

Guidelines for Applying For a Position with BCHS





A Message from the Chief Executive Officer

Thank you for your interest in the advertised position with Bendigo Community Health Services Inc.

This job application kit contains important information relevant to the position and includes;

- **Recruitment and Selection summary**
- **Guidelines for Preparing Your Application**
- **Background information – Bendigo Community Health Services**
- **Employee benefits**

Before applying, please check the job related requirements listed in the advertisement and in the position description to determine if you have the necessary skills and abilities to do the job successfully. To further ascertain whether the job is suitable for you, it may help to talk to the contact person named in the advertisement.

Only those applicants who competitively meet the work-related requirements will be considered for interview and appointment. I therefore strongly encourage you to carefully read the attached information, as it will assist you in preparing your application.

If you require any additional information about the selection process, please contact Human Resources on (03) 5448 1600. Position specific queries should be directed to the contact person listed in the advertisement.

I wish you all the best in your future career.

Sue Clarke
CHIEF EXECUTIVE OFFICER

OUR RECRUITMENT AND SELECTION PROCESS

Our process is designed to ensure merit, equity and probity is incorporated into all our recruitment decisions, and that the most suitable people are selected and appointed. This is in accordance with our Recruitment and Selection Procedure.

Key steps in the recruitment process are:

1. The selection panel assesses the applications and undertakes a short listing process to determine who will be interviewed.
2. Interviews are conducted.
3. Referee reports obtained for suitable/preferred applicants.
4. Selection report prepared.
5. Approval to appoint obtained.
6. Applicants notified of the outcome.

Once you have determined that you meet all of the job related requirements, your next step is to prepare your application.

GUIDLINES FOR PREPARING YOUR APPLICATION

The **'Employment Application Form'** will provide you with a checklist to ensure you have submitted the required documents for your job application.

- Covering letter.
- Statement addressing each of the Key Selection Criteria.
- You may submit a copy of your qualifications and professional registration.
Note: The successful applicant will be required to present these original documents on commencement of employment.
- Resume/Curriculum Vitae (No more than 6 pages) including:
 - Personal Details – Name, Address, Contact Numbers.
 - A summary of your work history beginning with your most recent position. Include starting and finishing dates, your position and the types of tasks that were required in each job, and your key achievements.
 - Your education and training achievements. Include any that you are currently undertaking. Membership of any professional bodies should also be included.
 - Any activities that you have undertaken outside of work which are relevant to the position.
 - Referees. The name and contact details of at least two referees of which, one should ideally be a current supervisor or recent supervisor.

Addressing the Work Related Requirements

Unless otherwise instructed in the advertisement and/or application package, you will be required to address each of the key selection criteria. These requirements can be found in the position description under the heading of 'Key Selection Criteria' (Page 2 of the Position Description). Selection for interview is based upon your ability to clearly demonstrate how you meet each of the Key Selection Criteria. You will be required to address the following:

- Respond to each Key Selection Criteria under a separate heading, explaining how you have met each criteria.
- Provide examples of situations where you have applied the experience, knowledge and/or skills relevant to the position.
- Try to limit your written responses to no more than $\frac{3}{4}$ of a page.

We understand that you may not wish for us to contact nominated work referees prior to interview. If this is the case please let us know.

LODGING YOUR APPLICATION

- Type your application. MS Word preferred.
- Staple your application in the top left hand corner. **Please DO NOT submit your application in plastic or cardboard folders.**
- Only provide copies of your qualifications/registrations – NOT originals. Do not attach information that is not relevant to the position that you are applying for.
- All applications should be marked 'Private and Confidential' and sent to Human Resources by one of the following means:

By Mail: Post Office Box 1121 Bendigo Central Vic 3552

By Hand: 171 Hargreaves Street Bendigo

By Email: recruitment@bchs.com.au

By Fax: (03) 5448 1699

Late Applications

It is your responsibility to make sure your application is received at Bendigo Community Health Services by the closing date and time stated in the advertisement.

Late applications may not be considered.

Progress of Your Application

All applications received within the closing date and time, are confirmed with an acknowledgment letter.

Once applications close, Human Resources will send all the applications to the selection panel for consideration. The panel will contact you directly if you have been selected for interview.

The selection process can take some time and if you want to check on the progress of your application please telephone the contact person named in the advertisement.