

# GUIDE FOR APPLICANTS

Thank you for your interest in applying for a vacancy with Primary Care Connect (PCC). PCC has developed a selection process, which enables all applicants to be able to express their level of knowledge, skills and abilities that meet with the requirements of the position and where interviewed ensures that appointments are based on merit. Please read this guide thoroughly before submitting your application as it has been developed so that you present your application in the way we like to see it, saying the things we like to hear and demonstrating the things we want you do it.

It should be noted that any appointment is not considered final until you have received and signed an official Contract of Employment.

If you require further information regarding the preparation of your application or if you need further details about the vacant position, please telephone the number supplied in the advertisement.

## **Position Description**

The position description contains information about the job, and most importantly the criteria on which the selection of the successful applicant will be based. You must read the position description prior to submitting your application.

## **Lodging Applications**

Applications marked “Confidential”, should be forwarded to the following postal address:

Human Resources  
Primary Care Connect  
PO Box 1167  
SHEPPARTON VIC 3632

Or alternatively can be emailed to [humanresources@primarycareconnect.com.au](mailto:humanresources@primarycareconnect.com.au)

## **Information Required**

All applicants are requested to include the following details in their application:

- Completed copy of Employment Application Form – this form can be found on the PCC website.
- Covering Letter - First impressions count. This letter introduces you to us. It should be concise and provide a summary of the reasons why we should consider you for the position.
- Statement Addressing Key Selection Criteria – this is an essential element of your application. You should provide a detailed response to each of the Key Selection Criteria that clearly demonstrates your ability and experience. Any applications that do not specifically address the Key Selection Criteria (as set out in the Position Description) will not be considered.
- Resume – must be current and should include the following:
  - \* Personal details - Full name, address and telephone number.
  - \* Educational achievements - Qualifications held, including date of issue.
  - \* Experience / Employment History - Full details of past experience, including the present position held.

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- \* Referees - At least two professional referees should be nominated, together with details of their current positions and phone numbers. No contact will be made with these referees without the prior approval of the applicant.

*NB: Applicants who provide personal information such as the names and contact details of referees, either in their application or at a later time, must advise those people that their personal information will be supplied to Primary Care Connect (PCC). Applicants must ensure that each listed referee agrees to the applicant providing such information to PCC.*

The application is the initial stage of assessment in the selection process. Applicants will be short-listed for an interview based on how well they meet the criteria for the position as detailed in the position description.

All applications must be received no later than 4.00 pm on the closing date, which you will find in the advertisement. Late applications may not be considered.

### **Interview & Assessment:**

Applicants should be prepared to attend a personal interview/s and to be asked to undertake Work Sample tests (if appropriate). *NB: Verification will be sought of claims made in application and during interview.*

The Selection Panel - A selection panel consists of a chairperson and at least one other person with adequate skills and knowledge of the position. The panel's role is to assess and select candidates on the basis of merit to ensure that the best person is selected for the job.

The Interview - If you are selected for an interview, this is your opportunity to articulate the depth of your knowledge, experience and potential by responding to a series of questions formulated by the selection panel. These questions are based on the key selection criteria. All applicants will be asked the same series of questions. However, as the interview progresses, the selection panel may ask additional questions to allow you to expand on topics and information that you have provided in your responses.

Proof of identity and professional registration (if applicable) is to be sighted by the Chair at the time of the interview. (Note: All applicants attending for interview will be requested to provide evidence of qualifications/registration. This will be communicated via the interview confirmation letter.)

Prior to the interview, it is valuable for you to give some thought to what questions might be asked at the interview, so that you develop an idea of what you want to talk about in the interview that best reflects your capabilities.

### **Notification of Outcome**

All applicants selected for interview will be contacted to indicate the outcome. This may be by telephone or a letter confirming.

Applicants not short-listed for interview will be advised in writing.

### **Referee Checks**

Following the interview process, the selection panel will contact your nominated referees. These should be your past or present supervisor(s) who would be able to give a fair and reasonable account of your abilities. Referees are normally asked questions about the applicant in relation to the selection criteria. It is wise to provide your referees with details of the position so that they are familiar with what it is you are applying for.

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### **Commencement of Duties**

Please provide information regarding the period of notice required by your present employer.

### **Police Record Check, Working With Children Check & Victorian Drivers Licence**

If you are to be offered the position, PCC requires that you undergo a satisfactory Police Record Check, obtain a satisfactory Working with Children Check and hold a current Victorian Drivers Licence. The cost of obtaining this documentation will be at your expense. PCC is not obliged to consider any applicant who does not consent to undergo these checks or hold sufficient licenses.

### **Privacy Statement**

The personal information you provide will be used to assess your application for employment. You have been requested to provide this information in order to enable PCC to compare your application with others and to verify the statements made.

In applying for this position, you are giving your consent for PCC to use the information you provide for the purpose of assessing your application only. If your application is successful it will form the basis of your personnel file.

Relevant information may be disclosed to persons or organisations that you have identified as current or former employers, referees of others who may be able to assist PCC in addressing your application. It may also be disclosed to authorities such as immigration, licensing, educational or others for the purpose of verifying a qualification.

Information provided by you, which is no longer needed, will be destroyed six months from the date of receipt.

### **Enquiries:**

Please see the position description for information on who to contact for further information.