

MONASH DOCTORS

Application Guidelines

Monash Health Application Process:

All applications must be made via our on-line recruitment system.

During the application process via the Monash Health on-line recruitment system, you will be asked to attach or provide the following documents to your application:

- Curriculum Vitae
- Cover letter
- Photograph
- Copy of your Primary Medical Qualification
- Current employee working with children check
- Referee contact details

If you are a **current Monash Health staff** member you are required to apply using your Monash Health email address or employee number as prompted on the online recruitment system.

Police check

Monash Health policy states candidates must have a cleared police check before they can be offered a position.

If you are not a current Monash Health staff, Monash Health will send an email invitation to complete your Fit2Work police clearance online.

If you are an overseas candidate, you must attach a national police clearance from the country in which you reside instead of a 'fit to work consent' form in the specified field. This can be submitted at a later time.

Note: For current Monash Health staff members applying via your Monash Health employee number or email address will allow you to bypass this police check process.

Primary Medical Qualification

Monash Health is required to sight (or obtain a certified copy) of the original medical qualifications for all employed medical staff. This process was implemented in Dec 2016.

To assist with this process, please attach a copy of your Primary Medical Qualification (and Specialist degree if application) to your application.

Should you be successful you will be required to supply an original certified copy to the Monash Doctors Workforce (MDW) office or alternatively present with the original qualification for MDW to sight.



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Working with Children Check (WWCC)

Monash Health requires all staff to have a current Victorian Employee Working with Children Check (WWCC).

Working with Children checks are conducted in accordance with the Working with Children Act 2005 as determined by the Victorian Department of Justice. WWCCs are valid for five years but can be revoked by the Department of Justice in the case of certain crimes being committed.

It is the individual's responsibility to:

- apply for a WWCC and to nominate Monash Health as the employer
- pay for initial and renewal of a WWCC
- keep their WWCC up to date
- advise Monash Health if their circumstances change or their WWCC is revoked

More information is attached or can be found at <http://www.workingwithchildren.vic.gov.au/>

Assessments/References

Applicants require at least 3 references to be eligible.

Candidates will be asked to provide referee details (including email addresses) during the application process. Using the online reference function, applicants send the questionnaire to their nominated referees who will be emailed, requesting they complete the Monash Health online referee report, forming part of the application.

Applicants can view the status of their references by viewing the '*application history>position applied>references*' section of their profile.

Applicants can also amend/resend the referee details should they need up until the closing date of the position.

If you have previously worked as a doctor at Monash Health, our preference is for at least one of your nominated referees to be a Monash Health supervisor.

Referees should be recent, ideally within the last 18 months.

Interviews

Monash Health interviews only a limited number of shortlisted candidates for positions. Unfortunately we do not have the resources to interview all candidates. As a general rule, three candidates are interviewed for each position. You will be notified if you are shortlisted for an interview.

Files size too large?

If any of your files are too large and you have problems loading them into your application, use a file shrinking website such <http://shrinkpictures.com/> or <http://shrinkpdf.com/> to reduce the file size.



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Technical difficulties applying?

The website Monash Health uses for recruitment is an external site maintained by an external company. If you are experiencing technical difficulties please use the help icon on the top right hand side of the screen on the position website.

Please remember the contact person for the post you are applying for is not an IT expert and is only available for position enquiries.



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