Application Guidelines

Thank you for expressing your interest in working at Austin Health.

We are an extraordinary place to work. We have a highly engaged, diverse and collaborative workforce that's unified by our purpose which is to help people live healthy, productive and fulfilled lives.

We acknowledge the Traditional Custodians of the land and pay our respects to Elders past, present and emerging. We welcome applications from Aboriginal and Torres Strait Islanders.

We also celebrate, value and include all people of all backgrounds, genders, sexualities, cultures, bodies and abilities.

These guidelines have been put together to assist you through the application process:

Applying online

- In order to apply for a position at Austin Health, you will need to register via the online recruitment system. You can do this by selecting 'Register' on the right hand side of the screen and completing your details.
- Your password should contain between 8 and 20 characters & includes at least one upper case letter and one number.
- Before starting your online application, ensure your resume and cover letter are up to date and ready to be attached to your application. If requested, be sure your cover letter addresses each of the key selection criteria detailed in the position description.
- The online recruitment system will accept files in the following formats: Microsoft Word (.doc), Adobe (.pdf) or Rich Text Format (rtf). The name file you use should only contain the letters A to Z, or numbers 0 to 9. The file sizes should be less than 200kb.
- For **senior medical positions**, as part of the process you will also be directed to Austin Health's Online Credentialing System to complete your application. Please follow the instructions and attach additional supporting documentation where applicable.

Application status and correspondence

- Correspondence relating to your application will be sent to the email address you provide at registration.
- Please ensure you check your email account regularly to monitor the status of your application.
- You can also check the status of your application by logging onto the online recruitment system and selecting 'My Application History' on the left hand side of the screen.

Shortlisting for interview

- It is the hiring manager's responsibility to review all applications that come through for positions they have advertised.
- If you need to reschedule or cancel an interview please contact the hiring managers giving as much notice as possible.

Pre-employment checks

Austin Health will, where necessary, perform the following pre-employment checks:
- Reference checks from previous employers
- Police checks (which are mandatory for all staff)
- Eligibility to work in Australia and visa verification
- Immunisation screening
- Working with Children checks
- Credentialing checks
- Sighting & checking of qualification/s or documentation

Offer of employment

- Should your application be successful, the hiring manager will make a verbal offer for the position you applied for.
- HR Solutions (or the Medical Workforce Unit if you are a medical staff member), will send you a Contract of Employment & onboarding pack via email with the details of the position and instructions on finalising your onboarding appointment.

Visa information

- Austin Health employees must be eligible to work in Australia or hold a valid visa.
- Successful candidates will be required to provide evidence of this status upon commencement where possible.

Complaints or enquiries about privacy at Austin Health

As per Austin Health's Privacy Policy, should you have any queries about your privacy our Privacy Officer (Austin Health's General Counsel) may be contacted on 03 9496 5530 to discuss your concern.

Still require further information?

If you require any further information about the position you wish to apply for or the application process, please contact the manager of the position you wish to apply for. Alternatively, you can contact the HR Solutions team on 03 9496 2511 or via email: HRsolutions@austin.org.au