

## 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: you will need to **provide three current documents** as proof of identity. At least one document must contain photographic ID and one type that contains a signature and date of birth.
- All document copies must be certified by a **JP, Commissioner of Declarations, barrister, solicitor, or notary public.**

Provide <b>either</b>	Current Passport <b>OR</b> Birth certificate & Australian drivers Licence/Australian student photo ID card/Proof of age card
Provide <b>two</b> (if not included above)	Australian drivers' licence / Australian student photo ID / Australian proof of age card Birth certificate / Australian citizenship certificate / Medicare card / Utility bill (e.g. electricity bill) / Health care card Pension concession card / Working with children card (Blue Card)

### Employment Screening

- All new employees must undergo pre-employment screening checks (criminal history check, aged care check, NDIS worker screening check, working with children check or correctional services check as applicable to the role description).
- Checks are organised by the Hiring Manager except for the NDIS screening check, which the employee must initiate. All checks 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.