

## Information for Applicants

NSW Health offers a world class public health system providing a comprehensive range of health and health-related services across NSW. More than 100,000 people work in or directly with NSW Health, across 15 Local Health Districts, NSW Ambulance, NSW Health Pathology, Sydney Children's Hospital Network, Justice and Forensic Mental Health, Agency for Clinical Innovation, Bureau of Health Information, Cancer Institute NSW, Clinical Excellence Commission, Health Education and Training Institute, NSW Kids and Families and other NSW Health Organisations.

Recruitment processes in the NSW Health Service follow the NSW Health policy directive [Recruitment and Selection of Staff to the NSW Health Service](#). Some of the key steps and requirements are summarised in these pages for your information.

The NSW Health online recruitment platform allows you to submit your application in a few easy steps and track your progress throughout the recruitment process. You can build a personal profile with your resume/Curriculum Vitae (CV) and copies of your qualifications and credentials, which can be used when applying for positions in the future. You can also elect to be notified when certain types of positions become available.

All information provided by you as part of your application will be treated confidentially and will only be seen by NSW Health staff involved in the recruitment and selection process.

As an applicant there are various ways you may see jobs advertised, these include via the:

- NSW Health Career Portal
- Specific Organisation Career Portal e.g. LHD / Health Agency / Pillar
- Various job boards e.g. Seek, Careerone etc
- Press advertising e.g. newspapers
- Social media networks e.g. LinkedIn, Facebook
- Referral

Whichever way you hear about the role, you will be able to click on apply button and apply online.

## **General**

### ***NSW Health Recruitment and Selection policy***

The current NSW Health policy on [recruitment and selection of staff to the NSW Health Service](#) sets out the minimum standards for all recruitment processes within the NSW Health Service. (For Ministry of Health and executive recruitment please review their specific [applicant guide](#)).

Information on this website provides a summary of key points only.

### ***Merit selection***

Employment in the NSW Health Service is based on an assessment of the suitability and relative merit of all applicants for a vacant position.

Selection panels will be formed to ensure the selection process can be properly performed.

### ***Equity and diversity***

The NSW Government is committed to equity and diversity within its workforce. The NSW Health recruitment processes reflect this commitment. For further information, see the Public Service Commission's [Equity and Diversity website](#).

NSW Health has also developed an online recruitment resource to specifically support Aboriginal applicants – see [“Stepping Up”](#).

### ***Right to work***

To be eligible for permanent appointment to a position in NSW Health, you must have Australian citizenship or permanent residency. New Zealand citizens are considered to have a permanent resident status for the purposes of employment with NSW Health.

If you are not an Australian citizen or permanent resident, you must have a current visa that allows you to work in Australia. You are only eligible for temporary employment for a period not longer than the duration of your visa. Your residency status and/or working rights will be checked and confirmed prior to any offer of employment.

### ***Verifications and employment checks***

All relevant information about your qualifications, experience, registration status, and past conduct and performance will be appropriately and independently verified prior to any offer of employment. A number of employment checks will also be conducted.

As part of your application, you will be required to complete a standard consent form for employment related checks.

### ***Previous redundancy***

If you have previously accepted a redundancy from a NSW Government Sector agency, you are required to include information about the redundancy in your application. The information will not disqualify you from being selected for interview or offered the position.

If re-employed in the NSW Government Sector within the period covered by your severance payment, you may be required to refund the proportion of the severance payment applying to the period of re-employment.

### ***Misleading information***

Any statement in your application which is found to be deliberately misleading, including falsely claiming qualifications, may lead to dismissal and/or prosecution for any relevant offence.

## **Applying for a position**

### ***How to apply***

Applications for NSW Health jobs should be submitted online by the closing date. Further guidance is provided below.

Should you have any problems completing or submitting your application online, please contact the Hiring Manager or Recruitment Unit specified in the job advertisement.

### ***Creating a profile***

When applying for a vacancy in NSW Health for the first time, you will start by building a personal profile, which will include your resume/Curriculum Vitae (CV) and copies of your qualifications and credentials. These can be used again when applying for any positions in NSW Health in the future.

### ***Writing your resume / Curriculum Vitae (CV)***

You are required to submit an up-to-date resume/CV as part of your application outlining details of your education and employment history. It must include information on all positions currently and recently held.

Your resume/CV should be in chronological order, identify the type of work you have performed and your responsibilities, and provide details of the organisations you have worked for and the period of your employment with them. Personal information (eg age, marital status, number of dependents etc) is not relevant to the position and should not be included in your resume/CV.

### ***Your application***

You must submit a separate application for each position for which you wish to apply. The application will be auto-populated with relevant information from your profile, which you will be asked to review and update.

You should prepare a succinct application demonstrating why you believe you are the best person for the position. Your application should include your claims against the selection criteria and your resume / CV. As you progress through the recruitment process, you will be requested to provide further information and documentation at the appropriate stages of the process.

You should read the advertisement and the position description so that you are fully informed of the requirements of the position before submitting your application. You also may wish to telephone the contact person to discuss anything you don't understand or wish to clarify.

Your other preparation may include:

- talking to people in similar positions
- reading any available relevant information eg annual reports, strategic plans, NSW Health Code of Conduct
- visiting the [NSW Health website](#)
- visiting the website of the Health agency where the position is located.

### ***Addressing the selection criteria***

Your claims against the selection criteria are the most important part of your application. The selection criteria contain the minimum requirements for the position, and the selection panel will be assessing your skills, knowledge, qualifications and experience against these requirements.

You will be asked to address some or all of the selection criteria in writing online. Please provide examples that demonstrate your ability to meet those criteria. If your application does not address each criterion as requested, you reduce your chances of being short-listed for further assessment.

### ***Late applications***

Where there are unforeseen and/or unavoidable delays (eg job website unavailable), a grace period of 24 hours is allowed for applications to be submitted after the closing date. In certain circumstances, late applications beyond this time may be accepted but it is at the discretion of the convenor. Should you wish to submit a late application, please discuss with the contact person for the position.

Late applications will not be accepted once the interview process has commenced.

## **The selection process**

### ***The role of the selection panel***

The selection process will be undertaken by a panel of at least two people, one of whom is the designated convenor, and one the 'independent' panel member. As a general rule, the panel will have at least one male and one female member. Otherwise the composition of the panel may vary depending on the scope and nature of the position to be filled.

The role of the selection panel is to:

- assess each applicants' suitability for the position through one or more assessment methods, usually including a face-to-face interview
- conduct referee checks
- make a recommendation to the approving officer on any preferred applicant and any eligibility list.

### ***Assessment methods***

In the first instance, your written application and resume/CV will be assessed against the selection criteria. If you are short-listed for further assessment, you will be advised of the details, including time and place, online at least 3 days in advance.

Methods for further assessing the remaining applicants will vary depending on the nature and level of the position, and may include:

- Formal interviews with direct contact with the applicant
- Informal pre-screening interviews
- Work samples or tests
- Applicant presentations
- Group exercises or role plays
- Online interviews/assessments
- Third party assessments including cognitive or personality assessments.

### ***The interview***

The assessment process usually includes an interview involving direct contact with short-listed applicants. The purpose of the interview is to provide applicants an opportunity to expand on the information they provided in their application, and to enable the selection panel to gather further information for the assessment process.

All interviewees will be asked a common set of initial questions, which directly relate to the selection criteria. You may also be asked follow-up questions exploring specific issues about your claim for the position. At the conclusion of the interview, you may ask questions of the selection panel or provide further information in support of your application.

If you are offered an interview and you have special needs, please contact the convenor to discuss any appropriate arrangements.

### ***What do I bring to the interview***

If you are invited to an interview, you may be asked to upload a number of documents to your application online. You will also be requested to bring the originals with you to the interview for verification. The required documents may include:

- Original qualifications (as relevant to the selection criteria)
- Original proof of identification documents, as required by the current NSW Health [employment checks policy](#) and listed in the [100 Point Identification Checklist](#)
- Evidence of work entitlements in Australia (eg passport, birth certificate, citizenship, current working visa)
- Documents stating name change (such a marriage certificate, change of name certificate)
- Original registration and licence documents (as appropriate)
- A completed NSW Health [National Criminal Record Check consent Form](#)
- A valid Working with Children Check (WWCC) clearance number if not already provided (see the current NSW Health [employment checks policy](#))
- Statement/s of service from another public sector employer (if appropriate)
- Evidence of immunisation status (see the current NSW Health policy on [occupational assessment, screening and vaccination against specified infectious diseases](#)).

It is expected that all the requested original documentation will be provided at the time of interview. If you are not able to provide original documentation at the interview (eg interstate or overseas candidate not attending in person), any offer of employment will be conditional on production of the original documents.

All documents, if not in English, must be officially translated to English.

### ***Referee information***

If you are called for an interview, you will be asked to provide the names and contact numbers of at least two referees. One of your referees must be a current supervisor/manager. (Where this is not possible, please contact the convenor of the selection panel to discuss any possible alternatives.) It is important that you nominate referees who are able to discuss your suitability in relation to the selection criteria, and provide information in relation to your past performance and professional conduct.

The selection panel may contact your referees shortly after the interview by phone. You should make your referees aware that you have nominated them, and also consider providing them with a copy of the position description. Written referee reports are not required.

## **Employment related checks**

If you are the recommended applicant, all information provided by you will be verified and all mandatory employment checks relevant to the position completed or confirmed as current prior to any offer of employment. For further detail, refer to the current NSW Health policy on [recruitment and selection of staff to the NSW Health Service](#). Some of the main checks are summarised below:

### ***Evidence of immunisation status***

Each position within NSW Health has been categorised as either category A or B according to its potential for transmission of specified infectious diseases. If you are the preferred candidate for a category A position, you will be asked to provide evidence of protection for specified infectious diseases, and evidence of your tuberculosis (TB) status.

For further information about the requirements and acceptable evidence, refer to the current NSW Health policy on [occupational assessment, screening and vaccination against specified infectious diseases](#). Please note that your application for employment will not be considered further unless you comply with the requirements of the policy.

### ***Service Check Register***

An internal service check via the NSW Health Service Check Register will be undertaken on all preferred applicants, whether existing staff or new appointments, in accordance with the [NSW Health Service Check Register Policy Directive](#).

### ***Employment Checks – National Criminal Record Checks (NCRCs) and Working with Children Checks (WWCCs)***

Detailed information about NSW Health's requirements around NCRCs and WWCCs is contained in the current NSW Health policy on [employment checks](#). In summary:

#### **NCRCs**

If you are invited to an interview, you may be asked to complete the NSW Health [NCRC Consent Form](#) and bring it to the interview together with 100 points of identification as detailed in NSW Health's [100 Point Identification Checklist](#).

You may also be asked to complete a [Criminal History Declaration](#) as part of your application.

If you are an overseas applicant, you will be required to provide a police clearance from your home country, or where not possible, a [statutory declaration](#) stating that you have no pending charges or criminal convictions.

For aged care work, you will also be required to complete the [Aged Care Statutory Declaration](#).

Note that criminal history or pending charges do not necessarily preclude you from employment in NSW Health; applicants with a criminal history may be asked to provide additional information in support of their application and each case will be considered on its merits.

#### **WWCCs**

Depending on the type of work you are applying for, you may be required to provide a WWCC clearance number.

To obtain a WWCC clearance number, follow the instructions on the website of the [NSW Children's Guardian](#), which includes completing an online application form and then attending a [NSW Motor Registry](#) or a NSW Council Agency that provides Road and Maritime Services, to provide [proof of identity](#) and pay for the WWCC to be completed.

The cost of the WWCC is \$80. Please note that a volunteer WWCC (which is free) cannot be used for paid employment.

#### ***Health assessment***

Prior to any offer of employment, you will be required to undergo a pre-employment health assessment relevant to the inherent requirements of the position. At a minimum, you will need to complete a Health Declaration online. In order to complete the declaration, you should review the Job Demands Checklist of the position. In some instances, you may be required to undergo some further health assessment.

Health assessments are separate from the merit selection process and are not available to the selection panel. They will be reviewed and assessed by an appropriately trained staff member only.

If the health assessment finds that you do not meet the inherent job requirements of the position because of disability/impairment, the Health agency will consider whether a reasonable adjustment can be made to the position to allow you to carry out its requirements.

## **Outcomes and Notification**

### ***Offer of employment***

If you are the successful applicant, you will be made a written offer of employment online. Information about the terms and conditions of your proposed employment will be included. You will be asked to accept the offer online.

### ***Eligibility lists & talent pool***

If you are deemed suitable for the position, but not ranked first, you may be placed on an eligibility list. Applicants placed on an eligibility list are ranked in order of merit. If the position you applied for, or a similar position, becomes available within the period the list is active (usually 6 or 12 months), the position may be offered to the next ranked candidate on the list.

If you are placed on an eligibility list, you will also be given the opportunity to opt into a broader NSW Health talent pool for consideration for other similar vacancies at the same level and same occupational stream across NSW Health.

### ***Unsuccessful applicants***

If your application is unsuccessful, you are encouraged to seek feedback from the selection panel/convenor as soon as you receive formal advice of this. Such feedback can help you to understand the selection panel's decision and to discuss ways in which you may improve future applications or interview performance.

## **Further Information**

Further information regarding NSW Health can be found at [www.health.nsw.gov.au](http://www.health.nsw.gov.au). For information about specific NSW Health agencies, refer to:

- Our structure - <http://www.health.nsw.gov.au/about/nswhealth/Pages/structure.aspx>
- Local Health Districts and Specialty Networks at <http://www.health.nsw.gov.au/lhd/Pages/default.aspx>.