



Applying for a Position

Applying for one of our vacant positions is easy. Please read the instructions below and submit your application via our [online recruitment system](#). By submitting for any one of our vacancies, you acknowledge that you have read the information below and you agree to it.

What to include in your application?

Applicants need to submit a cover letter and a resume as part of their application. These two (2) documents need to hold enough information to allow the Selection Panel to assess their suitability against the essential criteria/position requirements.

Cover Letter

Applicants need to submit a cover letter that outlines how their work experience and achievements, skills, knowledge and qualifications relate to the position they are applying for. Before drawing up a cover letter, applicants should review the essential criteria of the position in order to briefly highlight how they meet the essential requirements of the role. **The cover letter should not exceed one (1) page.** For example: if an essential requirement requires “2 years’ experience in a Primary Health Care Setting” the cover letter should briefly highlight the previous work experience an applicant has in this area.

Resume

Resumes can be submitted in any style. It is recommended that current resumes will need to give minimum details regarding your:

1. Employment History
 - a. Dates of employment
 - b. Position titles
 - c. Summary of key responsibilities
 - d. Major achievements in this position
2. Qualifications
 - a. Name and details of the qualification
 - b. Date when the qualification was completed
 - c. Institution that deliver the qualification
3. Licences
 - a. Driver’s licence and other relevant licences e.g. AHPRA registration, Working with Children’s’ Check
4. Special achievements
 - a. Awards and special recognitions
5. Computer Skills
 - a. Level of computer skills and expertise of software packages
6. Professional memberships
7. Two (2) professional referees, who have previously supervised the applicant
 - a. Name of the referee
 - b. Position title and Company Name
 - c. Date when the referee worked with the applicant
 - d. Contact details of the referee, including phone number and email address

How to Apply

1. After you have submitted your application, you will always receive an automatic acknowledgement email. If you do not receive an email, your application is either incomplete or you may have entered the incorrect email address. It is your responsibility to complete all steps in the online system as incomplete applications will not progress further. If you experience any technical issues, please contact Human Resources on (08) 9022 5500.
2. Read the information regarding the job carefully and familiarise yourself with the position description. Prepare your cover letter and resume for your application.

Selection Process

Bega Garnbirringu Health Service's selection process is based on merit and conducted in a fair and equitable manner in accordance with National Employment Standards and the Fair Work Act 2009.

All applications received for a position will be forwarded to a nominated selection panel that will assess applications for suitability.

Applicants might be invited by a HR representative for an interview and/or further assessments. Interviews can be of a structured or unstructured nature. Further assessments may include presentations, pre-employment medical assessment or any other method as determined by the Selection Panel.

Referee reports will usually be sought after the initial, however can occur at any stage of the recruitment process. An HR representative will contact nominated referees or may seek information from other individuals who can provide information relevant to their skills, previous work and work performance.

Preferred candidates may receive a conditional offer. A police clearance or working with children clearance, information regarding a candidate's eligibility to work in Australia and the provision of relevant qualifications or licences may be required before their employment becomes confirmed.

Unsuccessful applicants will be advised of the outcome of the recruitment process once the successful applicant has accepted Bega's offer of employment.

