



## APPLICATIONS FOR ADVERTISED POSITIONS AT WUCHOPPEREN HEALTH SERVICE LIMITED

### Application Process

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Wuchopperen Health Service endorses a recruitment process which is based on merit, transparency and equity. Wuchopperen is committed to recruiting employees who possess the qualities and qualifications which best meet the requirements of the position and attitudes and values are consistent with the purpose of the organisation.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply for vacant positions.

Some positions will be "identified" where there is a genuine occupational requirement that the position be filled by an Aboriginal or Torres Strait Islander person. This requirement will be noted in the position description, and you may be asked to provide a referee who can vouch for your identity as an Aboriginal and/or Torres Strait Islander person.

This information is to assist intending applicants in preparing an application for advertised positions. Applicants are requested to include the following information in their application:

#### 1. Covering Job Application Cover Sheet

- Complete the job application cover sheet.
- Include your name, address and telephone contact (including preferred contact number).
- State the position name that you are applying for in the subject line of the letter.

#### 2. Selection Criteria Statement

- Refer to the Position Description for the list of key selection criteria for the position. Short-listing for interview is based on your knowledge, skills and abilities meeting the selection criteria.
- Respond to each selection criteria by providing details such as your abilities, experience and achievements. Include examples, dates and other information you consider to be relevant. (Applicants who do not address each selection criteria will not be eligible for interview).

#### 3. Resume/Curriculum Vitae

- Your resume should contain a summary of your work history, including the present position held.
- Outline your educational achievements and qualifications held, including date of issue. Attach copies of major relevant qualifications, including academic transcripts.

Please do not send original documents with your application (e.g. certificates or references) and do not use folders or bind your application.

## Application Process (cont'd)

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### 4. Provide Two Work Related Referees

- At least two professional referees should be nominated, together with details of their current positions and phone numbers on which they may be contacted. No contact will be made without prior approval of the applicant.

#### **NB: Privacy**

Applicants who provide personal information of referees (such as names and contact details) must advise that their personal information will be supplied to Wuchopperen Health Service. Applicants must ensure that each nominated referee agrees to the applicant providing such information to Wuchopperen Health Service.

### Closing Date and Submission Details

The closing date for applications is noted on the position description and job application cover sheet.

Applications addressing the key selection criteria and enclosing a current resume should be addressed to:

CONFIDENTIAL  
Human Resources Manager  
Wuchopperen Health Service  
PO Box 878  
MANUNDA QLD 4870

Applications may be sent electronically in Word or Adobe Acrobat format (with the position title in the subject line of the email) to [hr@wuchopperen.com](mailto:hr@wuchopperen.com)

### Recruitment and Selection Process

- Applications will be acknowledged by letter. Please allow up to 1 week from the position closing date for your acknowledgement letter to be issued.
- Applicants selected for interview will be contacted usually by telephone. You will be contacted on the preferred number nominated. Please allow up to 3 weeks from the position closing date to receive notification of your short listing status.
- Reference checking will be undertaken following interviews for applicant/s being seriously considered for the position.
- All unsuccessful applicants will be notified of the outcome of the process in writing.

### Privacy of Personal Information

Wuchopperen is committed to compliance with privacy legislation. Personal information provided is used for recruitment and selection processes to assist the application for employment and, if successful, will be kept on the employee's personnel file. If unsuccessful, personal information will be destroyed once it is no longer required by Wuchopperen Health Service.