

JMO Recruitment Applicant User Guide

NSW HEALTH
JUNIOR MEDICAL OFFICER
RECRUITMENT CAMPAIGN



HealthShare

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NSW Health co-ordinates an Annual Junior Medical Officer (JMO) Recruitment Campaign where the majority of vocational and non-vocational positions are advertised for commencement in the following clinical year. Most applicants who are recruited into a JMO position in the NSW public health system apply via the campaign. This recruitment is conducted online through the NSW Health [JMO eRecruit system](#).

Positions Recruited Via the Campaign

All specialties listed by the Medical Board of Australia may advertise a JMO position via NSW Health Annual JMO Recruitment Campaign.

However, the following specialties below appoint their trainees via a College allocation process. Please refer to the specific Colleges for information on applying as trainee.

Surgery

- Cardio-thoracic surgery
- General Surgery
- Neurosurgery
- Orthopaedic surgery
- Otolaryngology – head and neck surgery
- Oral and maxillofacial surgery
- Paediatric surgery
- Plastic surgery
- Urology
- Vascular surgery
- Hand surgery

Dermatology

Advertising Dates

Positions for the following Clinical Year are generally advertised via the NSW JMO website for a 3 week period from **late July to mid-August** annually, with the exception of some positions being advertised early.

Please refer to the [recruitment dates page](#) for further information.

For other medical vacancies within NSW Health, including JMO positions that arise on an ad-hoc basis, please check the [NSW Health eRecruit System](#). These vacancies are updated on a regular basis and you can search for vacancies based on specialty, level and/or [location](#).

Applications

Application Process

Positions available during the JMO recruitment campaign will be advertised on the [JMO eRecruit system](#) available through the [JMO website](#).

Searching for a Position

You can search for a position using any of the fields below (a maximum of 2 fields can be used).

The screenshot shows the 'Search Jobs' page. At the top, there is a navigation bar with 'Search Jobs', 'Sign In', 'Sign Up', 'FAQ', and 'Help'. Below the navigation bar, there is a yellow banner with a welcome message and a note: 'To maximise your search results, please choose only 1-2 search options. Note: Not all fields are mandatory'. Below this is a red banner with an announcement: 'First Round Advertising will commence 23rd July 2015 9am (AEST) and conclude 13th August 2015 5pm (AEST)'. The main section is titled 'Search Vacancies' and contains a search form. The form has a 'Keywords' field with a placeholder 'Enter reference number, job title or keywords'. Below this are several filter fields: 'Position Number' (text input), 'Position Title' (dropdown menu), 'Specialty' (dropdown menu), 'Sub-Specialty' (dropdown menu), 'Additional Training Focus' (dropdown menu), 'Training Network/Training Rotation' (dropdown menu), 'Local Health District' (dropdown menu), 'Facility' (dropdown menu), 'Part Time Considered' (checkbox), and 'Job Share Considered' (checkbox). At the bottom of the form, there is a 'Browse all vacancies' link and a red 'Search' button.

eRecruit System User Registration

If you intend to apply for a position/s, you will need to register as a user.

This screenshot is identical to the one above, showing the 'Search Jobs' page. The 'Sign Up' button in the top navigation bar is circled in red, highlighting it as the next step in the process.

You will need to provide contact details, Australian residency status, medical registration status and other important details. Please note that the name that you use to register will need to match with the name you will have to provide for your Working with Children Check (see [Declarations and pre-employment screening checks](#)).

When registering, please ensure that you use a current email address. All correspondence from NSW Health will be sent to you via that email address you provide. This will include:

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- Receipt of your application/s
 - Acknowledgement that your application/s has been edited or withdrawn
 - Interview times
 - Preliminary job offers
 - Unsuccessful notifications
 - Eligibility list notifications
 - Letter of offer

Please also ensure that your email system will accept these notifications and that they are not being identified as spam and are being directed to your “Junk E-mail” folder.

Document Requirements

You will need to provide the following documents when you submit your application/s:

- Resume/CV

Please note:

- You can only upload one file which will then sit globally against all of your applications
- The file must be in MS Word (.doc or .docx) or Pdf format
- Scans of Qualifications/Certificates
 - MBBS or equivalent (mandatory)
 - Additional specialty training certification/ exam results (optional)
 - Fellowship certificates (mandatory if applying for a Senior Registrar position)

The maximum file size is 1MB. The file name cannot contain symbols and must not exceed 30 characters.

You are not required to submit a cover letter.

Completing an Application

Once you have registered, you can log-in. After searching for a position, you can view the details and apply.

There are a number of parts to each application which must be completed in order. At the end of each screen, you will have the opportunity to continue to the next part of the application or return to the previous screen

Each position will have a position description, selection criteria and details of a contact person for further enquiries.

Note: Fields marked with an asterisk (*) are mandatory fields. These must be completed before you are allowed to progress to the next stage of your application.

You will also be logged out if leave the application idle for 60 minutes.

Selection Criteria

When applying for a position, you will need to respond to the selection criteria for that position. Your claims against the selection criteria are the most important part of your application. The selection criteria are a set of measurable standards which allows the selection panel to determine whether you have the right mix of skills, knowledge, qualifications and experience required for the position. If your application does not address each criterion, you reduce your chance of being short-listed for interview.

Note: Your application will be saved each time you click “**Continue**” and move to the next step. You can also save your application and submit at a later date if required.

To prevent any loss of entered data, it is advised that you complete your responses to the selection criteria in a separate document (for e.g. Word) prior to commencing your application online. This will enable to you to copy and paste the information into the system once you're ready to submit your application via the eRecruit system.

There is a 1,000 character limit for responses to each selection criterion.

Referees

You will need to provide the details of two (2) referees. At least one referee must be a current supervisor or have been a supervisor within the last 12 months. You may only nominate 2 referees in the system, however you can nominate multiple referees within your resume/CV. Convenors may refer to those referees nominated in your resume/CV to obtain a relevant reference for the position you are applying for. You are able to nominate additional referees, if you wish, should you be successful in obtaining an interview.

Note: You will be unable to change your referees once the position closes. Please ensure your referees are aware of the position/s you have applied for and will be available to complete referee checks from the time applications close from the end of August until the end of September. If your referee reports are unable to be obtained within the required time frame your application may be unable to be assessed further.

Referees also cannot be changed for second round applications.

Declarations and pre-employment screening checks

The last process requires you to complete declarations and provide consent to pre-employment screening checks.

Pre-employment checks are initiated in accordance with the current NSW Health Employment Screening policies. Checks include, but are not limited to:

- National Criminal Record Check (NCRC)
- Working with Children Check (WWCC)
- Service check register
- Medical Board of Australia registration
- Immunisation status.

Where required by the position, and not already conducted, a relevant health assessment of the preferred applicant may also be undertaken.

If you are requested to attend an interview, you will need to print and sign the National Criminal Record Check form and this form must signed and taken to the interview.

Submitting applications

Applications must be submitted by **5pm (AEST)** on the closing date of the advertisement.

You will receive an email advising that your application has been successfully lodged. A separate email will be sent for each application that has been successfully lodged. You can also view positions you have applied for in the **My History** section.

Updating applications

You are able to update/edit your application/s via the **My History** section of the [JMO eRecruit System](#) up until **5pm (AEST)** on the closing date of the advertisement.

You can also edit your profile details at any stage during the recruitment period. To amend your profile, including editing of declaration forms, click on **My Registration**.

Late applications

Please note that it is only in exceptional circumstances that late applications may be accepted; it is at the discretion of the convenor, and it is only possible where interviews have not commenced for the position. Should you wish to submit a late application, please discuss with the contact person for the position.

Withdrawing applications

You can withdraw applications for positions you no longer wish to be considered for through the [JMO eRecruit System](#) up until an interview has been scheduled. After this time you must contact the convenor to withdraw from a position.

Preference Matched Positions

Some positions that you apply for may use a preference matching process. Preference matching can occur when there are identical positions available across various facilities within the NSW public health system and as a consequence, applicants are asked to rank the facilities they wish to work from most preferred to least preferred.

The list of specialties / positions which conduct preference matching are:

- Basic Physician Trainee
- NSW Surgical Skills Network.

As a consequence of preference matching, successful applicants will only receive one offer of employment in the first round of offers. Subsequent offers will only be sent if positions are not filled in the first round of offers.

To be considered for a Training Network / Training Rotation / facility you must **apply** and preference all Training Networks / Training Rotations / facilities for which you want to be considered (and that you would be willing to accept if offered the position).

You are able to change your preferences up until midnight of the last interview date for the preference match group (please see [recruitment dates](#)). You are able to view your preferences via the **My History** section.

In the lead up to your preferences being closed for editing, you will be sent three emails to remind you to confirm your final preferences. These emails will be sent:

- At the time the advertisement closes
- At 6pm on the last day of interviews for the position, and
- At midnight on the last day of interviews for the position (confirmation of your final preferences **only**).

During the recruitment period, especially during the period of interviews and offers, you should check your email and your **My History** section regularly. This is especially important if you are on leave or are overseas during this time.

Should you withdraw from any positions, you should also check your preferences through the **My History** section and ensure that your preferences remain in the correct order.

Offers for preference matched positions will be sent as per the [recruitment dates](#).

Second Round Advertising

Some positions will be readvertised during mid-September if vacancies remain after the first round of recruitment. You should review the website regularly if you are seeking a second chance to apply. If you wish to apply for any of these positions, you will need to apply promptly, as interviewing for these positions will occur over a shorter period than the first round.

<p>Note: You are not able to make changes to your CV/Resume or referee details for second round applications.</p>
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Interviews

Each year interviews commence late August and run through most of September. For positions that are part of the centralised panel recruitment, please refer to the [recruitment dates](#) for further information. For all other positions, please refer to the contact person on the individual job advertisements.

Telephone Interviews

If you know that you will be on leave during the interview period and will be unable to attend an interview in person, an interview by telephone may be arranged. Please refer to the contact person on the individual job advertisements.

Documentation requirements

You must bring the following original documentation to the interview:

- Original proof of identification documents as listed on page 2 of the [100 Point Identification Checklist](#)
- Evidence of work entitlements in Australia e.g. passport, birth certificate, citizenship, current working visa
- Documents stating name change (such as marriage certificate, deed poll)
- Qualifications including specialist qualifications or evidence of completion of vocational training requirements
- Signed National Criminal Record Check (NCRC) consent form completed at the time of application
- A valid Working with Children Check (WWCC) application, or clearance number if not already provided
- Acceptable evidence of the required immunisation status for existing employees e.g. certificate of compliance or laminated vaccination card. If you are unable to provide this information you will be required to complete the [New Recruit Undertaking/Declaration Form](#) and the [Tuberculosis \(TB\) Assessment Tool Form](#), and
- Where applicable, current Medical Board Registration.

Job Offers

In order to ensure the integrity of the recruitment process, employers are asked that preliminary offers of employment are made according to the offer dates. In previous years, some offers were made before the dates agreed, and in some instances this resulted in applicants withdrawing from interviews in other specialties/positions which have later interview/offer dates.

Please note that verbal offers are not legally binding. You should ensure that you receive the preliminary email offer before making your decision.

Accepting Offers

When you receive an offer, you must accept or decline a position online. You have **48 hours** from the time and date of the email offer to accept or decline a position. If you wish to discuss the option of delaying your decision you must contact the convenor. Failure to accept/decline the position or obtain approval to delay your decision may result in your job offer being withdrawn.

Multiple Offers

If you receive more than one offer, you need to accept one and decline all others. You should contact the convenor if you wish to discuss or clarify an offer to assist in your decision-making.

If you have already accepted a position but subsequently become eligible for a more desirable position, you will need to notify the convenor or the contact of the previously accepted position as soon as practicable to inform them that you will be accepting another and withdrawing from that position.

Please note that facilities are given a “multiple acceptances” report, and applicants who do not inform the facilities of their final decision will be followed up.

Employment Package (including Letter of Offer)

Letters of offer and accompanying paperwork are usually sent out from late October to the postal address you provided in your application.

If your signed acceptance form has not been received within 21 days of receipt of the letter, your offer of temporary employment may be withdrawn, in order that the position can be offered to another applicant.

Notifications

During the recruitment period, you will receive the following notifications (where applicable) via email:

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- Receipt of your application/s
 - Acknowledgement that your application/s has been edited or withdrawn
 - Interview times
 - Preliminary job offers
 - Unsuccessful notifications
 - Eligibility list notifications
 - Letter of offer

During the period of interviews and offers, you should check your email and your **My History** section regularly. This is especially important if you are on leave or are overseas during this time.

Eligibility Lists

If you are not offered a position, you may be placed on an eligibility list. An eligibility list may apply not only to the position for which it was created, but also to other vacant positions that are substantially the same and have substantially the same selection criteria. This may include a particular classification of position experiencing recurring vacancies. An eligibility list may be accessed for up to 12 months and allows facilities to fill vacancies without the need for further interviews.

You will be advised via email if you have been placed on an eligibility list. Offers of employment to individuals on an eligibility list are made in the order in which the names appear on the list, i.e. first offer to first name on the list, etc.

Assistance with Applications

If you require assistance in the use of the JMO eRecruit System or the recruitment process requirements, please contact the **JMO HelpDesk** at: HSNSW-JMOhelpdesk@health.nsw.gov.au or call **1300 443 966**.

The Help Desk operates between July – December from **8.30am to 5pm Monday to Friday**.

If you have any queries regarding the position, please refer your query to the contact person listed on the advertisement.

Frequently Asked Questions

Applications

Do I need to submit an application for each position I am interested in applying for?

Yes. As the positions are facility/network based you need to apply to each advertisement. Submitting a CV only will not get you a job regardless of what you have been told.

Can I apply for more than one position?

The system accepts applications for more than one position. However, you should only apply for positions that you are prepared to work in, if you are offered the position. If you no longer wish to be considered for a position, please withdraw your application as soon as possible.

Moreover as above, if you receive more than one offer, you need to accept **ONLY** one and decline all others. You should contact the convenor if you wish to discuss or clarify an offer to assist in your decision-making.

If you have already accepted a position but subsequently become eligible for a more desirable job, you will need to notify the convenor or the contact of the previously accepted position as soon as practicable to inform them that you will be accepting another, and are withdrawing from the previously accepted one.

Please note that facilities are given a "multiple acceptances" report, and applicants with multiple offers who do not inform the facilities of their final decision will be followed up.

Do I need a cover letter?

No, you are not required to submit a cover letter.

How much time do I have to complete my application before the eRecruit system logs me out?

Your application will be saved each time you click "Continue" and move to the next step. However, if the system is not continually used, it will time out automatically in 60 minutes.

It is advised that you complete your responses to the selection criteria in a separate document (for e.g. Word) prior to commencing your application online. This will enable you to copy and paste the information onto the system once you're ready to submit your application via the eRecruit system.

I've commenced an application, can I complete it later?

You can save your application and submit it at a later date.

Who is an appropriate referee?

Please note that reference checks are conducted on the preferred applicant(s) prior to any offer of employment. These reference checks seek specific information about current knowledge, skills, competence and experience, claims made by you in relation to the position, recent past performance and professional conduct.

You are required to nominate **two** referees. At least one of your referees must be a current supervisor or has been your supervisor within the last 12 months.

Referee reports submitted by your two referees will be used for **all positions** that you apply for during the campaign.

Please ensure your referees are aware of the position/s you have applied for and will be available to complete referee checks from the time applications close from the end of August until the end of September. If your referee reports are unable to be obtained within the required time frame your application may be unable to be assessed further.

Can overseas-trained doctors / international medical graduates apply?

Overseas trained doctors can apply for positions during the annual campaign. Applications for positions are based on merit, in competition against local applicants.

Please note that the appointment of an applicant without Australian citizenship or permanent residency is for a specific period of time only, depending on the contract of employment. Employment is not guaranteed beyond the date of the contract offered, notwithstanding the fact that an applicant's working visa may be for a different period of time.

Visa information and submission is managed by the Medical Administration Unit at the Facility from which you have received a contract. Any visa related queries should be directed to this unit, or alternatively, you can go to the [Department of Immigration and Border Protection](#).

Do I need Medical Board Registration?

You are required to obtain or maintain your professional medical registration with the [Medical Board of Australia](#) prior to your commencing work. Your continued appointment is also conditional upon you maintaining this registration and having evidence of your registration by way of a certified copy of a current Practising Certificate issued by the Medical Board of Australia.

Under the declarations, what would saying yes to the Drugs of Addiction Declaration mean?

The declaration states:

Under the provisions of the Poisons and Therapeutic Goods Regulation 1994, do you have conditions on your authority to be in possession of, prescribe, supply, dispense or administer Schedule 4(d) and Schedule 8 drugs.

If you answer **yes**, this means you **do** have restriction/s on your licence. This may inhibit your ability to perform the full duties of the position.

If you do not have any restrictions the correct response is **no**.

General

How many jobs are advertised during JMO Recruitment Campaign?

Each year approximately 4,000 positions are advertised through the JMO Recruitment Campaign.

How can I find out the rates of pay and conditions?

For conditions, please refer to the [Public Hospital Medical Officers Award](#) and the [Medical Officers - Employment Arrangements in the NSW Health Service](#) PD2017_042.

For salaries, please refer to the [Health Professional and Medical Salaries State Award](#).

How is my personal details used in the application process?

Your personal details and the details you provide in each application are only used for the JMO Recruitment process and if successful, information will be placed on your personnel file. It is not used for any other purposes.