

Candidate application guide

Thank you for your interest in working with Darling Downs Health. This candidate application guide is provided to assist you to understand Darling Downs Health recruitment and selection processes for advertised vacancies. You are encouraged to read this information along with the advertised role description carefully, prior to applying.

More information about Darling Downs Health, our strategic plan, values, key initiatives and organisational structure is available on our website: <https://www.health.qld.gov.au/darlingdowns>



Things to consider before applying

We encourage you to apply for roles that are relevant to your experience, skills, qualifications, values and interest.

Before you apply:

- review the role description to gain a broad understanding of the role
- consider if you are the right person for the job
- determine if you possess the required mandatory qualifications, professional registrations and any other requirements that are listed in the role description.

Do you need more information? Simply call or email the contact person listed on the job advertisement.

Are you eligible to work with us?

Candidates need to be either:

- an Australian citizen
- a permanent resident of Australia
- a New Zealand citizen who has entered Australia on a valid passport; or
- a non-citizen with a valid visa which provides the right to approved work in Australia

Some positions require you to hold mandatory qualifications, professional registrations and other requirements. These will always be listed in the role description.

The selection panel will be required to assess your qualifications. International or overseas applicants may need to obtain formal recognition of qualifications before applying or providing a statement which shows the Australian equivalent of the qualifications.

If you have questions about overseas qualifications, please refer to the Overseas Qualifications Unit at: <https://training.qld.gov.au/training/osqrecognition>





Preparing your application

It is important to prepare an application that best represents you and what you can offer. An ideal application will demonstrate why you are the best person for the job and how your experience, abilities, knowledge and personal qualities are relevant to the role.

If we find that you have provided information in your application that is found to be deliberately misleading, it will result in your disqualification from any further consideration for employment. If you are currently employed in Queensland's public sector, it may be grounds for disciplinary action.

The requirements for your application are set out in the 'How to apply' section of the role description.

Lodging your application

You will need to lodge your application online through www.smartjobs.qld.gov.au.

If you experience any technical difficulties when accessing Smart Jobs, please contact 13QGOV (137468).

Applications lodged on behalf of candidates by an organisation that may charge us an 'agency fee' may not be considered.

If you would like to submit an application after the closing date, please contact the nominated contact person on the role description immediately. Late applications are accepted at the discretion of the selection panel and cannot be lodged online.

Employment as a lobbyist – Conflict of interest

You will be required to provide a statement of previous employment as a lobbyist within one (1) month of taking up the appointment. Details are available from the Public Service Commission website: <https://www.forgov.qld.gov.au/documents/policy/lobbyist-disclosure>

Respect in the workplace

Darling Downs Health values and respects diversity in the workplace and believes that all of its employees should be treated fairly and with dignity and respect.

Darling Downs Health is committed to a safe, secure and supportive workplace.

Our selection processes and employment decisions are undertaken in a non-discriminatory way and are consistent with the requirements of the *Anti-Discrimination Act 1991*.

We are committed to providing 'reasonable adjustment' within the workplace. 'Reasonable adjustment' means that the employer should, where it is necessary and reasonable to do so, make modifications and adjustments to the workplace to meet the individual needs of people with special requirements.

Probation

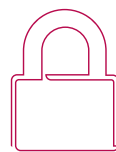
If you are successful in being permanently appointed, you may be required to undertake a period of probation appropriate to the appointment.

The purpose of the probationary period is to provide:

- a period of orientation and training
- an opportunity to assess your aptitude and capacity to perform in the role.

Applicant feedback

If you would like feedback regarding the selection process, please contact the Chair of the selection panel.



Our privacy obligations to you

Information privacy requirements for the health sector are set out in nine privacy principles contained in the *Information Privacy Act 2009*. The principles represent minimum standards for the collection, security, use and disclosure of all personal information held by the Darling Downs Health, including personal information about position candidates.

All staff must comply with the privacy principles and supporting policies when dealing with your personal information.