



## Job Application Guide

The following summary provides you with information on Colac Area Health's recruitment and selection procedures.

You are required to send your application to:

Human Resources Administration Coordinator  
Colac Area Health  
2-28 Connor Street  
Colac Vic 3250  
[cahradmin@swarh.vic.gov.au](mailto:cahradmin@swarh.vic.gov.au)

Applications must be received by the nominated closing time.

It is recommended that applications be fastened with a staple in the top left-hand corner only. Folders, plastic sleeves, etc will be discarded on receipt. Applications via email will only be accepted with prior approval.

### Application Checklist

- ❑ **Covering Letter**
- ❑ **Employment Application Form**  
You are required to complete our Employment Application form and submit it with your application.
- ❑ **Statement Addressing Selection Criteria**  
It is advised that you include in the covering letter or provide a separate statement addressing the selection criteria with your application. The Selection Panel will be short listing by comparing your application to the selection criteria, therefore it is important that you show clear connections between your qualifications, experience, skills and knowledge, and the selection criteria.
- ❑ **Resume**  
Please provide a copy of your current resume, outlining your employment and educational history, experience, skills and knowledge.
- ❑ **Referees**  
The names, addresses, telephone numbers and e-mail address (if available) of three professional referees must be filled in on the Employment Application form. Written references are not required with this initial application. Please note, referee statements gained during this selection process will be confidential information and will be exempt documents under the Freedom of Information Act.

### Timelines

You should receive either notification of interview or a letter advising that you were unsuccessful within 4 weeks of the closing date.

**Selection**

Colac Area Health's recruitment and selection process are based on the Public Sector employment principles of:

- Employment decisions will be based on merit
- Equal employment opportunity is provided

The Selection Panel will ask each applicant the same interview questions, based on the selection criteria. Local applicants will be interviewed in person, however interstate or overseas applicants may be interviewed via teleconference in the first instance. The Selection Panel will tell you at the interview, when they will be advising you if you have been successful or not.

**Qualifications**

If you are the successful applicant, you may be required to produce originals or certified copies of all relevant documents relating to your qualifications.

**Pre-employment Checks**

Pre-employment police checks and/or medical checks may be required for certain positions with the Colac Area Health.

**Privacy**

The personal information supplied as part of your application is being collected by Colac Area Health for recruitment purposes and will be used solely by Colac Area Health for the primary purpose or a secondary purpose that an applicant could reasonably expect. The applicant may apply to Colac Area Health for access to and/or amendment of the information within twelve months of the date of signing the Employment Application form. If you have any questions in relation to your personal information, you may contact the Human Resources office on (03) 5232 5384.



# Employment Application Form

(MUST BE included with Application Letter and Resume)

**POSITION APPLIED FOR:** \_\_\_\_\_

**REFERENCE NUMBER:** \_\_\_\_\_

Please indicate how you were made aware of this vacancy:

- Print Media - \_\_\_\_\_ (please give details)
- Website - \_\_\_\_\_ (please give details)
- Other- \_\_\_\_\_ (please give details)

**PERSONAL INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Preferred Contact Number: \_\_\_\_\_

Drivers Licence Number and Expiry Date: \_\_\_\_\_

**EMPLOYMENT HISTORY** *(Start with most recent employment)*

<b>Period of Employment</b>	
Name of Employer	
Position & Type of Work	
Reason for Leaving	
<b>Period of Employment</b>	
Name of Employer	
Position & Type of Work	
Reason for Leaving	
<b>Period of Employment</b>	
Name of Employer	
Position & Type of Work	
Reason for Leaving	

**EDUCATIONAL QUALIFICATIONS**

School or Institution	Dates	Standard Achieved

**PROFESSIONAL REFEREES:**

Name & Position Title	Professional Relationship	Contact Phone Number

Do you require a work permit to be employed in Australia? Yes  No

If yes, give details: \_\_\_\_\_

**PRE-EXISTING INJURY/DISEASE DECLARATION**

If you are offered the position you will be required to complete a Pre-Existing Injury/Disease Declaration. A false or misleading statement or failure to disclose relevant information may mean that you will not be entitled to compensation if a disease or injury is aggravated.

**INFORMATION PRIVACY ACT (2000) INFORMATION & DECLARATION**

The personal information on this form is being collected by Colac Area Health for recruitment purposes and will be used solely by Colac Area Health for the primary purpose or directly related purposes. The applicant understands that the personal information provided is for recruitment purposes and that they may apply to Colac Area Health for access to and/or amendment of the information within twelve months of the date of signing this form.

**CONSENT**

I consent to:

- Being assessed by agencies or persons outside the Colac Area Health where necessary to confirm my suitability for employment.
- Undertaking a medical check if requested to confirm my suitability for the position.
- A representative of the Colac Area Health contacting the referees I have listed on this application form or supplied during the recruitment process.

I hereby certify that the above information and any other information I may disclose either verbally or in writing in application for this position is to the best of my knowledge correct and complete. I also understand that such information will be relied upon by Colac Area Health in judging my suitability for this position.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_