

## Information Sheet

# Document preparation for the potential successful candidate

### What can the potential successful candidate do to prepare?

- Gather documentation to satisfy evidence of **Australian Working Rights** (Passport or Birth Certificate **or** Australian Citizenship Certificate)
- If the job requires a **Qualification**, arrange a certified copy or bring the original to the interview and the hiring manager can copy and verify the document.
- Arrange to have the **identification** documents certified.

### Mandatory documentation

- **Proof of Identify:** the potential candidate will need to **provide three documents** as proof of identity.
- Documents must be current and copies must be certified by a JP or Commissioner of Declarations, barrister or solicitor or notary public.

Provide <b>either</b>	<i>Current Passport <b>OR</b> Birth certificate &amp; Australian drivers Licence/Australian student photo ID card/Proof of age card</i>
Plus, <b>two</b> further evidence of ID	<i>Australian drivers licence / Australian student photo ID / Australian proof of age card Birth certificate / Australian citizenship certificate / Medicare card / Utility bill (eg electricity bill) / Health care card Pension concession card / Working with children card (Blue Card)</i>

### Employment Screening

- All new employees must undergo an **employment screening check** (e.g. criminal history check, or aged care check or working with children check or correctional services check).
- These are organised by the Hiring Manager and must be completed before a new employee can commence work.

### Vaccine Preventable Diseases (VPD)

Roles that have a direct contact with patients or who in the course of their work may be exposed to blood/body fluids or contaminated sharps are required to be immunised for **Hepatitis B**.

- Roles that have contact that would allow acquisition and/or transmission of measles, mumps, rubella, varicella or pertussis, and have face to face contact with patients and/or work in a clinical area require evidence of immunisation of the aforementioned diseases.
- Additional VPD for roles where work in remote Indigenous communities, ATSI children, Plumbers or in regular contact with untreated sewage, and roles caring for development disabilities require Hepatitis A immunisation evidence.
- Tuberculosis immunisation evidence is required for roles that may be at risk of exposure to drug-resistant cases.
- Japanese Encephalitis immunisation evidence is required for roles assigned to the outer Torres Strait Islands for a total of 30 days or more during the wet season.