

To apply for employment at Rochester and Elmore District Health Service (REDHS) complete your application on Seek and forward this completed Employment Application Form to recruitment@redhs.com.au

Your Seek application will need to include:

- A brief covering letter that states the title of the advertised position
- Your Resume including:
 - → Your telephone number, home and postal addresses
 - → Work experience identifying current to previous roles with a brief description of the duties of each, highlighting those relevant to the advertised position and your achievements
 - → Education and training relevant to the advertised position
 - → Evidence of your suitability against each key selection criteria listed in the position description (if applicable)
 - → Include copies of your qualifications and current registration certificates (if applicable)
 - → Names of 2 referees, preferably your current & last supervisor or an indication of availability upon request.

If selected for interview you will be required to:

- Agree to provide a current National Police Reference Check (issued within the preceding 12 months).
- Agree to provide a current Working with Children Check
- Agree to provide an NDIS Screening Check (where applicable to the position)
- Provide your Drivers Licence
- Provide copies of your qualifications/registration or certificates (relevant to the role).
- Provide evidence of legal entitlement to work in Australia: This may include an Australian or New Zealand Passport, Australian Citizenship Certificate; Temporary Visa with entitlement to work; Australian Birth Certificate.
- Applicants may also be required to complete a Pre-Employment Health Report.

Position Applied Fo	or							
Personal Details								
Surname:			Given Name/s					
Residential Address								
Suburb				State		Postcode		
Postal Address								
Suburb				State		Postcode		
Mobile	Ho		Home Pho	ome Phone				
Email address								
Entitlement to Work in Australia								
Are you an Australian CitizenYesNo			Permanent ResidentYesNo					
If No please provide yc	our Visa status							
LANGUAGES SPOKEN other than English?								



Have you worked for REDHS in the past?								
YesNo If YES complete below								
Last Position Title	Departme	nt	Final Date Worked					
Are you transferring from another		If YES, you will be required to provide a copy of your Certificates of Service to confirm continuous service						
Public Health Institution?		Acceptance of Continuous service obligations is conditional upon Executive approval.						
Voluntary Departure Package								
Have you receive a Voluntary Depart		e from the Victorian State Government, nhanced Separation Package in the last 3	years?					
If Yes please provide details of the pa	ickage you	received including the date on which you	received the package					
Health Status Declaration								
All applicants shortlisted for interview will be required to disclose all pre- existing injuries or medical conditions that could affect their suitability to undertake the requirements of the position. This disclosure will not influence the selection process unless it is clear the pre-existing condition would prevent the applicant from safely carrying out the requirements of the position. The final offer of appointment to this position may be subject to the applicant undertaking a pre-employment health assessment to establish their suitability to undertake this position								
I have received the position description that explains the responsibilities of the position. I understand that I am required to inform REDHS of all pre-existing injuries and medical conditions of which I am aware and which I believe may be affected by the job for which I am applying; and I understand that if I fail to inform REDHS or if I provide false or misleading information about my condition, as per the Accident Compensation Act 1985, I and my dependents may not be entitled to compensation payments if my pre-existing injury or medical condition recurs or worsens as a result of working in the position for which I have applied.								
 I am not aware of any pre-existing injury or medical condition that I have that may be affected by performing any of the responsibilities contained in the position (tick either 1 or 2) 								
 I am aware of the following pre-existing injuries or medical conditions that may be affected by performing the responsibilities contained in the position (tick either 1 or 2) 								
List details of pre-existing injuries, medical conditions or allergies below								
 I understand that if I am employed by REDHS I will be required to complete the REDHS Staff Health Immunisation Assessment form and provide evidence of immunisations and serology results prior to the commencement of my employment. (tick to acknowledge) 								





Criminal Record

In accordance with REDHS Police Certificates Policy and Procedure all persons applying to REDHS for employment are required to undergo a police check. REDHS can process the police check on your behalf which is faster. The information that you provide will be treated confidentially and will be considered only in relation to the job for which you are applying.

Disclosure of a conviction does not disqualify you from consideration.

Have you been convicted of a criminal offence.......Yes......No

Do you have a hearing pending for a criminal offence......Yes.....No

If Yes please provide details including dates

Privacy

REDHS collects this personal information for the purposes of processing and considering your application for employment. We use this information only for these purposes and will not disclose personal information unless authorised by you or as permitted or required by law. REDHS may disclose personal information contained in your application to nominated referees in order to verify statements contained in your application. Sensitive and health information is only collected and disclosed with your consent or as permitted by law. Your information is treated as confidential and managed in accordance with REDHS's Privacy and Confidentiality Policy. Failure to provide some or all of the information requested may result in your application not being processed.

Declaration

I declare to the best of my knowledge the information provided on this Application Form and accompanying application documents is true and I have not knowingly omitted or provided false and/or misleading information. I understand and agree that omitting details or providing false and/or misleading information may lead to the termination of my employment should an offer be extended by REDHS.

If successful for this position I understand if that this Employment Application signed by me forms part of my employment contract.

Applicant's Signature	Date	