

GUIDELINES FOR APPLICANTS

Dear Applicant

Thank you for your enquiry about employment opportunities at Mercy Hospital, Mount Lawley.

The first thing you should do when considering our advertised career opportunity is read the position description. If you require further position information direct your enquiries to the contact person named in the advertisement, please do not contact them for application kits.

YOUR APPLICATION

Your application for the advertised position should consist of:

1. **Application Form** – Can be found attached to the MercyCare website position advertisement.
2. **Covering letter** - Your letter should clearly state the position title you are applying for and briefly outline your suitability and interest in this position.
3. **An up-to-date Resume** – Please ensure your CV/Resume is up to date and includes the names, telephone numbers and e-mail addresses (if applicable) of two (2) professional referees. We recommend you make contact with your referees prior to including them on your resume.
4. **Statement Addressing the Selection Criteria (Check Advertisement if applicable)**
It is recommended you use each selection criteria as a heading and write a brief 1-2 paragraph in response to the selection criteria.

All applicants must possess the willingness to embrace the Mission and Values of Mercy Hospital Mount Lawley.

SUBMITTING APPLICATIONS

Electronic Applications: Our preference is for applications to be submitted electronically, either in Microsoft Word (.doc) or Adobe Acrobat (.pdf) format. Your application can be sent to hrhospital@mercyare.com.au Please state in the subject line which position you are applying for.

Hard copy applications: We recommend you do not submit your application in a plastic or cardboard folder. Please staple application in top left hand corner, and if possible one staple for your whole document. Please address your applications to:

‘Private and Confidential’
Human Resources - Recruitment
Mercy Hospital Mount Lawley
Thirlmere Rd
MOUNT LAWLEY WA 6050

Please be aware that applications may be considered on receipt by the selection panel and an appointment may be made prior to the advertised closing date therefore we strongly encourage you to submit your application or make contact with the position enquiry person as soon as possible to avoid disappointment.

SELECTION

Applications will be reviewed by our selection panel and where applicants are deemed competitive for the advertised position will be contacted and invited to attend an interview. Interviews normally take up to 1 hour and are usually held on site. The same series of questions will be asked of all applicants and are based on the position description. You will be advised at the interview when an outcome is expected to be made. All applicants will be notified of outcome either in person (phone call) or via post. On occasion applicants may be invited to attend more than one interview and generally subsequent interviews will be of an informal nature.

If you were unsuccessful for an advertised position your application will be kept on file for a period of up to 3 months. After this period your application will be destroyed in order to comply with privacy legislation (unless you contact us and advise otherwise)

PRE EMPLOYMENT CHECKS

Successful applicants will be required to provide:

- **Current Federal Police Clearance Certificate.** Prior to commencing employment with Mercy Hospital Mount Lawley. Applicants can apply for a Federal Police Clearance Certificate at Australia Post locations. Federal Police Clearance certificates but be applied for within 3 months of commencement with Mercy Hospital Mount Lawley.
- **Working with Children Check (Check Offer of Employment if applicable)** Under the Working with Children (Criminal Record Checking) Act 2004, A WWC Check is required by people who work with children and young people in certain categories of child-related work in Western Australia. If you do not already possess one, you can apply for a Working with Children Check card through Australia Post branches. Mercy Hospital *requires* either a copy of your Working with Children Check card or receipt of application prior to commencing employment.

- **Pre-Employment Immunisation form.** This form will be made available to successful applicants on acceptance of employment.
- **Professional body membership evidence, licences and certificates appropriate to the advertised position.** Successful applicants will provide original documents to Human Resources or a selection panel member for sighting and photocopying.

In addition applicants who are being considered further may be required to undertake a pre-employment medical.

Thank you for your interest in employment with Mercy Hospital, Mount Lawley.

Yours sincerely

Human Resources
Mercy Hospital Mount Lawley