INFORMATION FOR APPLICANTS

We encourage all applicants to read this document prior to submitting an application.

For assistance with the application or pre-employment screening process, please contact:

Human Resources
(03) 5022 5444
careers@schs.com.au

Sunraysia Community Health Services is an Equal Opportunity Employer and we welcome and value diversity in our workplace. We encourage applications from Aboriginal and Torres Strait Islander people, people with a disability, mature age workers, people from diverse cultural and linguistic backgrounds and lesbian, gay, bisexual, transgender, intersex and queer (LGBTI+) people.

1. Your Application

Your application should detail your experience, qualifications, skills and knowledge.

Your application should contain the following:

- A cover letter
- An up to date resume/curriculum vitae (CV), including three professional referees, (Your current/recent Manager or Supervisor should be included).

Applicants wanting further information on the position are strongly encouraged to contact the relevant contact person listed in the advertisement.

2. Lodging your Application

Applications must be received by the closing date and time listed in the advertisement. Applications received after this time may not be considered.

We value sustainability practices therefore; our preferred method of receiving applications is by email. All emailed applications will be acknowledged.

Email to:
careers@schs.com.au

Note: *Please ensure attachments are in either PDF or Microsoft Word format.*

Mail to:
Manager Human Resources
Sunraysia Community Health Services
PO Box 2803
MILDURA VIC 3502

Deliver in person to:

Manager Human Resources
Sunraysia Community Health Services

137 Thirteenth Street
MILDURA VIC 350

***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. Interview

Following the closing date:

- The selection panel will shortlist applicants for interview based on their application.
- Applicants will be contacted by telephone to arrange an interview at a time determined by the selection panel.
- The interview will be conducted by a panel of 2 or more members, and consist of structured questions relating to the position.
- In some circumstances, applicants will be asked to provide a presentation or sample work. You will be advised of this requirement when contacted to schedule your interview.
- If your application has not progressed to the interview stage, you will be advised by email at the end of the recruitment process.

4. Referee Details

You should 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.

5. Following the Selection Process

All unsuccessful applicants that have been interviewed will be advised following the appointment of the preferred candidate.

6. Pre-employment Safety Screening

SCHS is committed to employing people who are able to provide quality services and a safe environment for our clients. Pre-employment safety screening is a mandatory requirement and not a means of precluding people with an adverse history from employment. The relevance of any adverse history is assessed in relation to the work environment and job role. All of these checks are undertaken in strict compliance with privacy and confidentiality principles as required by relevant legislation.

Please note: In accordance with the Department of Health and Human Services Safety Screening policy, SCHS cannot make an offer of employment until all pre-employment safety screening requirements have been met and assessed.

If you are the preferred applicant, you will be advised of the necessary pre-employment safety screening checks that you will need to provide.

NOTE: *To expedite the process, you may provide our Human Resources team with pre-employment safety screening checks at any time with or following the submission of your application.*

National Criminal History (police) check

A national criminal history (police) check is undertaken on all preferred applicants to establish if a criminal record exists and whether it is relevant in context of the role being applied for. You will be required to pay for your own check. If SCHS processes your national criminal history check application on your behalf, the cost of the application will be deducted from your first fortnightly pay.

International Criminal History (police) check

Preferred applicants who have lived overseas for 12 months or longer in any one country in the last 10 years are required to provide an international police check. Applicants can obtain this from the relevant overseas police agency or can obtain a check through an organisation such as fit2work. You will be required to pay for your own international police check/s.

Proof of Identity Check

Proof of Identity must be established for all preferred applicants to ensure any police history information identified through a criminal history check belongs to the correct person. You will be required to present either original or certified copies. A list of Proof of Identity documents can be found here.

Working With Children Check

Positions identified as working with children require the preferred applicant to provide evidence of holding or having applied for a Working With Children Check (WWCC) issued in Victoria. The WWCC must be an 'employee check' (not a volunteer). The cost of the WWCC is met by the employee.

NDIS Worker Screening Check

Preferred applicants for identified risk assessed positions are required to obtain a NDIS Worker Screening Check before they can start work. This includes any role with client contact. For your application, you will need at least 3 different identity documentsand also need to use a smartphone with a camera to confirm you are the person in your identity documents. The Service Victoria application process will guide you through this process. The fee for an NDIS Worker Screening Check is $119.40 and is met by the employee. An NDIS Clearance is valid for 5 years from the date of notice, unless surrendered or revoked.

Eligibility to work in Australia

You must hold appropriate work eligibility in Australia, either:

- Australian citizen
- Australian permanent resident
- New Zealand citizen who entered Australia on a valid New Zealand passport and granted a Special Category subclass 444 Visa with work entitlements on arrival.
- Non-Australian citizens holding a valid visa with work entitlements **Note**: Not all visas allow people to work in Australia.

As part of the recruitment process, we will check working rights via the Department of Home Affairs Visa Entitlement Verification Online (VEVO) service.

Immunisation Status

Department of Health Guidelines for Immunisation of Health Care Workers require all staff to demonstrate immunity to specific preventable diseases. To protect the health and safety of patients, visitors and staff, all staff must be immunised in accordance with the requirements of the category for their position. The nature of the role being undertaken will determine which immunisation category (A, B, C) applies and the immunisations the individual requires. As part of the recruitment process, the preferred applicant is required to provide evidence of immunisation (and/or serology) to confirm they are protected from risk.

Employment History Check (including disciplinary action disclosure)

Preferred applicants are required to disclose in writing any formal disciplinary action taken against them by any current or former employer. This includes any finding of improper or unprofessional conduct by any Court or Tribunal of any kind and any investigations that the staff member has been subject of by an employer, law enforcement agency or any integrity body or similar in Australia or in another country.

Qualification Check

Qualifications and registration with professional associations/bodies will be validated through an online check. The preferred applicant will make available the original for viewing or provide certified copies of their documents as part of their application. Where available, Qualifications will be validated online through the education providers website. If the education provider that issued your primary qualification does not allow for online validation of awarded qualifications, please ensure you have provided us with the consent documents to obtain this information as required by the education provider.

By applying for a position with Sunraysia Community Health Services, you are acknowledging that you have read, understood and agree to undergo pre-employment safety screening processes and requirements.