

## Documentation preparation guide 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 documentation to confirm your **identify** and **Australian Working Rights**
- Gather your Qualification and Professional Registration/Licence/Membership
- Be aware that it is a Queensland Health employment directive that employees are vaccinated against a range of diseases.
- Contact details of a recent referee (*The referee is to be or have been in a recent supervisory relationship within the past two years*)
- Documents to be certified by a Justice of the Peace (JP) or Commissioner for Declarations (CDec)

### Identification

The potential candidate will need to **provide three documents** as proof of identity.

Provide ONE from this column:	Plus TWO from this column:
<ul style="list-style-type: none"> <li><input type="checkbox"/> Passport</li> <li><input type="checkbox"/> Birth Certificate</li> </ul> <p><i>Where names differ across documents:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Change of Name Certificate / Marriage Certificate / Divorce papers</li> </ul> <p><i>For identified roles only:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Evidence of Attribute form for Aboriginal and Torres Strait Islander people</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Australian Driver Licence</li> <li><input type="checkbox"/> Australian Student Photo ID Card</li> <li><input type="checkbox"/> Australian Proof of Age Card</li> <li><input type="checkbox"/> Australian Citizenship Certificate</li> <li><input type="checkbox"/> Australian Medicare Card</li> <li><input type="checkbox"/> Australian Pension Concession Card</li> <li><input type="checkbox"/> Australian Health Care Card (<i>not Private Health insurance; government issued HCC</i>)</li> <li><input type="checkbox"/> Australian Blue Card</li> <li><input type="checkbox"/> Utility Bill (e.g. water, gas, electricity)</li> </ul>

*Documents must be **current** and copies **must** be certified by a JP or CDec, barrister or solicitor or notary public.*

For information - [HR Policy B1 Recruitment and Selection](#)

### Qualification / Professional Registration / Licence / Membership

Where outlined in the Role Description you may need to provide evidence of the below:

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

**Important** – *Originals can be provided in person and certified by the hiring manager OR copies **must** be certified by a JP or CDec, barrister or solicitor or notary public and also certified by the hiring manager*



COMPASSION



ACCOUNTABILITY



RESPECT



INTEGRITY



Queensland  
Government

## Employment Screening

All new employees must undergo an employment screening check (e.g. [criminal history check](#), aged care check or correctional services). These are organised by the Panel Chair and must be completed before a new employee can commence work.

For information - [Criminal History Checks](#)

## Vaccine Preventable Diseases (VPD)

To help protect our patients, staff, and the wider community, Queensland Health has specified 6 VPDs that it may require staff to provide evidence of vaccination against or that they are not susceptible to. The Role Description will identify which, if any of the vaccinations you need to provide evidence for.

There are two forms to capture the required information. You may provide evidence using both forms, or just one, depending on the requirements and the documentation you have available to you.

[VPD evidence certification form](#) Ask your treating medical practitioner, registered nurse, or occupational health provider to complete this form on your behalf as proof of the vaccinations/tests you have undertaken.

OR

[VPD evidence form](#) - Use this form if you already have copies of acceptable forms of evidence. You must attach copies of the appropriate documents.

For information - [Mandatory vaccinations | Providing evidence of mandatory vaccinations](#)

## Recognition of Service

There are two reasons you would apply for recognition of prior service:

- leave purposes; or
- salary purposes (i.e. paypoint).

Where requesting recognition of service, statement of services should be provided to support request. As a minimum, any statement of service is to include the following details:

- employee's full name and date of birth
- employee's previous position title/s
- commencement and cessation date/s
- status (full-time/part-time/casual) and if not full-time, total hours worked
- any remaining leave balances at termination
- service/redundancy payments paid at termination
- contact details (e.g. officer's name, telephone, facsimile and email address).

When a statement of service form is used the form is to be stamped with the former employer's agency stamp.

For information - [HR Policy C55](#) or [Directive 12/18](#)

## Candidate Checklist

	New to QLD Health	Existing QH Employee	Transfer from another HHS
Three forms of identification - <i>Where names differ across documents supporting documentation provided</i>	<input type="checkbox"/>	N/A	N/A
Contact details of a recent referee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Qualifications (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VPD Evidence form and supporting evidence (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employment Screening Form	<input type="checkbox"/>	N/A	N/A
Recognition of Service – Statements of Service	<input type="checkbox"/>	N/A	N/A

## Upon commencement

	New to QLD Health ONLY
<b>Choice of Super Form</b>	<input type="checkbox"/>
<b><u>Tax File Declaration Form</u></b>	<input type="checkbox"/>
<b>Employee Commencement details (to be provided by line manager)</b>	<input type="checkbox"/>