

## Applicant guide

### Document preparation for the potential successful candidate

For candidates who are shortlisted for further assessment, the Panel Chair may be in contact to request a range of documents. Candidates can assist in streamlining the recruitment process by preparing in advance, or at least, being aware of the documents that are required should they be shortlisted.

#### What can the potential successful candidate do to streamline the recruitment process?

- ✓ Gather a range of documents that confirm your identity and your right to work in Australia.
- ✓ Gather your Qualification and Professional Registration/Licence/Membership, if required.
- ✓ Be aware that it is a Queensland Health employment directive that employees are vaccinated against a range of diseases.
- ✓ All documents must be certified by a Justice of the Peace or Commissioner for Declarations.

#### Mandatory documentation

The Panel Chair will assist you in understanding the documents that are required.

##### 1. Identification

A minimum of 3 forms of identification as follows:

Provide ONE from this column:	Plus TWO from this column:
<input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificate  <i>If applicable:</i> <input type="checkbox"/> Change of Name Certificate – Marriage / Divorce / Deed Poll  <i>If applicable:</i> <input type="checkbox"/> Evidence of Attribute form for Aboriginal and Torres Strait Islander people	<input type="checkbox"/> Australian Driver Licence <input type="checkbox"/> Australian Student Photo ID Card <input type="checkbox"/> Australian Proof of Age Card <input type="checkbox"/> Australian Citizenship Certificate <input type="checkbox"/> Australian Medicare Card <input type="checkbox"/> Australian Pension Concession Card <input type="checkbox"/> Australian Health Care Card ( <i>not Private Health insurance; government issued HCC</i> ) <input type="checkbox"/> Australian Blue Card <input type="checkbox"/> Utility Bill (e.g. water, gas, electricity)

More information: [HR Policy B1 Recruitment and Selection](#)

##### 2. Qualification / Professional Registration / Membership / Licence

If required for role:

- Diploma and/or Bachelor
- Professional registration with AHPRA
- Professional Membership, such as Australian Association of Social Workers
- Professional Licence, such as a Radiation Licence

More information: [HR Policy B1 Recruitment and Selection](#)



## Document preparation *cont'd*

### 3. Vaccination Evidence

All clinical streams require vaccination against the following:

Disease	Minimum dose to start	Disease	Minimum dose to start
Measles	One (1)	Varicella	One (1)
Mumps	One (1)	Pertussis	One (1) in the last 10 years
Rubella	One (1)	Hepatitis B	Two (2)

All non-clinical streams also require all of the above, however Hepatitis B may not be required. The Panel Chair will confirm if Hepatitis B is required for the role.

Timeframe for follow up vaccinations, if full course not completed prior to commencement:

- MMR and Varicella – Second dose required within 3 months of commencement
- Hepatitis B – Third dose required within 6 months of commencement

More information: [Mandatory vaccinations](#)

### COVID-19 Vaccination

Vaccination against COVID-19 is required for all roles, clinical and non-clinical.

Acceptable evidence:

- ✓ Immunisation history statement, from the Australian Immunisation Register, OR MyGov, OR regular healthcare provider
- ✓ COVID-19 digital certificate, available via MyGov
- ✓ COVID-19 vaccination appointment card, provided at Queensland Health vaccination locations

Acceptance vaccines:

- ✓ AstraZeneca Oxford
- ✓ Moderna
- ✓ Sinopharm
- ✓ Johnson & Johnson
- ✓ Pfizer/BioTech
- ✓ Sinovac

More information: [COVID-19 vaccinations](#)

### 4. 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). These are organised by the Panel Chair and must be completed before a new employee can commence work.

More information: [Criminal history checks](#)

