



Applying for work at Echuca Regional Health

FACT SHEET

Thank you for expressing interest in working for Echuca Regional Health (ERH). These guidelines provide an overview of ERH's recruitment process.

The Recruitment Process

The recruitment process usually involves an online application, interview, reference checking, police check and credentialing.

Position Description

The position description details the 'position specific' and organisational responsibilities, mandatory skills and training and key selection criteria. Please read the position description and ensure your application addresses the key selection criteria.

Online Application

You will be required to complete an online questionnaire and upload your application. Your application should include:

- A covering letter
- A statement addressing the key selection criteria in the Position Description
- Your resume

Your application will be assessed against the key selection criteria outlined in the position description. Applicants who demonstrate that their skills, knowledge and personal attributes are closely aligned to the key selection criteria will be deemed suitable for an interview.

Please ensure you include the names and contact details of at least two current/professional referees.

Interview

Interviews are typically conducted by a panel of three. The interview panel will ask a series of questions that will be put equally to each applicant.

The interview gives you the opportunity to demonstrate your suitability for the position through illustrating examples of work practice etc.





Referee Checks

We require applicants provide at least two current/professional referees. Referees are contacted post interview to verify the information gathered throughout the recruitment process.

Please ensure the referees you provide are able to speak to your suitability in relation to the position's key selection criteria.

Police Checks

The successful applicant will be required to undertake or present a current (dated within 12 months) Police Check. ERH can source police checks, for more information contact the Human Resources Department on 03 54855134. The expense associated with Police Check will be met by the applicant.

A Victorian Working with Children Check will be a requirement of employment if the role falls within the definition of 'child-related work' as defined within the Working with Children Act 2005, or where ERH policy deems appropriate.

Credentialing

The successful applicant is required to provide ERH with original documentation of registrations and qualifications relevant to the role.

After the Selection Process

ERH will notify all applicants of the selection outcome. Applicants are welcome to seek feedback on their application/interview.

Troubleshooting

If at any time you experience difficulty uploading your application to our online system or require more information about our recruitment process, please contact the Human Resources Department on 03 54855134.

Equal Employment Opportunity

Echuca Regional Health is an Equal Employment Opportunity employer and we encourage Aboriginal & Torres Strait Islander applicants.

