

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 For					
Personal Details					
Surname:		Given Name/s			
Residential Address					
Suburb		State		Postcode	
Postal Address					
Suburb		State		Postcode	
Mobile		Home Phone			
Email address					
Entitlement to Work in Australia					
Are you an Australian Citizen.....Yes.....No		Permanent Resident.....Yes.....No			
If No please provide your Visa status					
LANGUAGES SPOKEN other than English?					



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	
-----------------------	--	------	--