

We aim to be fair and equitable in our recruitment decisions and match applicant's skills, knowledge and abilities with the work related requirements of the job.

How to Apply for the Job

Applying for an advertised vacancy can take a lot of time. We want to make the application process as easy as possible for you!

Step One: Before preparing your application, read all the information provided. Consider the work related requirements (selection criteria) and the Job Description. Ask yourself 'Is this job for me?'

Step Two: You must provide sufficient information for Perth Clinic to assess your suitability against the work related requirement of the position.

Your resume or curriculum vitae (CV) is very important and used by the selection panel to assess your suitability. It should convey a concise picture of your work history, qualifications and education. A well written resume or CV should include details relating to the work related requirements.

You should also provide the name and contact details for at least 2 referees, one of whom is a current or recent supervisor.

Select referees who know about your skills and abilities as the panel will ask your referees how well they think you meet the requirements of the position. You should always advise your referees before nominating them in your application and advise them of the position and skills required.

It is up to you to provide information that clearly informs the panel of your competitive suitability for the position.

Step Three: If the vacancy calls for specific qualifications to undertake that work and you are unsure of your suitability, please talk to the position's contact person.

Specific pre-employment requirements are verified prior to an offer of employment being confirmed.

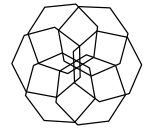
Step Four: It is important to determine from the advertisement if you are required to address the selection criteria in a separate statement or if you are only required to provide a cover letter and resume or CV.

If you are required to provide a separate statement addressing the work related criteria (selection criteria), your statement should demonstrate (preferably with examples), your competitive ability to meet the work related requirements.

If you are not required to provide a separate statement addressing the work related criteria (selection criteria), you can still opt to provide a separate statement along with your cover letter and resume or CV.

Failure to competitively satisfy the work related requirements will exclude you from further consideration.

Step Five: Complete your application online and attach all supporting documentation which may include a resume or CV, statement addressing the work related requirements and copies of relevant qualifications and certificates.



Application Checklist

- Current resume or curriculum vitae is attached.
- Statement addressing the selection criteria is attached (if applicable).
- Copies of relevant qualification/s are attached (if applicable).
- Copies of Visa (if applicable).

Lodging Your Application

Under **no** circumstances can proforma, emailed or late applications be accepted. It is strongly recommended that you allow ample time to prepare and submit your application.

We encourage you to apply online at www.perthclinic.com.au

Mail: Please address your application to:

Executive Assistant
Perth Clinic
29 Havelock Street
WEST PERTH WA 6005

By Hand: Applications may be submitted to the Reception desk at Perth Clinic's Corporate Office which is located at Level 2 / 2 Ord Street, West Perth WA 6005.

Reception is open from Monday to Friday (8:30am – 5:00pm). Your application must be submitted prior to the closing date and time specified in the vacancy advertisement.

My Application has been Submitted, What Happens Next?

- Applications are assessed against the selection criteria for the vacancy and a shortlist of applicants is prepared.
- If you have been shortlisted you will be contacted by the selection panel.
- If you are not shortlisted/recommended for appointment, you will be notified in writing, wither by mail or email **at the conclusion** of the selection process.
- To withdraw your application please advise in writing. Include your full name, address, contact telephone number and email address. We will confirm in writing the receipt of your advice to withdraw your application.

Criminal Record Screening

Perth Clinic policy requires all employees to undergo criminal record screening.

Recommended applicants will be asked to provide a National Police Clearance that is less than 12 months old.

Working with Children (WWC) check is also a requirement for all staff at Perth Clinic.

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Please note: Perth Clinic is a non-smoking environment.

Thank you for your interest in Perth Clinic.