



# Application Guide

Thank you for your interest in working with Echuca Regional Health. All applications must be submitted via our online Equifax recruitment system as the application process includes mandatory declarations that are required to be completed by the applicant.

## **APPLICATION STEPS**

### **Registration**

- Register online via the Echuca Regional Health (ERH) Equifax online recruitment system if you are a first time user
- Activate your account as a first time user

### **OR**

- Sign in to e-Equifax website if you already are a current user
- Complete online application on Equifax system

## HELPFUL TIPS



### **Things to consider when you register as a first-time user:**

- Password needs to contain at least 8 characters, one digit and one uppercase.
- To activate your account an automated email will be sent to your email containing a link, be sure to check your email & sometimes junk inbox/ spam box in case the email ends up there.
- Current ERH staff are encouraged to sign up & apply for positions using their ERH email account, as this will allow access to internal positions

### **Forgotten your password?**

- The system will allow you to make 3 attempts, on the third unsuccessful attempt the system will block your account, so it is suggested on 2<sup>nd</sup> attempt your click forgot password, wait for an automated email to be sent containing a link & temporary password.

### **1. What to provide with your application:**

#### ➤ **A covering letter that should include:**

- The title/reference number of the position you wish to apply for
- Your full name, address, contact phone numbers and email address
- A statement addressing the requirements set out in the position description or key selection criteria

#### ➤ **Your resume which should include:**

- Relevant work experience (including a brief summary of achievements and



responsibilities)

- Your education and training achievements, including any education currently being undertaken, and professional memberships held
- Names and contact numbers of two professional referees (or these will need to be supplied at interview). Note – the referees must be someone who you have directly reported to.
- Any other information that you believe is relevant to your application

➤ **Position Description:**

The position description details the “position specific” and organisational responsibilities, mandatory skills and training and key selection criteria. Please read the position description and ensure your application addresses the key selection criteria.

**2. Submitting your application:**

- Before starting the online application, it is essential that you have your resume and cover letter ready to upload.
- All documents need to be in a Microsoft word document (.doc .docx) or adobe(pdf) format
- All applications need to be submitted online via e-Equifax
- Your application will be assessed against the key selection criteria outlined in the position description. Applicants who demonstrate that their skills, knowledge and personal attributes are closely aligned to the key selection criteria will be deemed suitable for an interview.

**3. Pre-Employment checks may include:**

- Reference checks
- Declaration of an injury/illness that may affect you ability to carry out the inherent requirements of the role
- Completion of pre-employment immunization questionnaire. Note – you may be required to undergo a blood test if appropriate evidence of immunization history is not provided. Subsequently, you may be required to have vaccinations prior to commencement.
- Australian National Criminal History Check
- Working with Children Check Victoria (Employee)
- Disability Worker Exclusion Scheme
- Visa Entitlement Checks – if you are not an Australian/New Zealand Citizen or Permanent Resident, please provide a copy of your passport during the application process.
- Sighting and copying qualifications/ Registration
- Credentialing
- Assessment tests, eg: technical testing

**4. Short listing:**

- A selection panel assess all applicants against the selection criteria and will shortlist for interview those who best meet the criteria.



### 5. **Interview:**

- Interviews are typically conducted by a panel of three. The interview panel will ask a series of questions that will be put equally to each applicant.
- The interview gives you the opportunity to demonstrate your suitability for the position through illustrating examples of work practice etc.

### 6. **Referee Checks:**

- We require applicants provide at least two current/professional referees. Referees are contacted post interview to verify the information gathered throughout the recruitment process.
- Please ensure the referees you provide are able to speak to your suitability in relation to the position's key selection criteria.

### 7. **Police Checks:**

- The successful applicant will be required to undertake or present a current (dated within 12 months) Police Check that is checked for employment and working with vulnerable people/unsupervised contact. ERH can source police checks, for more information contact the Human Resources Department on 03 54855134. The expense associated with Police Check will be met by the applicant.
- A Victorian Working with Children Check will be a requirement of employment if the role falls within the definition of 'child-related work' as defined within the Working with Children Act 2005, or where ERH policy deems appropriate.

### 8. **Credentialing:**

The successful applicant is required to provide ERH with original documentation of registrations and qualifications relevant to the role.

### 9. **After the Selection Process:**

ERH will notify all applicants of the selection outcome. Applicants are welcome to seek feedback on their application/interview.

### 10. **Equal Employment Opportunity"**

Echuca Regional Health is an Equal Employment Opportunity employer and we encourage Aboriginal & Torres Strait Islander applicants.

### **Still got questions?**

- If you have any questions about the role you are applying for, or would like more information about an advertised position, please contact the contact person listed on the advertisement.
- If you have general enquiries about the recruitment process or are experiencing difficulty uploading your application to our online system, please contact the Human Resources Department on 03 5485 5135.

**We wish you all the best with your application for employment with Echuca Regional Health!**