



# Guidelines For Job Applicants



Thank you for your interest in applying  
for a position with Albury Wodonga  
Health.

These guidelines have been published to  
assist you with your application.

Please ensure that you follow these  
directions carefully; failure to do so may  
render your application ineligible for  
consideration.

Appointment decisions within Albury  
Wodonga Health will be based on Equity  
and Merit.

If you have any questions please contact  
the HR Department via email:

[employment@awh.org.au](mailto:employment@awh.org.au)

## Applying For A Position

To apply for a position with Albury Wodonga Health please visit the Employment section of our website:

[www.awh.org.au/health-professionals/employment/](http://www.awh.org.au/health-professionals/employment/)

When you select 'Current Vacancies' you will be taken to the Victorian Government Careers website which lists all of our currently advertised positions.

Before you can apply for a position you will need to register with the Victorian Government Careers website; you will be prompted to do so when you select 'apply now'.

Your application must contain the following:

- A letter of introduction;
- A statement addressing how you meet each of the selection criteria. You will be asked to respond to the selection criteria as part of the application process; you are not required to attach a separate document;
- A copy of your current resume/curriculum vitae which should include the names and contact details of at least 2 current or recent professional referees;
- Certified copies of any qualifications and additional supporting documentation\*

*\* There is a limit of 2 megabytes per document, maximum 5 documents; these documents can be provided at the time of interview where agreed.*

Failure to provide these minimum requirements may render your application invalid.

## Putting Your Application Together

Telephone the nominated person for enquiries. More information about the position is available from this person. Read through the position description first, and then ask them any questions to clarify your understanding of the role.

You will need to respond to each selection criteria to show the selection panel that you have the right mix of knowledge, skills and experience for the position. Emphasise your major achievements and use positive language when talking about yourself. Do not simply answer 'Yes' or 'No'. Outline how you feel you address/meet the criteria and include examples where possible.

It is important that you understand the meaning of key words used in the Selection Criteria:

**Demonstrated Knowledge:** You need to give examples that prove you have knowledge in this area.

**Ability to:** You do not need to actually have done this type of work before, but your knowledge, skills and experience must show that you are capable of doing the work. Describe activities that you have undertaken which prove you could do this kind of work.

**Experience in:** Show when and how you have done this work before and give examples of your experience.

**Effective, Proven, Highly Developed, Superior:** These are all asking you to show your level of achievement. Give as much detail as you can, using examples of your achievements to show your knowledge, skills and experience.

## The Recruitment Process

Once you have submitted your online application you will receive an automated email to confirm that your application has been received. If you do not receive this email please check your junk email folder before contacting [employment@awh.org.au](mailto:employment@awh.org.au).

Applicants will be short-listed based on how closely their applications meet the required Selection Criteria. The most suitable applicants will be invited to attend an interview. The selection panel will usually consist of 3 members. If you are offered an interview and you have special needs (for example: wheelchair access to the building, interpreter for hearing impaired persons) please inform the person who contacts you, so that we can make suitable arrangements.

As part of the assessment process, the selection panel may utilise additional assessment tools which may include (but are not limited to):

- Audio Typing tests;
- Numeracy/Literacy tests; and/or
- Personal Profile analyses.

Interview questions and assessment tools will be applied consistently and equitably across all short-listed applicants.

All applicants will be advised of the success, or otherwise of their application. Applicants may request feedback regarding their application and/or assessment. Any feedback provided will be in relation to your individual performance; no feedback will be provided in relation to other applicants.

## Mandatory Requirements

All positions within the Health Service require the recommended applicant to undergo Criminal Record Screening. Outcomes of this process will not necessarily exclude the recommended applicant from appointment.

Some positions may also require an application for a Working with Children Check (WWCC). Should this be the case, you will be advised accordingly.

Albury Wodonga Health requires all employees to have an awareness of the principles and practices related to Equal Employment Opportunity (EEO), Quality Improvement, Occupational Health and Safety and Infection Control as they relate to their position.

Albury Wodonga Health is unable to support applicants who require sponsorship to work in Australia.

Applications close at midnight on the advertised closing date. Please ensure you submit your application before this time; under normal circumstances late applications will not be considered.

Successful applicants will be required to complete mandatory orientation modules using the AWH e-learning system prior to commencement.

Successful applicants of Category A positions must provide evidence of vaccination prior to commencement.

## Casual Nursing Positions

We are always looking for experienced and skilled Registered Nurses for casual positions within Albury Wodonga Health.

To apply for a casual position please follow the instructions on page 3. Before applying please ensure you meet the following criteria:

- Australian Citizen, permanent resident or holder of a current working visa (without sponsorship requirements);
- Registered with Australian Health Practitioner Regulation Agency;
- Minimum 6-12 months recent experience within an Acute setting in an Australian hospital;
- Demonstrated commitment to patient-focussed care;
- Ability to work as a team member within a multidisciplinary environment.

# Application Process

To view our current vacancies visit  
[www.awh.org.au/health-professionals/employment/](http://www.awh.org.au/health-professionals/employment/)

Select the position you would like to apply for

Log in or register, then complete the application form

Position closes; applications are short-listed

Interviews conducted

Applicants notified of outcome