DOCUMENT PREPARATION FOR YOUR POTENTIAL CAREER AT

Wide Bay Hospital and Health Service

APPLICANT INFORMATION SHEET

Photo: Tourism and Events Queensland

Your document preparation guide as a potential successful candidate for a smoother transition into Wide Bay Hospital and Health Service.

What can the potential successful candidate do to prepare?

- Gather documentation to satisfy evidence of Australian Working Rights (Passport or Birth Certificate or Australian Citizenship Certificate) as a part of the mandatory requirement for employment.
- If the job requires a Qualification, arrange a certified copy to bring to the interview. All document copies must be certified by a JP, Commissioner of Declarations, barrister, solicitor, or notary public.
- If the job requires Registration or Membership (such as AHPRA), arrange a certified copy to bring to the interview.
- Arrange to have the identification documents certified.

Mandatory documentation

- Proof of Identify: you will need to provide three current documents as proof of identity. At least one document must contain photographic ID and one type that contains a signature, date of birth and place of birth.
- All document copies must be certified by a JP, Commissioner of Declarations, barrister, solicitor, or notary public.

Provide either	Current passport ***OR*** Birth certificate + Australian drivers licence/ Aust student photo ID/Proof of age card
Provide two (if not included above)	Australian drivers licence or Australian student photo ID or Australian proof of age card or Birth certificate or Australian citizenship certificate or Medicare card Utility bill (e.g. water, gas, electricity) or Pension concession card or Health care card Working with children check (Blue Card)

Employment Screening

- All new employees must undergo pre-employment screening checks (general criminal history check, aged care check, NDIS worker screening check, working with children check or correctional services check as applicable to the role description).
- Checks are organised by the Hiring Manager except for the NDIS screening check, which the employee must initiate. All checks must be completed before a new employee can commence work.
- Prepare your Visa Grant Notice as Issued by DoH or label in passport.

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Our Core Values

COLLABORATION · ACCOUNTABILITY · RESPECT · EXCELLENCE · THROUGH PATIENTS' EYES

Vaccine Preventable Diseases (VPD)

In some instances, it is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment: measles, mumps, rubella, varicella (chicken pox) and pertussis (whooping cough).

Please click here for more information on this process.

Tuberculosis (TB)

It is a condition of employment for this role for the employee to be assessed for their risk of TB. Existing staff that are engaged prior to 14 December 2018 are not subject to this condition of employment unless they apply for a role that is with a different Queensland Health entity (i.e. one HHS to another HHS, Department to a HHS, or HHS to Department). Should existing staff be concerned about their TB status, they should consult their GP or contact the Metro South Clinical Tuberculosis Services on (07) 3176 4141 or (07) 3176 4166 for advice.

Referees

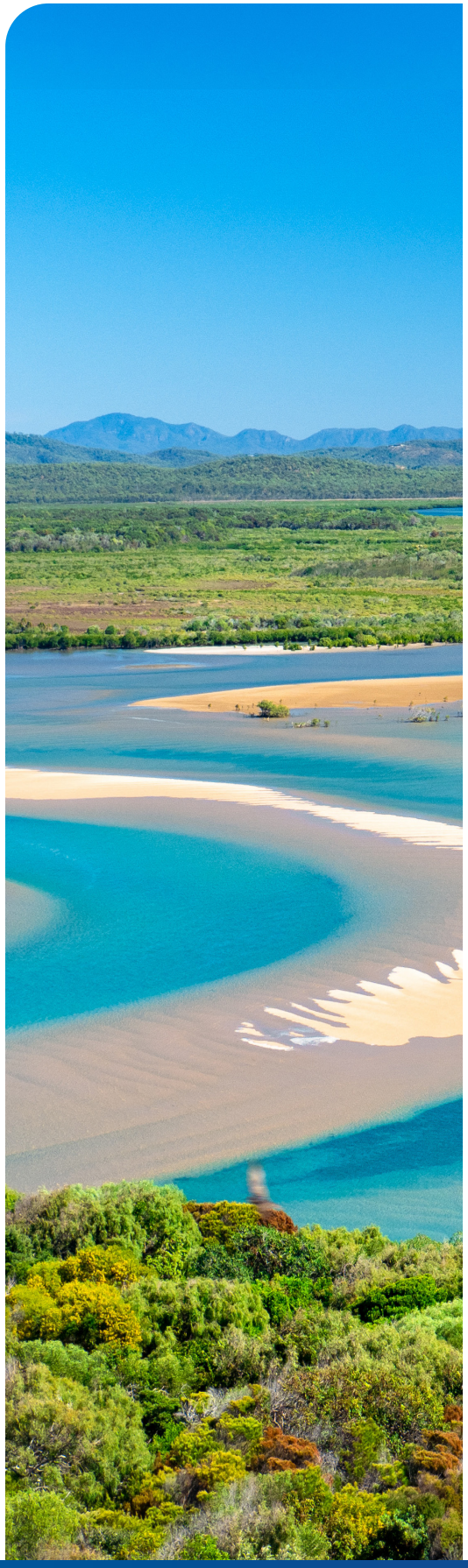
The purpose of conducting a reference check is to enable selection panels to seek information about an applicant's professional behaviour and performance. This information enables panels to assess the applicant's suitability and role fit for WBHHS.

In the event you are a preferred candidate, the panel are required to contact a current manager to provide a referee report on your current or previous work experience.

Referee checks may be undertaken at any time in the assessment process but never without the consent of the applicant in the first place so it is a good idea to have a discussion with your potential referees so they are aware you are seeking other career opportunities.

Selection Feedback

As an applicant, you can request feedback from a panel member when you are notified of the outcome of the recruitment process. Regardless of whether or not you get the job, it is a good idea to request feedback for how you can improve in the future.



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(07) 4150 2250
Recruitment-Wide-Bay@health.qld.gov.au
health.qld.gov.au/widebay

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