



## Employment Application

Gateway Health is an Equal Opportunity Employer, and applications are assessed on the merit of each applicant against the selection criteria. The process used to select employees is as follows:

### 1. Your Application

Your success in obtaining an interview is based on how well your experience, qualifications, skills and knowledge meet the specific requirements of the position.

Your application **must contain** the following:

- A cover letter
- A separate document addressing the **Selection Criteria**, which clearly demonstrates your skills, knowledge and abilities relevant to each Selection Criteria as outlined in the Position Description.
- An up to date resume/curriculum vitae (CV), including two referees, (a recent Manager or Supervisor and a previous Manager or Supervisor).

**Applicants wanting further information on the position are strongly encouraged to contact the relevant program manager. Contact information for the program manager is located in the positions vacant advertisement.**

An applicant may meet the essential requirements of the position and yet, not be selected for an interview. This usually occurs when there are large numbers of applicants, some of whom meet both the essential and desirable requirements on a more competitive basis.

**Child Related Positions:** Only applicants who either have a current Working with Children Check card or who have returned a signed Working with Children Check – Applicant declaration and consent with their application, will be considered for interview.

**Police Checks:** All successful applicants will be required to undertake a police check prior to commencing employment with Gateway Health.

**Internal Applicants:** Please submit a detailed application as it is likely that at least one panel member may not be aware of your achievements.

It is the applicant's responsibility to ensure that their application reaches Gateway Health by the closing date and time. Gateway Health may consider situations involving unforeseen circumstances; the applicant should contact the Human Resource Manager and advise them of this situation before the closing time.

### 2. Lodgement of Applications

#### **By Email (preferred)**

The email should be sent to [recruitment@gatewayhealth.org.au](mailto:recruitment@gatewayhealth.org.au)

The email should be clearly titled "**Application for Position of .....**" and all relevant documents in the application should be sent as attachments in PDF format.

#### **By Post or Hand Delivered**

Applications should be submitted on A4 paper, clipped in one corner, and addressed:

Confidential, Human Resource Manager  
Gateway Health  
155 High St  
Wodonga Vic 3690



Applications will be acknowledged via email. Applicants who are successful in gaining an interview will be contacted in the first instance by telephone.

**Note:** Please do not send original documents of any qualifications or bind your application in a decorative folder, as your resume will not be returned to you.

### **3. The Interview**

The interview will be conducted by a panel of 2 or more members, and consist of structured questions relating to the selection criteria. Please be prepared to provide examples demonstrating your ability.

### **4. Referee Details**

It is suggested that you advise your referees that you are applying for a position, and that they may be contacted. At least one of the referees must be a recent supervisor or manager in employment or study, the second must be a previous Manager or Supervisor.

If you are applying for a child-related position, and your referees are contacted, they will be asked specific questions regarding any previous disciplinary action that may have been taken in relation to the management of children.

### **5. Next Steps in the Selection Process**

As part of the selection process the following assessments may be conducted by an external provider:

- Police Check
- Working with Children Check
- Referee Checks
- Educational Qualifications
- Behavioural Assessment

If these assessments confirm that you are able to satisfactorily undertake the requirements of the position, you will be contacted by phone and offered the position. Upon verbally accepting the position, and conditions of employment you will receive confirmation of the offer of employment in writing.

### **6. After The Selection Process**

Once the successful applicant has accepted the position, unsuccessful applicants will be advised. Applicants who were interviewed will be advised of the outcome in writing or by telephone.

For further information please contact Human Resources on 02 6055 3083 or via [recruitment@gatewayhealth.org.au](mailto:recruitment@gatewayhealth.org.au).