



GUIDELINES FOR APPLICANTS

Thank you for your interest in applying for a position with Maari Ma Health Aboriginal Corporation. The purpose of this package is to assist you in preparing your application.

HOW TO APPLY

Before completing your application, you may take the following steps:

1. *Read the advertisement and Position Description carefully* – Make a note of anything you don't understand and need to ask about.
2. *Telephone the contact person* in the advertisement and ask them any questions you may have to clarify your understanding of the role.
3. *Other preparation* – Visit the Maari Ma Health website at www.maarima.com.au

Please complete a separate application for each position you wish to apply for.

COMPLETING THE APPLICATION

This is the important step. What you write and how you answer each of the selection criteria will determine whether you are called for an interview.

1. Fill in the Application for Employment Form. If you have not received one, ask the contact person to send one.
Please ensure you complete all sections of the Application for Employment Form.
2. Write a statement describing how you meet the criteria. Please list each criterion as a heading and then explain clearly under each one how you meet it. You may want to write a few paragraphs on each criterion, or write it in point form.

Handy hints

Use examples, where appropriate, and do not assume that we will know you can do something. If the essential criteria states that you have to have a driver's licence, tell us that you have a driver's licence. Include your qualifications and experience and how they relate to the criterion.

Key words used in selection criteria:

Demonstrated knowledge: You need to give examples that prove you have this area of knowledge.

Ability to: You do not need to have done this kind of work before, but your skills, knowledge and experience must show that you are capable of doing the work. Describe things that you have done that indicate you could do this kind of work.

Experience in: You have to clearly demonstrate how you have done this work before by giving examples.

Effective, Proven, Highly developed, Superior: These are all asking you to show your level of achievement. Give as much detail as you can, using examples of your achievements to show your skills, knowledge and experience.

3. Please attach your **curriculum vitae / resume**.
This should set out details of your education and employment history:
 - List all the courses you have completed starting with the most recently completed courses.
 - List your employment history, again starting with the most recent, what organisations you have worked for, the period you were employed, the kind of work you did and a summary of what your responsibilities were.
 - Include skills, knowledge and/or experience you may have which are relevant to the position and gained through voluntary or unpaid work.

REFEREES

In your application you should also include the names and phone numbers of at least two work related referees. Our selection panel may need to contact them as part of the selection process.

It is important that you choose your referees carefully, and give us their current phone numbers. At least one of these people should be a recent work supervisor, if possible. It is equally important that your referees know that you are applying for the job. If possible referees should be supervisory staff who can comment on you in a work situation. You may wish to consider providing them with a copy of the position description so that they are prepared to provide relevant information to the selection committee. Written referee reports are not required.

SENDING YOUR APPLICATION

Please send your application to:
The Human Resource Manager
Maari Ma Health
PO Box 339
BROKEN HILL NSW 2880

Applications via email are welcome, however, you will need to scan your signed application form, have an electronic signature or post a hard copy of the signed application form before the closing date. Email applications to:

glenis.barnes@gwahs.health.nsw.gov.au

LATE APPLICATIONS

Late applications are generally not accepted, so please ensure your application is received by the closing date.

THE INTERVIEW

Confidentiality will be maintained and the privacy of all applicants respected.

If you are selected for an interview, someone will contact you and tell you when and where the interview will be, and who will be on the selection panel. We try to contact you at least 2 days before the interview. If you have any special needs such as an interpreter or wheelchair access to the building, tell the person who contacts you so that we can make appropriate arrangements.

A panel of at least three people will conduct the interview and selection process. The panel usually includes the manager of the job, an independent and another person who can contribute to the selection process.

The interview will be structured so that each interviewee is asked the same series of questions based upon the selection criteria.

At the end of the interview you will be given the opportunity to ask questions about the position. At this stage, you may also present information to the panel that you feel assists your application.

Proof of identity should be sighted by the convenor at the time of your interview. ***When you attend, please bring the completed Proof of Identity – Vetting of Applicants form and your supporting documentation.***

If your interview is by telephone or videoconference, arrangements will be made to confirm your identity and qualifications prior to commencing work.

WORKING WITH CHILDREN CHECK

The *Commission for Children and Young People Act 1998* makes it an offence for a person convicted of a serious sex offence (a prohibited person) or a registrable person under the Child Protection (Offenders Registration) Act 2000, to apply for, undertake or remain in, child-related employment. You will need to complete the enclosed Prohibited Employment Declaration form as part of your application.

CRIMINAL RECORD CHECK

The NSW Government requires that an appropriate criminal record check be conducted on all new appointees to positions in health services, including non-government organisations like Maari Ma Health. The purpose is to ensure workplaces are safe for children and vulnerable people. Having a criminal record does not necessarily disqualify applicants from selection. If rejection of your application is considered purely

because of a criminal record, you will be given the opportunity to discuss the matter fully before the final decision is made.

You need to complete the enclosed "working with children background check consent form" as part of your application.

GETTING THE JOB

After the interview, the selection panel will make a recommendation about who should get the job.

If you are the recommended applicant, you will usually be told on the phone. We would like to know your decision as quickly as possible. If you accept, a letter will be sent to you to confirm that you have the job. If we do not offer you the position, but believe that you are suitable for the position, your name may be placed on an eligibility list. Names are placed on this list, in order of merit, may be used if the position becomes vacant again within six months.

FEEDBACK

You will be advised in writing of the result of your application after the selection process is completed, normally within 5 to 10 days of interviews being conducted. If your application is unsuccessful, you may wish to contact the convenor of the panel to discuss your application and interview.

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

Maari Ma Health supports the principles of the Anti-Discrimination Act and aims to provide harassment free workplaces. We have an active program to promote employment and training opportunities for Aboriginal people.

OCCUPATIONAL HEALTH AND SAFETY (OH&S)

The Occupational Health and Safety Act (2000) aims to protect the health, safety and welfare of all persons in every place of work. In accordance with the Act, all employees must take reasonable steps to advise their co-workers of risks, and protect the health and safety of others including visitors to the workplace.

SMOKE FREE HEALTH CARE WORKPLACE POLICY

Maari Ma Health encourages all staff to model healthy behaviour and encourage healthy behaviour in others. The organisation recognises that smoking tobacco is a risk behaviour. We encourage and support everyone who smokes to quit.

Staff who choose to smoke can only do so in a designated staff smoking area. During work hours staff do not smoke with or in front of our clients.

JOB SEEKER'S SUMMARY

1. Before making an application, find out about the job. Make a list of questions.
2. Read the Position Description.
3. Get in touch with the contact person to find out more.
4. Complete the Maari Ma Health Application for Employment form.
5. Demonstrate how you meet all the ESSENTIAL and DESIRABLE requirements by addressing the selection criteria.
6. Ensure you send your application before the closing date, to the address stated on the advertisement.
7. If you are called to interview, please bring:
 - Proof of Identity – Vetting of Applicants form and your supporting documentation
 - Originals of qualifications/registrations for verification
 - Any other supporting documentation to assist your application