Central Highlands Rural Health Application Guide

Information for Applicants

1. Recruitment and selection at Central Highlands Rural Health

The recruitment and selection process at Central Highlands Rural Health commences when a vacancy is identified and a decision is made to fill the vacancy. The recruitment process includes; advertising the vacancy, short listing applicants, interview/assessment, conducting referee checks, undertaking employment screening (Working with Children Check, Criminal Record Check, and offering the position to the preferred applicant(s).

Applicants

Central Highlands Rural Health has implemented an online recruitment system where all applications are to be submitted electronically. By applying online, you ensure that your application is received, as you are notified of its receipt.

All applications to positions at Central Highlands Rural 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. Any questions regarding an advertised position can be directed to the contact person nominated at the bottom of the advertisement.

Merit selection

All appointments within Central Highlands Rural Health are based on merit, with the most suitable applicant offered the position. Recruitment decisions are based on the abilities, qualifications, experience, performance and capabilities of an applicant, as they are relevant to the position.

Interview panels at Central Highlands Rural 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.

Verification of qualifications and credentials

All relevant information about qualifications, experience, registration status and previous work experience will be independently verified prior to an offer being made. If you are shortlisted for interview, you will be required to provide copies of your qualifications at interview.

Misleading information

Any statement in your application which is found to be deliberately misleading, including falsely claiming qualifications, may lead to dismissal.

2. Applying for a position at Central Highlands Rural Health

Your application

An application must be submitted for each position for which you wish to apply for at Central Highlands Rural Health, this includes internal Central Highlands Rural Health staff members.

Before preparing your application, you may wish to contact the hiring manager to discuss / clarify details of the position.

How to apply
External applicants

1. If you have not applied to a position before at Central Highlands Rural Health, you must register online via Central Highlands Rural Health Mercury e-recruit, via the 'sign up' button.

2. You must activate your account as first time user, a link will be sent to your email address to activate your account.

3. If you have applied to a position before at Central Highlands Rural Health, please click on 'sign in' to the Mercury e-recruit website if you are already a current Hepburn Health job seeker.

4. Complete online application on mercury system.

Tips on registering 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, including your junk inbox/ spam box in case the email ends up there.

Current Central Highlands Rural Health employees

Current Central Highlands Rural Health employees applying for internal positions must sign up & apply for positions using their Central Highlands Rural Health email account – if the employee is using a personal email they are to contact careers@hhs.vic.gov.au and request that their profile be changed from job seeker to employee.

Forgotten password

• The system will allow you 3 attempts to log in to your account.

• On the third unsuccessful attempt, the system will block your account.

• If you have forgotten your password, select 'forgot password', and a link will be sent to you via email to reset your password.

• If you have any further issues, please contact People, Culture and Development team at careers@hhs.vic.gov.au

3. What to provide in your application

A covering letter which should include

• The title, reference number of the position you wish to apply for

• Your full name, contact phone numbers and email address

• Statements that address the key requirements a set out in the position description

A resume

• You are required to submit an up to date resume as part of your application

• Your resume should be in chronological order (most recent position first) of your employment history.

• Each of your positions should include dot points of your achievements / responsibilities

• Your education and training, including any education currently being undertaken and

• Professional memberships held should be included in your resume

• Names and contact numbers of two referees (or these can be supplied at interview)

• Any other information that you believe is relevant to your application

Note: personal information such as age, marital status, and/or number of dependents are not relevant to your application and do not need to be included in your resume

Submitting your application

• All documents need to be in a Microsoft word document (.doc or .docx) or Adobe PDF format

• Applications close on the advertised closing date by 9.00pm.

Pre-employment checks

• Reference check

• National Criminal record check – obtained if successful at the position

• Employment Victorian Working with children check (for relevant positions)

• Proof of Australian work eligibility

• Qualifications/ Registration

Short listing

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

Interview

If you are selected for an interview, usually you will be contacted via telephone or email. You will then be advised of date, time and venue. You will also be advised what documents you will need to provide at interview.

4. Documentation to prepare for interview

• Relevant qualification certificates/ transcripts

• Professional registration (if required for the position)

• If required a copy of your last pay slip

• 2 professional referee details (please ensure your referee's are aware that you have selected them)

5. Notification

• Once two successful reference checks have been completed, the successful applicant will be verbally offered the position via telephone.

• This will be followed by an employment contract, onboarding documentation, training requirements and pre-employment checks (eg: National Criminal record check)

• Unsuccessful, interviewed applicants will be notified of the outcome of their application by telephone.

• All other unsuccessful applications will be notified via email (via the mercury e-recruit system).

6. Commencing at Central Highlands Rural Health

In order for you to transition to your new role within Central Highlands Rural Health, it is a requirement that all new employees take part in our Central Highlands Rural Health General Orientation Program. This is a structured program to include introductions with key contacts in the organization, along with some of the mandatory training requirements.

Arrangements will be made for you to attend our Central Highlands Rural Health orientation session.

Successful applicants will also be sent links to on-line training which is to be completed prior to commencement.

An invite will also be sent to complete an on-line National Criminal record check.