

## **Application Guidelines**

Thank you for your interest in employment opportunities at Austin Health.

Below you will find some helpful guidelines to assist you through the application process using Austin Health's eRecruitment system.

If you require further assistance, please do not hesitate to contact HR Solutions on 03 9496 2511.

### **Registration**

In order to apply for a position at Austin Health, you will need to register with our eRecruitment system. You can do this by clicking the 'Register Now' icon, and completing the details. Your password should be between 8 and 20 characters and include at least one uppercase letter and one number.

### **Your Application, Resume and Cover Letter – applying online**

Before starting your online application, please ensure your Resume and Cover Letter are up-to-date and ready to attach, and that you have addressed each of the key selection criteria as detailed in the position description.

For senior medical and nursing positions, you will be required to download, complete and attach the credentialing form as part of your application. This will be available when you begin your application.

The eRecruitment system will accept files in the following formats: Microsoft Word (.doc), Adobe (.pdf) or Rich Text Format (rtf). The file name you use should only contain the letters A to Z, or numbers 0 to 9. The files size should be less than 200kb.

### **Correspondence and Application Status**

Correspondence relating to your application will be sent to the email address you provide at registration. Please ensure you check this email account regularly to monitor the status of your application. You can also check the status of your application by logging onto the eRecruitment system and clicking the 'My History' icon.

### **Short-listing for interview**

If your application meets the key selection criteria for the position, and you are short-listed for interview, you will be contacted by the relevant manager to schedule a suitable time. If you need to cancel or reschedule this interview, please contact the manager giving as much notice as possible. For junior medical staff, please follow the instructions sent via email to change your appointment time should this be required.

### **Pre-employment Checks**

Austin Health will, where necessary, perform the following pre-employment checks: Reference checks from previous employers; Police checks (mandatory for all new staff); Eligibility to work in Australia checks and visa verification; Working with Children checks; Assessment tests; Credential checks; Sighting/checking of qualifications or documentation.

### **Offer of employment**

If your application is successful, you will receive a verbal offer for the position by the relevant manager. HR Solutions, or the Medical Workforce Unit if you are a medical staff member, will then send you a Contract of Employment and on-boarding pack with the details of the position and instructions for finalising your appointment.



**Visa Information**

Austin Health employees must be eligible to work in Australia or hold a valid visa, and successful candidates will be required to provide evidence of this status on commencement where necessary.

**Contact details:**

If you have any queries regarding this information or the recruitment process at Austin Health, please contact the manager of the position you wish to apply for, or alternatively, HR Solutions.

**For all HR Enquiries please contact the HR Solutions team ~ we are here to assist you!**

**Email:** [HRsolutions@austin.org.au](mailto:HRsolutions@austin.org.au) **Phone:** 03 9496 2511 **Fax:** 03 9496 2188

Our operating hours are available on the HUB: [http://hub/HR/Contact\\_HR](http://hub/HR/Contact_HR)