about each criteria and situations in which you have used the criteria in the past.
- details of 2 professional referees:
 - contact them first to make sure they agree to being nominated
 - include their addresses and daytime telephone numbers
 - only include referees who can comment on your work experience.
- photocopies of any formal qualifications you have.

Submitting your application

Make sure you submit your application within the time specified in the position advertisement - late applications are **not** accepted.

You may send your application by:

- post
- fax
- email.

Mark your application “Application – confidential” and send it to the address stated in the advertisement. This may be either:


- Bairnsdale Regional Health Service, or
- Mallacoota District Health and Support Service.

continued

After the interview Panel members will document your replies to questions to assist them in making decisions after the interview.

You will be advised in writing of the outcome of your application. When you have been advised of the result, MDHSS encourages you to seek feedback from the chairperson of the selection panel.

You will be advised to show MDHSS the result of your Police check.

 If you want to appeal the selection process, send a written outline of your concerns to the Manager within 7 days of receiving notification that you were not appointed.

Police check Staff who provide direct care to clients are only employed if they have a satisfactory police check, in line with Department of Human Services guidelines.

If you have a previous criminal conviction or pending charges, MDHSS will carefully consider your application before offering you employment.

Good luck with your application !

Reviewer:	HACC Coordinator	Last review date:	May 2005
Authorisor:	Manager, MDHSS	Next review date:	May 2008