Information for Applicants

1. Recruitment and selection at Melbourne Health

At Melbourne Health we believe in diversity, inclusion and equality and are committed to ensuring that our workplaces are a reflection of the Victorian community. We recognise the benefits that diversity and inclusion brings, and we encourage talented people from all cultural backgrounds, abilities and identities to apply for our vacancies. We strongly encourage Aboriginal and Torres Strait Islanders and people with a disability to apply.

Applicants

Melbourne Health has implemented an online recruitment system where all applications are to be submitted electronically. By applying online, you ensure that your application is received, as you are notified of its receipt. You may also track the progress of your application throughout the recruitment process and can elect to be notified when certain positions become available in the future.

All applications to positions at Melbourne Health must be made online via Mercury e-recruit.

There are mandatory declarations that are required to be completed by all applicants. You should read this document before submitting your application to ensure you are aware of the requirements. Any questions regarding an advertised position can be directed to the contact person nominated at the bottom of the advertisement.

Merit selection

All appointments within Melbourne Health are based on merit, with the most suitable applicant offered the position. Recruitment decisions are based on the abilities, qualifications, experience, performance and capabilities of an applicant, as they are relevant to the position.

Interview panels at Melbourne Health are formed to ensure the selection process can be properly performed. Confidentiality will be maintained and the privacy of your application will be respected.

Verification of qualifications and credentials

All relevant information about qualifications, experience, registration status and previous work experience will be independently verified prior to an offer being made. If you are shortlisted for interview, you will be required to provide copies of your qualifications at interview.

Misleading information

Any statement in your application which is found to be deliberately misleading, including falsely claiming qualifications, may lead to dismissal.
2. Applying for a position at Melbourne Health

Your application
An application must be submitted for each position for which you wish to apply for at Melbourne Health, this includes internal Melbourne Health staff members.

To ensure a fair and equitable process, we require the following documents are submitted as a part of the recruitment process:

1. Covering letter addressing the key selection criteria
2. Resume

Before preparing your application, you may wish to contact the hiring manager to discuss / clarify details of the position. It is recommended that prior to submitting an application with Melbourne Health you visit the Royal Melbourne Hospital website at www.thermh.org.au or NorthWestern Mental Health website at www.nwmh.org.au for information about our services.

Cover Letter
The role of your cover letter is to ensure your resume gets read. Your cover letter should include:

1. Position title and reference number
2. Your full name, address, email and contact number
3. A statement addressing the requirements detailed in the position description

Resume
The role of your resume is to provide a summary of your skills, abilities and accomplishments. Your resume should include:

1. You are required to submit an up to date resume as part of your application
2. Your resume should be in chronological order (most recent position first) of your employment history.
3. Each of your positions should include dot points of your achievements / responsibilities
4. Your education and training, including any education currently being undertaken and professional memberships held should be included in your resume
5. Names and contact numbers of two referees (or these can be supplied at interview)
6. Any other information that you believe is relevant to your application

Note: personal information such as age, marital status, and/or number of dependents are not relevant to your application and do not need to be included in your resume
3. How to apply

Submitting your application
- All documents need to be in a Microsoft word document (.doc or .docx) or Adobe PDF format
- All applications must be submitted by 11:59 p.m. on the advertisement’s closing date.
- Only applications via Mercury e-recruit will be accepted.

External applicants
1. If you have not applied to a position before at Melbourne Health, you must register online via Melbourne Health Mercury e-recruit, via the ‘sign up’ button.
2. You must activate your account as first time user, a link will be sent to your email address to activate your account.
3. If you have applied to a position before at Melbourne Health, please click on ‘sign in’ to the Mercury e-recruit website if you are already a current MH jobseeker.
4. Complete online application on Mercury system.

Tips on registering as a first time user
- Password needs to contain at least 8 characters, one digit and one uppercase.
- To activate your account an automated email will be sent to your email containing a link, be sure to check your email, including your junk inbox/ spam box in case the email ends up there.

Current Melbourne Health employees
1. Current Melbourne Health employees applying for internal positions must sign up & apply for positions using their Melbourne Health email account.
2. If a position is advertised “internal only”, you must be logged in to e-recruit with your Melbourne Health email address to view the position.
3. It is recommended that all Melbourne Health employees are registered on e-recruit, so they are kept informed of opportunities across our services.

Forgotten password
- The system will allow you 3 attempts to log in to your account.
- On the third unsuccessful attempt, the system will block your account.
- If you have forgotten your password, select ‘forgot password’, and a link will be sent to you via email to reset your password.
- If you have any further issues, please contact People & Culture on (03) 93428055.
4. Application Process

Short listing/Interview
A selection committee assess all applicants against the selection criteria and will shortlist for interview those who best meet the criteria.

If your application meets the key selection criteria of the position and you are shortlisted for interview, you will be contacted by the hiring manager, via phone or email, to schedule the interview.

You will also be advised what documents you will need to provide at interview. The below documentation may be requested for you to provide at your interview:

- Relevant qualification certificates/ transcripts
- Professional registration (if required for the position)
- 100 points of identification all in same name (including a form of photo identification)
- Employment Victorian Working with children check employment card
- Copy of current passport and visa (visa only if not a current Australian or New Zealand citizen/permanent resident)
- Two professional referee details

Notification
- Once two successful reference checks have been completed, the successful applicant will be verbally offered the position via telephone.
- This will be followed by a letter of offer prepared by People & Culture Recruitment Services.
- Unsuccessful, interviewed applicants will be notified of the outcome of their application by telephone.
- All other unsuccessful applications will be notified via email (via the Mercury e-recruit system).

5. Pre-employment Checks

All new employees must provide a National Police Check (NPC) no less than 12 months old from their date of commencement. New employees and other appointments are responsible for the cost of providing a NPC.

Depending on your circumstances and role, you may also be required to provide the following:

- An Australian work eligibility check
- Victoria Working with Children Check (all NorthWestern Mental Health employees must have a current WWCC)
- Safety Screening Statutory declaration
- Disability Worker Exclusion Scheme clearance
- International Police Check
- 100 points of certified identification
- Qualifications/ Registration
6. **Commencing at Melbourne Health**

In order for you to transition to your new role within Melbourne Health, it is a requirement that all new employees take part in either our Melbourne Health General Orientation Program or our Medical Staff Orientation Program. This is a structured program to include introductions with key contacts in the organization, along with some of the mandatory training requirements.

Please email the Melbourne Health Recruitment Services team at MHrecruitment@mh.org.au should you have any questions when submitting your application.