

# Application Guidelines



Thank you for your interest in employment opportunities at Wimmera Health Care Group. The recruitment and selection process at WHCG commences when a vacancy is identified and a decision is made to fill the vacancy.

The recruitment process includes:

- advertising the vacancy
- shortlisting applicants
- interview / assessment
- conducting referee checks
- undertaking employment screening (Working with Children Check, Police Record Check), and
- offering the position to the preferred applicant(s)

## Applying via e-recruit

All applications to positions at Wimmera Health Care Group (WHCG) **must be made online via Mercury e-recruit.**

Applying for positions on our online system will ensure your application is received, as you will receive notification of its receipt. Applicants may also track the progress of your application throughout the recruitment process and can elect to be notified when positions of interest become available.

There are mandatory declarations that are required to be completed by all applicants. Before submitting your application you should read through this document to ensure you are aware of requirements.

## Registration

1. Register online via WHCG's e-recruit system as first time user
2. Activate your account as first time user
3. **OR** Sign in to e-mercury website if already a current user
4. Complete online application on mercury system

### **Forgotten Password:**

The system will allow you to make 3 attempts, on the third unsuccessful attempt the system will block your account, so it is suggested on 2nd attempt your click forgot password, wait for an automated email to be sent containing a link & temporary password.

**If you have any questions about an advertised position, please telephone the contact person nominated at the bottom of the job advert.**

## Application requirements

### Cover Letter

- The title, reference number of the position you wish to apply for
- Your full name, contact phone numbers and email address
- Statements that address the key requirements / **Key Selection Criteria** set out in the Position Description. Alternatively these can be addressed in a separate document

### Current Resume

- **Relevant work experience** (including the period of time in each position and the type of work/ responsibilities performed)
- Your resume should be in chronological order (most recent position first) of your employment history
- **Education and training achievements**, (including any education currently being undertaken, and professional memberships held)
- **Minimum of two professional references** (including your current manager/supervisor. Phone numbers can be supplied at interview)
- Any other information that you believe is relevant to your application

*Note. Personal information such as age, marital status, and/or number of dependents are not relevant to your application and do not need to be included in your resume*

## Submitting your application:

All documents need to be in a Microsoft word document (.doc .docx) or adobe (pdf) format. Applications close at 11:45pm on the advertised closing date.

In certain circumstances, late applications beyond this time may be accepted but it is at the discretion of the convenor. Should you wish to submit a late application, please discuss with the contact person for the position. Late applications will not be accepted once the interview process has commenced.

## Employment checks

### **Mandatory Employment checks:**

- 2 Professional Reference Checks
- Certified Current Police Record check
- Statutory Declaration (refer pages 5/6 of this document)
- Copy of Photo Identification
- Immunisation History
- Pre Existing Injuries

### **Dependant on position / applicant details:**

- Employment Victorian Working with Children Check (WWC)
- An Australian work eligibility check (\*)
- Sighting and copying qualifications / registration
- Credentialing
- Assessment tests

**(\*) Please note:** All candidates who apply for a position at Wimmera Health Care Group will be asked as part of the on-line application process, if they are an Australian/New Zealand citizen or permanent resident. Preference should be given to those who indicate that they are a citizen or permanent resident and therefore have work rights.

The onus is placed upon the employment candidate to produce the appropriate evidence of their work rights. It is not the responsibility of the hiring manager to pursue documentation with the Department of Immigration and Border protection (DIBP) on the candidate's behalf.

## **Recruitment Process**

### **Shortlisting**

The Manager or selection panel will assess all applicants against the selection criteria and will shortlist for interview those who best meet the criteria.

### **Interview**

The purpose of the interview is to provide the applicant with the opportunity to expand on information presented in their application and to enable the selection committee to gather further information for the assessment process. The interview Applicants who are invited to attend an interview will be asked a series of questions to determine their suitability in relation to the selection criteria and the requirements of the position.

If you are selected for an interview, usually you will receive notification within 7 working days of the advertised job closing date. You will receive the details of the interview date, time and venue via email or phone. If you receive an interview invitation email please accept or decline your interview time as indicated in the email. Please bring original or certified copies of the relevant employment checks (Qualifications, Registrations, Police Checks, WWC check, work rights) where possible.

### **Selection**

All appointments within WHCG are based on merit, with the most suitable applicant offered the position. Recruitment decisions are based on the abilities, qualifications, experience, performance and capabilities of an applicant, as they are relevant to the position.

Interview panels of at least 2 people are formed to ensure the selection process at WHCG is decided fairly and equitably. Confidentiality will be maintained and the privacy of your application will be respected.

### **Reference Checks**

Reference checks are conducted after the interview process is complete.

It is important that your referees are aware that you are applying for the position as the selection committee may contact your referees to obtain details of your performance.

Comments related to your demonstrated ability or potential to fulfil the selection criteria may also be sought from your nominated referees.

Referees will be required to confine their comments to their direct knowledge of you. It is therefore important that you nominate professional referees who are able to discuss your suitability in relation to the selection criteria. Written referee reports are not required.

## **Notification**

- The successful applicant will be verbally offered the position via phone. If accepted, this will be followed by an email to our on-boarding system which will include your formal letter of offer, contract and associated forms
- Unsuccessful, interviewed applicants will be notified of the outcome of their application by phone and/or email. Unsuccessful applicants can seek feedback from the interview panel chairperson once formally notified.
- All other unsuccessful applications will be notified via email (via the mercury e-recruit system)

## **Misleading information**

*Any statement in your application which is found to be deliberately misleading, including falsely claiming qualifications, may lead to dismissal.*

## **Equal Employment Opportunity**

WHCG is committed to Equal Employment Opportunity to make certain everyone is provided equal access for available employment for which they are suitable on the basis of merit. WHCG strives to ensure the workplace and its practices are free of any form of discrimination or harassment.

**Commonwealth of Australia**  
**STATUTORY DECLARATION**  
***Statutory Declarations Act 1959***

I, \_\_\_\_\_  
(Name of person making the declaration)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Occupation)

make the following declaration under the *Statutory Declarations Act 1959*:

I declare that (place a tick or cross in applicable boxes):

- since turning 16 years of age, I have resided in an overseas country for more than 12 months continuously in the last 10 years
- since turning 16 years of age, I have been a citizen or permanent resident of a country/countries other than Australia
- since turning 16 years of age, I have never been a citizen or permanent resident of a country/countries other than Australia

**I declare that I have never been;**

- (a) Convicted of murder of sexual assault; or  
(b) Convicted of, and sentenced to imprisonment for, any other form of assault;  
(c) Convicted of any other offence which may preclude me from working in the appointed role.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under Section 11 of the *Statutory Declarations Act 1959*, and I,

\_\_\_\_\_  
(Signature of person making declaration)

on \_\_\_\_\_ of \_\_\_\_\_ believe that the statements in this  
(date) (month and year)

declaration are true in every particular.

Declared at \_\_\_\_\_  
(place)

Before me: \_\_\_\_\_  
(Signature of person before whom the declaration is made (see over))

\_\_\_\_\_  
(Full name of person before whom the declaration is made (in printed letters))

\_\_\_\_\_  
(Qualification)

\_\_\_\_\_  
(Address of person before who the declaration is made)

*Note 1* A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

Note 2 Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.

**A statutory declaration under the *Statutory Declarations Act 1959* may be made before—**

- (1) a person who is currently licensed or registered under a law to practise in one of the following occupations:
- |                      |                      |                    |
|----------------------|----------------------|--------------------|
| Chiropractor         | Dentist              | Legal Practitioner |
| Medical Practitioner | Nurse                | Optometrist        |
| Patent Attorney      | Pharmacist           | Physiotherapist    |
| Psychologist         | Trade Marks Attorney | Veterinary Surgeon |
- (2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or
- (3) a person who is in the following list:
- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
  - Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
  - Bailiff
  - Bank officer with 5 or more continuous years of service
  - Building society officer with 5 or more years of continuous service
  - Chief executive officer of a Commonwealth court
  - Clerk of a court
  - Commissioner for Affidavits
  - Commissioner for Declarations
  - Credit union officer with 5 or more years of continuous service
  - Employee of the Australian Trade Commission who is:
    - (a) in a country or place outside Australia; and
    - (b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
    - (c) exercising his or her function in that place
  - Employee of the Commonwealth who is:
    - (a) in a country or place outside Australia; and
    - (b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
    - (c) exercising his or her function in that place
  - Fellow of the National Tax Accountants' Association
  - Finance company officer with 5 or more years of continuous service
  - Holder of a statutory office not specified in another item in this list
  - Judge of a court
  - Justice of the Peace
  - Magistrate
  - Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
  - Master of a court
  - Member of Chartered Secretaries Australia
  - Member of Engineers Australia, other than at the grade of student
  - Member of the Association of Taxation and Management Accountants
  - Member of the Australasian Institute of Mining and Metallurgy
  - Member of the Australian Defence Force who is:
    - (a) an officer;
    - (b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service;
    - (c) a warrant officer within the meaning of that Act
  - Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
  - Member of:
    - (a) the Parliament of the Commonwealth; or
    - (b) the Parliament of a State; or
    - (c) a Territory legislature; or
    - (d) a local government authority of a State or Territory
  - Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
  - Notary public
  - Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
  - Permanent employee of:
    - (a) the Commonwealth or a Commonwealth authority; or
    - (b) a State or Territory or a State or Territory authority; or
    - (c) a local government authority;with 5 or more years of continuous service who is not specified in another item in this list
  - Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made:
  - Police officer
  - Registrar, or Deputy Registrar, of a court
  - Senior Executive Service employee of:
    - (a) the Commonwealth or a Commonwealth authority; or
    - (b) a State or Territory or a State or Territory authority
  - Sheriff
  - Sheriff's officer
  - Teacher employed on a full-time basis at a school or tertiary education institution