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Applicant Guide

Information for people applying to work with NSW Health

Where do I start?

As an applicant there are various ways you may see jobs advertised, these include:

- [NSW Health jobs portal](#)
- various job boards such as Seek, CareerOne etc.
- advertising in newspapers, online or industry journals
- social media networks such as LinkedIn, Facebook

Whichever way you hear about the role, you will need to apply online.

The NSW Health online recruitment platform allows you to submit your application in a few easy steps and track your progress throughout the recruitment process. You can build a personal profile with your resume and copies of your qualifications and credentials, which can be used when applying for positions in the future. You can also elect to be notified when certain types of positions become available.

General information

Recruitment processes in Northern NSW Local Health District follow the NSW Health policy [Recruitment and Selection of Staff to the NSW Health Service](#).

The policy sets out the minimum standards for all recruitment processes within NSW Health. The information below provides a summary of the key points.

Merit selection

Employment with NSW Health is based on an assessment of the suitability and relative merit of all applicants for a vacant position. Selection panels will be formed to ensure the selection process can be properly performed.

Equity and diversity

The NSW Government is committed to equity and diversity within its workforce. The NSW Health recruitment processes reflect this commitment. For further information, see [Public Service Commission - Diversity and Inclusion](#).

NSW Health has an online recruitment resource to specifically support Aboriginal applicants. For more information regarding Aboriginal applicants support, please visit [Stepping Up](#).

Right to work

To be eligible for permanent appointment to a position in NSW Health, you must be an

Australian citizen or permanent resident, or a New Zealand citizen.

If you are not an Australian citizen or permanent resident or New Zealand citizen, you must have a current visa that allows you to work in Australia.

Verifications and employment checks

All relevant information about your qualifications, experience, registration status, and past conduct and performance will be appropriately and independently verified prior to any offer of employment. A number of employment checks will also be conducted.

Applying for a position

Applications for NSW Health jobs should be submitted online by the closing date.

Should you have any problems completing or submitting your application online, please contact the Hiring Manager or Recruitment Unit specified in the job advertisement.

Creating a profile

When applying for a vacancy in NSW Health for the first time, you will start by building a personal profile, which will include your resume and copies of your qualifications and credentials. These can be used again when applying for any positions in NSW Health in the future.



Your application

Your application should include your claims against the selection criteria and your resume. As you progress through the recruitment process, you will be requested to provide further information and documentation at the appropriate stages of the process.

You should read the advertisement and the position description so that you are aware of the requirements of the position before submitting your application. You may also wish to contact the nominated hiring manager to discuss anything you wish to clarify.

Your other preparation may include:

- talking to people in similar positions
- reading any available relevant information e.g. [annual reports](#), [strategic plans](#), [NSW Health Code of Conduct](#)
- visiting the [NSW Health](#) website
- visiting the website of the Health agency where the position is located.

Addressing the selection criteria

Your claims against the selection criteria are the most important part of your application. The selection criteria contain the minimum requirements for the position, and the selection panel will be assessing your skills, knowledge, qualifications and experience against these requirements.

You will be asked to address some or all of the selection criteria in writing online. Please provide examples that demonstrate your ability

to meet those criteria. If your application does not address each criterion as requested, you reduce your chances of being short-listed for further assessment.

The selection process

The selection process is undertaken by a panel of at least two people, their role is to:

- assess each applicants' suitability for the position through one or more assessment methods, usually including a face-to-face interview
- conduct referee checks
- make a recommendation to the approving officer on any preferred applicant and any eligibility list.

The interview

Your written application and resume will be assessed against the selection criteria. If you are short-listed, you will be invited for further assessment. This usually includes an interview and you will be advised of the details in advance.

The interview provides applicants with an opportunity to expand on the information they provided in their application.

All interviewees are asked a common set of initial questions, which directly relate to the selection criteria. You may also be asked follow-up questions exploring specific issues about your claim for the position. At the end of the interview, you may ask questions of the selection panel or provide further information in support of your application.



If you are offered an interview and you have special needs, please contact the convenor to discuss any appropriate arrangements.

What do I bring to the interview

If you are invited to an interview, you will be asked to complete some on-line pre-employment tasks. You will also be requested to bring the originals of some documents with you to the interview. This may include:

- original qualifications (as relevant to the selection criteria)
- original proof of identification documents
- evidence of work entitlements in Australia (eg passport, birth certificate, citizenship, current working visa)
- evidence of immunisation status

Referee information

If you are selected for an interview, you will be asked to provide the names and contact numbers of at least two referees.

Employment related checks

If you are the recommended applicant, we will verify the information you have provided, and conduct mandatory employment checks relevant to the position. Some of the main checks are summarised below.

- Evidence of immunisation status: You will be asked to provide evidence of protection for specified infectious diseases
- National Police Check: NSW Health will conduct a National Police Check prior to an offer of employment
- Working With Children Check: You may be required to provide a NSW WWCC clearance number if the position is identified as a child related role
- Health assessment: You will be required to undergo a pre-employment health assessment relevant to the inherent requirements of the position.

If the health assessment finds that you do not meet the inherent job requirements of the position because of disability/impairment, we will consider whether a reasonable adjustment can be made to the position to allow you to carry out its requirements.

Outcomes and notification

If you are the successful applicant, you will receive a written offer of employment online. Information about the terms and conditions of your proposed employment will be included. You will be asked to accept the offer online.



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Northern NSW
Local Health District

