

GUIDELINES FOR APPLICANTS

EMPLOYMENT APPLICATION & INFORMATION PACKAGE

**Recruitment Unit
Sydney South West Area Health Service**

www.sswahs.nsw.gov.au

TABLE OF CONTENTS

ABOUT SYDNEY SOUTH WEST AREA HEALTH SERVICE **1**

SUMMARY OF CONDITIONS OF EMPLOYMENT IN SSWAHS **2**

Salaries and Wages	2
Allocated Days off Duty (ADO).....	2
Smoking in the Workplace	2
Annual Leave	2
Sick Leave	2
Long Service Leave	2
Medical Assessment	3
Occupational Assessment, Screening and Vaccination.....	3
Code of Conduct	3
Criminal Record Checks and Child Protection Legislation.....	3
Equal Employment Opportunity	4
Uniforms.....	4
Occupational Health and Safety.....	4
Orientation	4
Registration/Authority to Practice.....	4
Work Location	4
Documentary Evidence of Identification.....	4
Eligibility List	5

GUIDELINES FOR APPLICANTS **5**

The Recruitment and Selection Process.....	5
Applying for the Position	5
Preparing Your Application	7
Key Words in Selection Criteria	7
Common Selection Criteria	7
Resume/Curriculum Vitae	12
The Role of the Selection Committee	13
Interview.....	13
Referee Reports.....	14
Proof of Identity	14
Redundancy/Retrenchment/Termination	16
Late Applications.....	16
Verification of Qualifications/Credentials.....	16
Misleading Information.....	16
Applicant Checklist.....	16
More Information on SSWAHS	16

ABOUT SYDNEY SOUTH WEST AREA HEALTH SERVICE

Sydney South West Area Health Service (SSWAHS) is the largest and fastest growing Area Health Service in NSW. SSWAHS provides healthcare to more than 1.3 million people over 17 local government areas and includes the following public hospitals and health facilities: Balmain, Bankstown/Lidcombe, Bowral, Braeside, Camden, Campbelltown, Canterbury, Carrington Memorial, Concord, Fairfield, Liverpool, Queen Victoria, Royal Prince Alfred and Thomas Walker hospitals as well as Tresillian and Karitane.



Figure 1.1 – Map of the SSWAHS Geographical Area

SSWAHS facilities are world class, with major new works completed in the last decade at Liverpool, Bankstown, Campbelltown, Canterbury, Concord and Royal Prince Alfred hospitals and further expansion underway ensuring we have some of the most up to date technology and facilities available in Australia.

The Area Health Service aims for excellence in patient care, teaching and research and best practice in every aspect of our service, having an outstanding workforce, equipped with the knowledge and skills to succeed in their chosen field and to meet the health needs of the community served by the Area Health Service.

The Area Health Service aims to ensure that each person has an opportunity to build an exciting and rewarding career.

SUMMARY OF CONDITIONS OF EMPLOYMENT IN SSWAHS

Specific conditions of employment are in accordance with the relevant Health Industry Award. The below information is a summary of common conditions of employment for employees of the Area Health Service.

SALARIES AND WAGES

Salary rates will be in accordance with the relevant Health Industry Award/Agreement with salaries being deposited fortnightly into a financial institution of your choice by completing a Direct Deposit authority. There is no cash payment of wages.

ALLOCATED DAYS OFF DUTY (ADO)

The majority of SSWAHS full time employees are entitled to ADOs, a total of 12 per year as provided by the relevant Health Industry Awards.

SMOKING IN THE WORKPLACE

Smoking is totally prohibited in Public Hospitals, Area Health buildings and grounds, Community Health Centres, and motor vehicles administered by the SSWAHS.

ANNUAL LEAVE

The quantum of the entitlement to Annual Leave varies depending on your Award and whether you work shift work. Your entitlement will generally become due after the completion of twelve (12) months service.

SICK LEAVE

New employees are not entitled for paid sick leave until after three (3) months continuous service unless prior service is transferred in accordance with the Award and Mobility Provisions.

LONG SERVICE LEAVE

Staff who have completed at least ten (10) years continuous service with the NSW Public Health System are eligible for two months paid long service leave. Staff with seven (7) years continuous service are eligible to access pro-rata long service leave. It is also possible to apply to have your long service leave paid at double pay or half pay.

Prior service in the Federal or other States Public Service or Public Health System may also be recognised depending on the circumstances. Staff need to provide evidence of the previous service for it to be recognised.

MEDICAL ASSESSMENT

As part of the recruitment process, you will complete a Position Demands Checklist indicating your ability to undertake the full range of duties for the position.

You may be required to have a medical examination to determine whether you have a pre-existing condition for which you would require reasonable adjustment.

You may also be required to provide evidence of a satisfactory chest x-ray within the past 12 months, otherwise a chest x-ray may be performed by the employing Hospital.

OCCUPATIONAL ASSESSMENT, SCREENING AND VACCINATION

In accordance with the NSW Health Occupational Assessment, Screening & Vaccination Against Specified Infectious Diseases Policy Directive PD2007_006, mandatory vaccinations and blood screening for infectious diseases is required. You may be required to present documented evidence of previous vaccinations and blood serology.

Being 'protected' is a mandatory requirement of employment, and an offer of employment will not be made until acceptable evidence is provided to the Area Health Service.

CODE OF CONDUCT

SSWAHS is committed to the highest standards of professional conduct; therefore all staff must adhere to the Code of Conduct and demonstrate the highest standards of professional conduct and integrity at all times.

CRIMINAL RECORD CHECKS AND CHILD PROTECTION LEGISLATION

The NSW Government requires that a criminal record check be conducted on all new appointees to positions in Public Health facilities. By having a criminal record does not necessarily disqualify applicants from selection. If rejection of your application is considered on the basis of a criminal record, you will be given the opportunity to discuss the matter fully before the final decision is made. Successful applicants will not be offered employment until a clearance has been obtained.

Under the Child Protection Legislation any person convicted of a serious sexual offence will not be permitted to work or seek work in employment, which primarily involves direct unsupervised contact with children. All new employees will be required to complete a Prohibited Employment Declaration and be cleared for child related employment.

SERVICE CHECK REGISTER

Any employment with SSWAHS will be subject to assessment of the Department of Health Service Check Register.

EQUAL EMPLOYMENT OPPORTUNITY

SSWAHS is committed to ensuring equality of employment and will not tolerate discrimination or harassment in the workplace. Decisions about who gets a job or promotion are therefore based on the merit principle i.e. relevant qualifications, experience, skills, aptitude and potential, with no regard for gender, race, marital status, age, sexual preference, transgender or other irrelevant criteria.

Further information may be obtained from the Human Resources Departments at each Hospital.

UNIFORMS

Uniforms and/or appropriate protective clothing may be provided where required or the employee purchases the uniform when required and is paid a uniform/laundry allowance where applicable.

OCCUPATIONAL HEALTH AND SAFETY

SSWAHS is committed to Occupational Health and Safety for all employees. All staff have a responsibility to ensure that they use safe work practices at all times and that they do not put the health and safety of any persons at their place of work, including themselves, at risk, by their acts or omissions.

ORIENTATION

A comprehensive orientation programme is conducted for all new employees.

REGISTRATION/AUTHORITY TO PRACTICE

Staff who are required to be registered by the appropriate NSW Registration Authority (e.g. Nurses, Physiotherapists, Medical Officers, Psychologists) are required to provide a copy of their current registration authority on commencement and to provide copies of subsequent renewal certificates as proof of current registration.

WORK LOCATION

Employees may be required to work in any facility administered by SSWAHS.

DOCUMENTARY EVIDENCE OF IDENTIFICATION

All successful applicants will be required to provide documentary evidence of identification prior to appointment to positions in the NSW Health System. The point score of documents produced must total at least 100 points. Examples are birth certificate, passport or proof of working rights.

If you are successful in gaining an interview, please ensure that you bring appropriate identification documentation to the interview.

ELIGIBILITY LIST

An Eligibility List is a register of candidates that are considered suitable for appointment in the event that the selected applicant for the position is unable to take up the appointment or a similar position becomes available within the next six months. In these instances, persons on the eligibility list may be contacted to ascertain their interest for other positions.

GUIDELINES FOR APPLICANTS

The purpose of this package is to assist you in preparing your application.

THE RECRUITMENT AND SELECTION PROCESS

The recruitment and selection process commences with SSWAHS identifying a vacancy, advertising it, applications being received, short listing applicants, calling suitable applicants for interview, obtaining referee reports, conducting criminal records checks and offering appointment to the preferred candidate(s).

APPLYING FOR THE POSITION

You need to formally apply for the position. The application you submit will be used in determining whether you will be successful in gaining an interview.

Online application is the preferred method by which SSWAHS receives applications for position/s. Details of how to access and apply for positions within SSWAHS via the internet/intranet are outlined below.

It is recommended that you apply online where possible and this will require you to register for the online recruitment system, EziSuite, via the internet/intranet site. You will require a valid email address and a password of your own creation. Please ensure that your email address is your own. Do not use someone else's email address.

EziSuite is held on a secure external server. All information contained within EziSuite is subject to strict confidentiality policies.

IMPORTANT NOTE:

If you have an Apple MAC computer, please do not apply online as you will not be able to progress through the screens and save your application. Alternatively, you may apply online by utilising any other type of computer or utilise the other methods of submitting your application.

If you are submitting an online application, please note you are only able to upload one attachment. You will need to combine the various documents you wish to submit into one attachment prior to uploading the item into your online or email application.

IMPORTANT NOTE:

If you have applied in the past and you submit another application with no attachment, any attachments uploaded as part of your past applicant will appear as part of your current application. If you do not want this to show, you will need to provide a new uploaded attachment.

As the system is time-limited, for security purposes, it is recommended that you save your work progressively and you may also wish to consider drafting your responses in a Microsoft Word Document for example, prior to loading the responses into EziSuite. This means that you will always have a copy of your response.

If you have any problems and/or issues with the online recruitment system, please contact the Helpdesk (during the hours of 08:00 and 16:30) on telephone 02 9828 5747.

If you are not able to apply online, please forward your application via email to jobs@sswahs.nsw.gov.au or via mail to Recruitment Unit, Locked Bag 7103, LIVERPOOL BC NSW 1871.

It is most important to prepare a good application as it will be used to decide whether you get an interview. A good application shows your skills, knowledge and experience in meeting the selection criteria. It must contain:

- your claims against each of the selection criteria, and
- your resume (curriculum vitae).

Before preparing your application, you should take the following steps:

Read the advertisement and position description carefully. Make a note of anything you don't understand and need to ask about.

Telephone the contact person. More information about the position is available from the contact person. Read through the position description first and then ask them any questions to clarify your understanding of the role.

Other preparation. Obtain as much additional information as you need to write a good application. You might consider meeting the contact person to have a look at the work place. Talk to people in similar positions and read any relevant information such as annual reports, strategic plans etc.

PREPARING YOUR APPLICATION

You need to outline your claims against the selection criteria to show the Selection Committee that you have the right mix of skills, knowledge and experience to do the job.

For each of the selection criteria, describe your skills, knowledge and experience and show how they could be used in the job. Emphasise your major achievements. Use positive language in talking about yourself, for example: “My success in my current role demonstrates my ability to do every aspect of this work, especially ...”

Details regarding the key words used in selection criteria can be found over the page.

KEY WORDS IN SELECTION CRITERIA

<i>Demonstrated knowledge:</i>	You need to give examples that prove you have this area of knowledge.
<i>Ability to:</i>	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 which you have done which proves you could do this kind of work.
<i>Experience in:</i>	You have to show how you have done this work before. Give examples.
<i>Effective, Proven, Highly Developed, Superior:</i>	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.

Ensure you provide examples when addressing the selection criteria. Failure to do so may result in your application being culled and thus no offer of interview will be made for that application.

COMMON SELECTION CRITERIA

SSWAHS requires all employees to have an awareness of the principles and practices related to Equal Employment Opportunity (EEO), Ethical Practices, Ethnic Affairs Priorities Statements (EAPS) and Occupational Health, Safety (OH&S) relevant to the position. Information on Common Selection Criteria is attached.

What are Common Selection Criteria?

People who work for the NSW Government are not just performing duties of their position — they are representing the Government. They are expected to behave fairly and correctly when carrying out their duties and in dealing with the public and fellow employees.

For this reason, applicants need to have a knowledge and understanding of the common selection criteria:

- equal employment opportunity (EEO);

- ethical practice;
- ethnic affairs priorities statements (EAPS); and
- occupational health and safety (OH&S).

The following information is designed to help you gain an understanding of these issues. Studying this information will enable most applicants to write their application and prepare for the questions they will be asked at interview.

All applicants should read each topic carefully. If you are applying for a position as a manager, you should think about how you would make sure these principles are effectively applied in the work area.

A few specialised positions require a deeper level of understanding. For these positions, you need to do further research. For example, an EEO Coordinator needs to have a dutiable knowledge on EEO; a building work supervisor needs to know all about safety in building work.

Equal Employment Opportunity (EEO)

This information is from Office of the Director of Equal Opportunity in Public Employment, tel 02 9248 3555, www.eeo.nsw.gov.au

Equal Employment Opportunity (EEO) is about:

- making sure that workplaces are free from all forms of unlawful discrimination and harassment; and
- providing programmes to assist members of EEO groups.

EEO groups are people affected by past or continuing disadvantage or discrimination in employment. These groups are:

- women;
- Aboriginal people and Torres Strait Islanders;
- members of racial, ethnic, and ethno-religious minority groups; and
- people with a disability.

Discrimination is treating someone unfairly or harassing them because they belong to a particular group. Under the Anti-Discrimination Act 1977, it is against the law in NSW for any employer, including the Government, to discriminate against an employee or applicant because of their: age; sex; pregnancy; disability (includes past, present or possible future disability); race, colour, ethnic or ethno-religious background, descent or nationality; marital status; carer's responsibilities; homosexuality; transgender.

Both direct and indirect discrimination is against the law. Direct discrimination means treatment that is obviously unfair or unequal.

Indirect discrimination means having a requirement that is the same for everyone but has an effect or result that is unfair to particular groups.

Employees have the right to:

- a workplace that is free from unlawful discrimination and harassment;
- equal access to benefits and conditions; and
- fair processes to deal with work-related complaints and grievances.

Employees have the responsibility to:

- act to prevent harassment and discrimination against others in the workplace;
- respect differences among colleagues and customers such as cultural and social diversity; and
- treat people fairly (don't discriminate against or harass them).

Managers & supervisors have the responsibility to:

- take steps to ensure that all work practices and behaviours are fair and free from all forms of unlawful discrimination and harassment;
- provide employees with equal opportunity to apply for available positions, training and development, higher duties and flexible working hours; and
- ensure selection processes are based on merit, transparent and the methods used are consistent.

Ethical Practice

This information has been obtained from Independent Commission Against Corruption, tel 02 9318 5999, www.icac.nsw.gov.au

People who work for the NSW Government must always work ethically and act in good faith in the public interest. This is their public duty.

The Independent Commission Against Corruption has developed these principles to help Government employees make better decisions and resolve ethical dilemmas that they face at work:

- Serving public above private interests
- Employees must make decisions and take actions which best serve the public interest. When making decisions, employees should not consider their private or personal interests.
- Integrity

Government employees should ensure that any decision made, or action taken, has these qualities:

- Openness;
- Giving reasons for decisions;
- Revealing all avenues available to the client or business;
- When authorised, offering all information;

- Communicating clearly;
- Honesty;
- Obeying the law;
- Following the letter and spirit of policies and procedures;
- Observing codes of conduct;
- Fully disclosing any possible conflicts between the public interest and your personal interest;
- Accountability;
- Recording reasons for decisions;
- Submitting to scrutiny;
- Keeping proper accessible records;
- Establishing audit trails;
- Objectivity;
- Fairness to all;
- Impartial assessment;
- Merit selection in recruitment and in purchase and sale of government resources;
- Considering only relevant matters;
- Courage;
- Giving advice fearlessly and frankly where required;
- Doing the right thing even in the face of adversity;
- Reporting and dealing with suspected wrongdoing;
- Acting in the public interest above loyalty to colleagues or supervisors;
- Leadership; and
- Demonstrating, by your own ethical behaviour, the value of these principles in serving the public interest. Promoting public duty to colleagues and others in an agency and outside.

For more information ask for a copy of SSWAHS Code of Conduct for employees.

Ethnic Affairs Priorities Statements (EAPS)

This information has been obtained from Community Relations Commission for a Multicultural NSW, tel 02 9716 2232, www.crc.nsw.gov.au

The NSW Government recognises and values the different linguistic, religious, racial and ethnic backgrounds of all the people of NSW.

The Community Relations Commission and Principles of Multiculturalism Act 2000 sets out four principles of multiculturalism. These are:

- All individuals in NSW should have the greatest possible opportunity to contribute to, and participate in, all aspects of public life in which they may legally participate.

- All individuals and institutions should respect and make provision for the culture, language and religion of others within an Australian legal and institutional framework where English is the common language.
- All individuals should have the greatest possible opportunity to make use of and participate in relevant activities and programmes provided or administered by the Government of NSW.
- All institutions of NSW should recognise the linguistic and cultural assets in the population of NSW as a valuable resource and promote this resource to maximise the development of the State.

All NSW Government agencies must include an Ethnic Affairs Priorities Statement (EAPS) in their annual report to Parliament. These contain the agency's strategies and plans for future action to meet the principles of multiculturalism.

Strategies include:

- offering programmes and services which reflect the needs of the entire community;
- developing and implementing policies which are sensitive to the needs of all staff and clients;
- providing information in ways that will reach all staff and clients;
- providing language services for all clients;
- ensuring that boards and committees reflect the multiculturalism of the community;
- training staff on multiculturalism issues and how these apply in their positions; and
- using flexible, inclusive consultation processes.

A number of NSW agencies have been identified as key agencies on the basis of:

- a high degree of client contact, especially in the areas of welfare, justice, education and employment; and/or
- responsibility for developing and implementing Government policy in these areas.

These agencies are also required to work closely with the Community Relations Commission in the preparation of their EAPS and to lodge their EAPS with the Commission.

Occupational Health and Safety (OH&S)

This information has been obtained from WorkCover NSW, tel 02 9370 5000, www.workcover.nsw.gov.au and is intended solely for the use of applicants.

Managers and employees should seek more information once they enter the workplace. Nothing stated hereunder shall be construed to waive or modify any obligations imposed by the Occupational Health and Safety Act 2000 or the Occupational Health and Safety Regulation 2001.

The NSW Occupational Health and Safety Act 2000 aims to protect the health, safety and welfare of people at work by laying down general requirements which must be met at every place of work in NSW.

The Act covers employees as well as employers and self-employed people.

Employees must:

- take reasonable care of the health and safety of others; and
- co-operate with employers in their efforts to comply with occupational health and safety requirements.

Employers must:

- act to ensure the health, safety and welfare at work of their employees.

All persons must not:

- interfere with or misuse things provided for the health, safety or welfare of persons at work;
- obstruct attempts to give aid or attempts to prevent a serious risk to the health and safety of a person at work;
- refuse a reasonable request to assist in giving aid or preventing a risk to health and safety; and
- disrupt a workplace by creating health and safety fears.

Employers must act to ensure the health, safety and welfare at work of their employees. They must:

- maintain places of work under their control in a safe condition and provide and maintain safe entrances and exits;
- make arrangements for ensuring the safe use, handling, storage and transport of equipment and substances;
- provide and maintain systems of work and working environments that are safe and without risks to health;
- provide the information, instruction, training and supervision necessary to ensure the health and safety at work of employees;
- maintain adequate facilities for the welfare of employees;
- consult with employees to enable them to contribute to decisions affecting their health, safety and welfare; and
- adopt a risk management approach to managing workplace health and safety.

RESUME/CURRICULUM VITAE

If you wish to include a resume/curriculum vitae, you may wish to include items such as any qualifications, professional affiliations, details of professional registration, employment history and the name, address and contact numbers of at least two referees.

Personal information such as your marital status, number of dependents, etc are not relevant to the requirements of the position and should not be included in your application.

If you are not submitting your application online or via email, you should complete the SSWAHS Application For Employment form and complete sections 1A, 1B, 2C, 2E, 3B, 5, 6 and 7, you should also note the following:

- if information is provided in a covering letter and/or resume/curriculum vitae, it is not necessary to complete the other sections of the SSWAHS Application For Employment form.
- if you choose to complete all sections of this form, you need not submit a covering letter or resume/curriculum vitae.

If you are intending to apply for more than one position, please submit a separate application for each position.

THE ROLE OF THE SELECTION COMMITTEE

The selection process will be undertaken by a committee. Each Selection Committee will be convened with care to ensure that it has the necessary expertise to make a sound decision in a fair and impartial way.

Collectively, the Selection Committee will have an understanding of the vacant position and its role and will be responsible for the integrity of the final selection decision. The Selection Committee will usually consist of three members but may be more.

If called to an interview, you are entitled to ask who is on the Selection Committee.

INTERVIEW

The most suitable applicants (short listed from their written application) will be called for an interview where each candidate's strengths and weaknesses in relation to the selection criteria are further assessed.

The purpose of the interview is to provide the applicant with the opportunity to expand on information presented in their application and to enable the Selection Committee to gather further data for the assessment process.

The interview will be structured so that each interviewee is asked the same series of questions based upon the selection criteria. It is not an opportunity for the Selection Committee to ask applicants "tricky" or obscure questions, but rather to assist you in presenting your case in the best manner possible. Also, the Selection Committee does have the opportunity to ask follow up questions with an applicant.

At the interview you will be given the opportunity to ask questions about the position. The questions offer candidates the chance to demonstrate their interest in, and

understanding of, the position and its duties. At this stage you may also present information to the Selection Committee which you feel assists your application.

If you are offered an interview and you have any special needs (for example, wheelchair access to the building, assistance for hearing impaired persons) you should inform the person who contacts you of your special needs.

REFEREE REPORTS

Comments as to your demonstrated ability or potential to fulfill the selection criteria will be sought from your nominated referees. Referees will be required to confine their comments to direct knowledge of you.

It is therefore important that you nominate at least 2 referees who are able to discuss your suitability in relation to the selection criteria. 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 to be provided by you except in some medical appointment processes.

The Area Health Service reserves the right to contact managers of departments of its Area if you have been employed by the Area Health Service previously.

PROOF OF IDENTITY

Proof of identity is required by all applicants and is similar to that required by the banks. See the attached sheet for details and bring relevant proof to the interview with you. DO NOT send any originals with your application. If you are not an Australian citizen, you must provide proof of a working visa.

Your appointment will be subject to the providing the following documents:

- proof of identification totaling 100 points and including evidence of work rights in Australia e.g. birth certificate, passport, citizenship papers, working visa;
- documents stating name change (such a marriage certificate, deed poll);
- qualifications, registration and licence documents (as appropriate); and
- statement/s of service from another Public Sector employer (if appropriate).

All documents, if not in English, must be officially translated to English prior to the interview.

The point score of proof of identity documents must total at least 100 points, and for applicants 18 years or over, must include at least one form of photo identification.

The point score of particular identification items is detailed in the following table:

ITEM	POINT SCORE
Primary Documents – Only one of each may be submitted	
<ul style="list-style-type: none"> • Birth Certificate • Birth Card issued by the NSW Registry of Births, Deaths and Marriages • Citizenship Certificate • Current Passport 	70
Secondary Documents	
<p><i>The following documents must have a PHOTOGRAPH and NAME:</i></p> <ul style="list-style-type: none"> • Driver Licence issued by an Australian State or Territory • Licence or permit issued under a law of the Commonwealth, a State or Territory Government (eg. A boat licence) • Identification card issued to a public employee 	40
<p><i>The following documents must have a PHOTOGRAPH and NAME:</i></p> <ul style="list-style-type: none"> • An identification card issued to a student at a tertiary education institution • A Proof of Age Card or NSW Photo Card issued by the NSW Roads and Traffic Authority 	40
<p><i>The following documents must show NAME and ADDRESS:</i></p> <ul style="list-style-type: none"> • A document held by a cash dealer giving security over the applicant's property • A mortgage or other instrument or security held by a financial body • Council rates of notice • Document from the applicant's current or former employer within the past two (2) years • Document from the Credit Reference Association of Australia • Land Titles Office record 	35
<p><i>The following documents must show NAME and SIGNATURE – points from the same source may only be counted once (ie. a Mastercard and EFTPOS card issued by the same financial institution):</i></p> <ul style="list-style-type: none"> • Marriage Certificate (for maiden name only) • Credit Card • Foreign Drivers Licence • Medicare Card (signature not required) • Membership to a registered club • NRMA Membership • EFTPOS Card 	25
<p><i>The following documents must show NAME and ADDRESS:</i></p> <ul style="list-style-type: none"> • The electoral roll compiled by the Australian Electoral Commission and available for public scrutiny • A recent signed reference of recommendation from an acceptable referee (e.g. Doctor, Teacher, Clergy, Banker, Police etc) • Lease/rental agreement • Rent receipt from a licensed real estate agent • Records of a public utility (eg. Phone, Water, Gas or Electricity bill) • Records of a financial institution • A record held under law other than a law relating to land titles 	25

The following documents must show NAME and DATE OF BIRTH:

- The records of a primary, secondary or tertiary institution attending by the applicant within the past 10 years
- The records of a professional or trade association of which the applicant is a member

25

REDUNDANCY/RETRENCHMENT/TERMINATION

Employees who have accepted a redundancy from a NSW Public Sector employer are required to include information relating to the redundancy/retrenchment in their application.

The information will not disqualify an applicant from being selected for interview or offered the position. However it may mean that a proportion of the severance pay covering the period of re-employment may have to be repaid.

LATE APPLICATIONS

Late applications are not considered unless prior arrangements are made. Therefore please ensure your application reaches the Recruitment Unit by the closing time.

VERIFICATION OF QUALIFICATIONS/CREDENTIALS

Random checks for authenticity of qualifications/credentials may occur prior to appointment. If you are called to interview, you will be required to sign a form giving SSWAHS permission to contact the relevant educational or other institutions for verification purposes.

MISLEADING INFORMATION

Any statement in your application which is found to be deliberately misleading, including falsely claiming qualifications, will make you, if employed, liable for dismissal and/or prosecution for any relevant offence.

APPLICANT CHECKLIST

Ensure you have:

- read your copy of the position description and the selection criteria;
- researched the position thoroughly;
- addressed the selection criteria;
- presented your application in a neat, concise and clear manner;
- attached copies of relevant supporting documentation; and
- prepared original supporting documentation and evidence of your identification (to bring to interview)

MORE INFORMATION ON SSWAHS

For further information on SSWAHS, please refer to our website at <http://www.sswahs.nsw.gov.au>