Checklist for Applicants

# Application Requirements

**When completing your online application you will be required to upload documents or cut and paste information into relevant sections. Prepare these in a word document prior to0 logging on so that you are prepared for the online environment.**

**STEP 1** Curriculum Vitae / Resume

You will need to upload as part of the application process. Please ensure that your document is in a format that can be opened on all computers and is not created in a program that is not common across all Microsoft computers.

**Please include your Clinical Placement History**

 **Employment History**

**Step 4** AHPRA Registration

If you have a copy of your registration please upload **IF** you do not have your registration **yet we will require a time frame of when this will be achieved.**

**Step 5 -**Cover Letter (Letter of Application)

Please introduce yourself and tell us about what you would like to achieve and why you think you would fit into Calvary. This is a chance for you to let us get to know you and for you to promote yourself.

**Step 5 –**Selection Criteria

These need to be addressed in your application and uploaded. They will be listed under **Selection Criteria in the online application information.** Your progression to interview is dependent on these questions please consider them carefully.

**Step 5 –**Academic Transcript

Please attach a copy of your transcript to date-You can access these online with your institution or request them from the Student services….Please refer to your institutions policy regarding accessing this.

**Step 6 –**Referees

Please ensure you ask your referees before you submit their details with your application. If you have a part time or casual position, please ask your immediate supervisor to be a referee for you. It would strengthen your application to include one of your preceptors from placement, as they will be able to communicate your ability to perform in a clinical environment.

Please ensure you supply email contact details for your referee as this is the preferred method of contact.

 **Police Check and Working with Children Check**

If would be advisable to have applied for a National Police check (less than 3 months old) and Working with Children check, as they are mandatory for any healthcare positions. Some of the resources are available are listed below.

**Working with Children**

[www.justice.tas.gov.au/working\_with\_children](http://www.justice.tas.gov.au/working_with_children)

**Police Check**

[**http://www.police.tas.gov.au/services-online/police-history-record-checks/**](http://www.police.tas.gov.au/services-online/police-history-record-checks/)

<https://www.nationalcrimecheck.com.au/?gclid=Cj0KEQjwr7S-BRD96_uw9JK8uNABEiQAujbffK52IFDi6YdHIS8nl-vSzUpf6xzv4Md-6o2Vwrs5crAaAlrL8P8HAQ>

**Good luck and we are looking forward to receiving your application ….**