



GUIDELINES FOR APPLICANTS

Thank you for expressing interest in the advertised position with the Far West Area Health Service.

This organisation is an equal opportunity employer and provides the following information to ensure you are fully aware of the information required to enable assessment of your application.

People of Aboriginal and Torres Strait Islander descent are encouraged to apply for positions with the Far West Area Health Service.

Your Application

Please complete the attached Application for Employment and return it to the advertised address with the following attachments:

- Statement of claim addressing the Selection Criteria, detailing how you meet the criteria.
- A curriculum vitae / resume which includes a summary of:
 - Qualifications, education and training; university, TAFE, school and other developmental courses
 - Employment history specifying dates, employer, position held and primary responsibilities.
- Copies of registration (if applicable)
- Names, position titles and contact numbers for three professional or employment related referees. (Referees may be requested to provide information on your past work performance relevant to the criteria for this position).

Late Applications

Will only be accepted by arrangement with the Contact Officer; please telephone if you are unable to meet the closing date or are unsure of postal deliveries. Faxed and email applications are welcome.

Special Requirements

Please advise the Contact Officer if you have particular needs e.g. wheelchair access.



APPLICATION FOR EMPLOYMENT

Please complete and return this form with relevant supporting information attached in accordance with the 'Guidelines for Applicants'.

POSITION APPLIED FOR _____

LOCATION _____

PERSONAL DETAILS

Last Name _____ First and other names _____

Address _____

_____ Postcode _____

Telephone Home (____) _____ Work (____) _____

Email _____ Fax (____) _____

Mobile _____

Criminal Record Checks

A criminal record check will be undertaken for all applicants recommended for appointment. A criminal record will not necessarily disqualify applicants from selection. An opportunity will be provided for applicants to respond and discuss the matter prior to any decision being affected.

To enable the check to be conducted, please advise:

Former names / aliases _____

Date of Birth _____

Health Declaration (Please delete one)

i) I have read the statement of duties and confirm I do not have any health or medical condition that will prevent me from carrying out these duties.

ii) I have read the statement of duties and believe I can undertake the duties with consideration of reasonable adjustment in the areas of:

General Information

Have you received a redundancy payment from the NSW Government in the last 12 months Yes / No

Are you an Australian Citizen or permanent resident Yes / No
If 'no', do you hold a valid work permit Yes / No

APPLICATION DECLARATION

I understand and agree:

- a) The information and statements in this application are to the best of my knowledge and belief, true and accurate and that the making of a false statement or omission of relevant information may result in dismissal.
- b) I will provide documentary evidence of identification, qualifications and registration prior to commencement.
- c) It is my responsibility to obtain and provide documentary evidence of prior service to gain recognition for award and salary purposes.
- d) The terms and conditions of my employment will be in accordance with the Health Services Act 1997, the relevant industrial award / agreement and the policies of the Far West Area Health Service.
- e) That any discussion concerning patients, staff or confidential business of the Health Service generally, with people not directly involved, is a serious betrayal of trust and may result in dismissal.
- f) I will notify the Chief Executive Officer or Human Resource Manager within 14 days of my being charged or convicted of criminal offence.

Signature _____ Date _____

Statistical Data

Please assist us to comply with statistical reporting requirements and to evaluate our recruitment strategies by providing the following information:

Equal Employment Opportunity

Gender Male / Female

Are you an Aboriginal or Torres Strait Islander Yes / No

Are you from a racial, ethnic or ethno-religious group which is a minority in Australia Yes / No

Do you have a physical or mental disability Yes / No

Media Watch

Where did you see the advertisement for this position:

- | | |
|--|--|
| <input type="checkbox"/> Health Intranet | <input type="checkbox"/> Weekend Australian |
| <input checked="" type="checkbox"/> Internet (specify) NursingJobs.com.au _____ | <input type="checkbox"/> Advertiser |
| <input type="checkbox"/> Local Press | <input type="checkbox"/> Sydney Morning Herald |
| <input type="checkbox"/> Other (Please specify) _____ | |

PROHIBITED EMPLOYMENT DECLARATION CHILD PROTECTION (PROHIBITED EMPLOYMENT) ACT 1998

With the exception of where an order, from the Industrial Relations Commission or the Administrative Decisions Tribunal, declares that the Act does not apply to a serious sex offence committed by an individual, the Child Protection (Prohibited Employment) Act 1998 makes it an offence for convicted of a serious offence (a prohibited person) to apply for, or remain in, child-related employment.

A serious sex offence is defined in Section 5 of the Child Protection (Prohibited Employment) Act 1998 as an offence involving sexual activity or acts of indecency which is or was punishable by penal servitude or imprisonment for 12 months or more in New South Wales, or, an offence committed elsewhere, that would have been punishable by penal servitude or imprisonment for 12 months or more if it had been committed in New South Wales.

Child-related employment is any employment that involves direct contact with children where that contact is not directly supervised. Section 1 of the Child Protection (Prohibited Employment) Act 1998 specifies that child-related employment can include employment:

- Involving the provision of child protection services
- In pre-schools, kindergartens and child care centres (including residential child care centres)
- In schools or other educational institutions (not being universities)
- In detention centres (within the meaning of the Children (Detention Centres) Act 1987)
- In refuges used by children
- In wards of public or private hospitals in which children are patients
- In clubs, associations or movements (including of a cultural, recreational or sporting nature) having a significant child membership
- In any religious organisation
- In any entertainment venues where the clientele is primarily children
- As a babysitter or childminder that is arranged by a commercial agency
- Involving fostering or other child care
- Involving regular provision of taxi services for the transport of children with a disability
- Involving the private tuition of children
- Involving the direct provision of health services
- Involving the provision of counselling or other support services for children
- On school buses
- At overnight camps for children

Under this Act:

- It is an offence for a prohibited person to **apply for**, or **remain in** child related employment.
- All employees **must** inform their employers if they are a "prohibited person" (someone who has been convicted of a serious sex offence).
- Employers **must** ask existing employees and preferred applicants for employment whether they are a prohibited person or not.
- Penalties are imposed for non compliance.

I am aware that I am ineligible to apply for, or remain in, child related employment if I have been convicted of a "serious sex offence" as defined in the Child Protection (Prohibited Employment) Act 1998. I have read and understood the above information in relation to the Child Protection (Prohibited Employment) Act 1998 and understand my responsibilities and obligations under this Act.

*I declare that I **am / am not*** a person prohibited by the Act from seeking, or remaining in child related employment. *(delete whichever is not applicable)*

Name

Signature

Date

Note: This form should be returned to your employer / potential employer