



WALGETT ABORIGINAL MEDICAL SERVICE LIMITED

The information supplied in this document will remain strictly confidential between the Applicant and Walgett Aboriginal Medical Service Limited (WAMS).

Please ensure you read our Employment Information Sheet, on the reverse side of this document, prior to completing this Application.

EMPLOYMENT APPLICATION

PERSONAL INFORMATION

NAME	DATE OF BIRTH	ABORIGINAL OR TORRES STRAIT ISLANDER DESCENT? <input type="checkbox"/> Yes <input type="checkbox"/> No
ADDRESS	DRIVERS LICENCE NO.	ARE YOU AN AUSTRALIAN RESIDENT? <input type="checkbox"/> Yes <input type="checkbox"/> No
EMAIL ADDRESS	HOME PHONE / MOBILE	DO YOU HAVE THE RIGHT TO WORK IN AUSTRALIA? <input type="checkbox"/> Yes <input type="checkbox"/> No

DESIRED EMPLOYMENT

POSITION YOU ARE APPLYING FOR	AVAILABLE START DATE	EMPLOYMENT TYPE <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual
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EDUCATION & QUALIFICATIONS (starting from the most recent)

School, Uni, TAFE	Course Name	Year Attained

WORK EXPERIENCE (starting with the most recent)

Company Name	Employed From / To	Position	Reason for Leaving

PLEASE LIST YOUR MAJOR SKILLS (eg: Microsoft, Word, Excel)

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WESTERN PRIMARY HEALTH NETWORK - NSW HEALTH - RURAL DOCTORS NETWORK





Conditions of Employment:

I hereby acknowledge and accept:

- That in signing this Application for Employment it does not represent any commitment from WAMS to offer me a contract of employment.
- If offered a position, I will be employed on a six month probationary period. At the end of the probationary period, if my performance and conduct meet standards set by my Manager, I may be offered a full time position, should one be available at that time.
- Any offer of employment made to me will be based on the information gathered during the recruitment process, In the event of the information supplied by me being incorrect, any contract of employment made will be void and terminable forthwith.
- I will provide relevant evidence of my:
 - Relevant qualifications & licenses;
 - Relevant Visa's and citizenship documents;
 - Copy of my passport (if applicable).
- The provisions outlined in the relevant award and/or agreement will be binding.
- I will undergo a Medical Examination (including a Drug & Alcohol Testing) prior to any offer of employment, if requested to do so by WAMS.
- I do not have any medical conditions that would prevent me from performing the duties of the position.
- Provide my Confirmation of Aboriginality (if applicable) prior to commencing employment.

I certify that the information contained in this application is accurate and correct. I understand that any failure to provide information or have provided false information may be grounds for dismissal.

SIGNATURE

DATE

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EMPLOYMENT INFORMATION SHEET

It is a condition of pre-employment that you provide Working with Children Check and National Police Check clearances BEFORE proceeding to the offer of an Interview.

The Employment Process

Our HR Team will review and discuss your Application to ensure you have completed it correctly, supplied the correct documentation and you have the skills for the relevant role you are applying for.

- If No, one of our HR Team will contact you to discuss what you need to do next.
- If Yes, we will contact you to book an Interview.

The above processes can take up to 2 weeks from the time we receive your application.

Interview and Selection Panel

The Interview Selection Panel is comprised of 3 being the relevant Line Manager, 1 Board Director and 1 staff member (made up of one male and one female member). The interview can take 30-45 minutes where you will be asked a series of questions relevant to the role you are applying for. If, after the interview, the Panel find you are a suitable candidate for the position they will conduct reference checks based on the names provided in your Employment Application.

If you are unable to attend WAMS in person for the Interview, we can also arrange for a VC Interview via Zoom.

If you are the successful applicant for the position your Line Manager will contact you, within 1 week of the date of your interview, to advise you and will then discuss pay rates, start date and send you a Letter of Offer for signing.

If you are not the successful applicant we will advise you of Interview Panel's decision in writing, within 1 week from the date of your interview.

Please be patient as the Employment and Interview process can take up to 3-4 week to be completed from the time we receive your application.

Working with Children Check (WWCC)

This can be completed and paid online here - <https://ocg.nsw.gov.au/working-children-check>.

If you are registered with an Employment Provider (ie BEST Employment etc) please contact them to assist you with completing the online application.

National Police Check

This can be completed and paid online here - https://portal.police.nsw.gov.au/s/policecheck-definition?reportType=CP_PoliceCheck&gad=1&gclid=EAlaIqObChMI-Y6IjvOygQMVmKhmAh19tgCNEAAYASAAEgK7fvD_BwE&gclsrc=aw.ds#a001.

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Confirmation of Aboriginality

Some WAMS positions are identified as Aboriginal or Torres Strait Islander Descent and you will need to show proof by providing a copy of your Certificate of Aboriginality or Torres Strait Islander descent. If you do not have a Certificate you will need to apply for it through your local Lands Council where you live or, if a resident of Walgett, you can also apply at WAMS. Certificate of Aboriginality Forms can be downloaded from our website, we can email you a copy or you can pick one up at reception.

Your Application should contain the following:

- Completed Application for Employment
- Cover Letter meeting the essential/desirable criteria for the position
- Copy of your Resume, including 2 most recent Employee References. Your references should be no more than 2 years old.
- Copy of current Working with Children Check and National Police Check
- Confirmation of Aboriginality (if applicable)
- Copies of relevant qualifications

Applications and supporting documentation can be sent by:

Email - to hr@walgettams.com.au

Post - PO Box 396, Walgett 2832

Deliver - to Admin Building, 33 Wee Waa Street, Walgett 2832

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