

Thank you for your interest in applying for a position with GV Health. Below you will find some helpful guidelines to assist you through the application process. Please read the following information before submitting your application.

Registration

In order to apply for a position at GV 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.

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.

Preparing Your Application

Your application needs to be clear and concise as it is the first step in demonstrating your relevant knowledge, skills, qualifications and experience to the selection panel. All applications will be considered based on the mandatory and desirable key selection criteria of the position. The selection panel reviews all written applications and short listing for interview is based upon statements addressing the key selection criteria. Many applicants do not proceed past this first stage of assessment because they failed to provide sufficient information in their applications.

How to Apply:

Applications are required to be submitted on-line via our website www.gvhealth.org.au. By applying online, you ensure that your application is received, as you are notified of its receipt. You may also track the progress of your application throughout the recruitment process and can elect to be notified when certain positions become available in the future. All applications to positions at GV Health must be made online via Mercury e-recruit. There are mandatory declarations that are required to be completed by all applicants. You should read this document before submitting your application to ensure you are aware of the requirements.

Provide with your application

Covering Letter

- Title and reference number of the position you are applying for
- Full name, address and day time contact phone number
- Outline why you are applying for the position and why you believe you are a suitable applicant.
- Statement addressing the requirements set out in the position description.

Resume

- A resume is a history of your employment and work experience and should cover the following areas:

- Your employment history in chronological order, starting with your current employment (including a brief summary on achievements and responsibilities)
- This should include the details of the positions that you have held, including employment dates, capacity in which you were employed (e.g. full-time, part-time, casual), where you were employed and a brief outline of the main duties and responsibilities.
- Education and training achievements, include any education currently being undertaken and professional memberships held. Your educational qualifications- this should include the title of your qualification, the year awarded and the title of the institution attended. Copies of your academic qualifications should also be attached. Information regarding training courses or developmental programs that you have attended should also be included.
- Names and contact numbers of three current professional referees (at least one should be a current/recent manager or supervisor and your referees must have knowledge of your work experience).

Key Selection Criteria

The key selection criteria indicates the *minimum* level of knowledge and skills that applicants require in order to satisfactorily perform the duties of the position. You must address each criterion as listed, citing relevant examples on how you believe you meet or have the potential to meet the requirements. Applicants are rated against the criteria in order to select the most meritorious applicant.

How do you address the key selection criteria?

The following is a guide to assist you in answering the key selection criteria:

- Read the key selection criteria carefully and identify the major factors in each statement.
- Determine how you meet each criterion.
- When making a statement on how you meet the criteria, give relevant examples that detail how you were involved in a process, or how you applied a relevant skill or ability. In providing evidence or support of your achievements, explain how you were successful and what impact you made.
- Check that you have addressed the major factors.
- It is not sufficient to simply state that you meet the criteria without explaining how.

Sending your application

Before starting your application online, please ensure that you have your Cover Letter and Resume ready to upload. These files must be submitted in either Microsoft Word (.doc/.docx) or Adobe Acrobat(.pdf) format. The filenames must only contain the letters A-Z or numbers 0-9. All applications are to be submitted online via eRecruit.

In the event that you are unable to submit your application via eRecruit, please check that you have activated your account via the email sent upon registration. If this has not rectified the issue you experienced, please contact the Employment Services Department on 58322081. Our team will endeavor to respond to you as soon as possible.

Please note applications close at 11:45pm on the advertised closing date.

Short Listing

All appointments within GV Health are based on merit, with the most suitable applicant offered the position. Recruitment decisions are based on the abilities, qualifications, experience, values, performance and capabilities of an applicant, as they are relevant to the position. Interview panels at GV Health are formed to ensure the selection process can be properly performed. Confidentiality will be maintained and the privacy of your application will be respected. 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.

Interview

If you are selected for an interview, you will be contacted as soon as possible after the advertising closing date. You may be contacted by either phone or email.

You will be advised of the interview date, time, venue and panel members upon acceptance of attending the interview.

Pre-Employment Check

Your pre-employment check will include:

- A National or International (if required) Criminal History Check prior to commencement of employment
- An Aged Care Statutory Declaration under the Statutory Declarations Act 1959

Your pre-employment check may also include:

- 100 points of certified
- An Australian work eligibility check
- Sighting and/or copy of qualifications
- Working with Children Check
- A medical assessment

- Copy of Government Issued Photo identification
- Reference Checks
- Qualifications/Registration
- Current Victorian Drivers License
- Licenses, registrations or certifications that are associated with this employment

Notification

If you are identified as a preferred applicant, you will be contacted by the Employment Services Team requesting that you complete a National Criminal History Check (and international where applicable) and Aged Care statutory declaration. Once this is completed and GV Health receives a satisfactory check the successful applicant will be offered the position, verbally or in writing. The formal offer (contract of employment) shall be valid for fourteen days from the date of issue. Successful applicants will be required to provide a record of Immune Status to vaccine preventable diseases or evidence of an immunisation assessment prior to commencement.

GV Health's Values and Behaviours

Our culture is made up of our CREATE values and behaviours, through which we commit to delivering ongoing quality healthcare for our community. Our CREATE values and behaviours are the foundations for our strategic pillars, and for achieving our goals.

Compassion

- We treat others with kindness and respect;
- Our deep connection to the community enhances our care for patients;
- We support the whole patient journey;
- We are understanding of each other.

Respect

- We respect the patient's voice and their choices;
- We celebrate diversity and are proud of multiculturalism;
- We respect differences of opinions;
- We respect the input of different disciplines and areas of expertise.

Excellence

- We are encouraged to grow professionally and personally;
- We are leaders in what we do;
- We invite feedback and are always striving to do better;
- We connect patients to further care and information.

Accountability

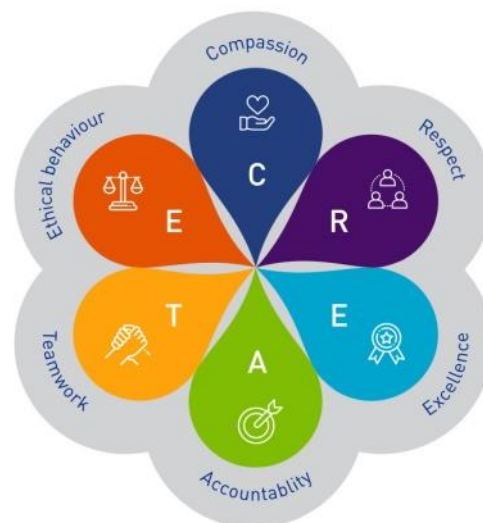
- We are responsible for our actions;
- We are courageous in our decision making and grow from our mistakes;
- We deliver what we promise;
- We don't compromise on our standards.

Teamwork

- We are a multi-skilled workforce and we pool our resources together;
- We mentor and support one another;
- We take a collaborative approach to care;
- We are approachable.

Ethical behaviour

- We hold ourselves to high standards;
- We rigorously uphold professional boundaries in our regional setting where patients may be friends or family too;
- We value and respect our patient's privacy and trust;
- We stand up against unsafe practice.



CREATE. Outstanding.