

## INFORMATION FOR APPLICANTS

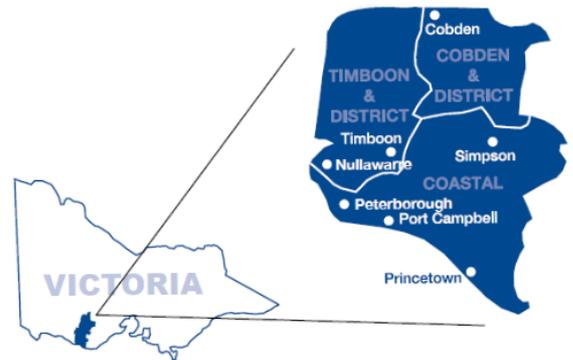


Thank you for considering working with Timboon and District Healthcare Service (TDHS). A position with our healthcare service will give you a range of experiences and the satisfaction of knowing that you are part of team that is vital to the smooth running of the Service and care of our patients.

### Who we are:

TDHS is a Multipurpose Health Service offering a wide range of medical care and residential aged care. TDHS has 14 beds and 6 day stay beds as well as an operating theatre and urgent care centre.

Our area covers the southern half of the Corangamite Shire



### Who we are looking for:

As part of TDHS Team you will need the right mix of skills and experience to do a range of activities, but we also want people who share our values and behaviours – Integrity, Compassion, Accountability, Respect and Excellence.

### How to apply:

All jobs come with a Position Description (PD) and the PD will explain the general activities someone in the position is required to do. The PD also has how TDHS measures performance in the role. For new applicants you may notice a few unfamiliar systems or terms, that's because the PD is also used for people who are already doing the job. If you do see unfamiliar terms, you can always check them out using the Internet or by calling the contact person for that position (found in the job advert). The point is not to worry if you don't know, as many of these systems and terms are unique to healthcare and the successful applicant will get training to help them understand these systems as part of their orientation to TDHS.

The main thing to look at when applying for a position at TDHS is the **Key Selection Criteria** (usually found on the second last page of the PD). The **Key Selection Criteria** needs to be addressed in your application. Where it reads *demonstrated or proven* in the Key Selection Criteria means you need to show how you have done or achieved this in your last, or other jobs you have had.

### In your application you should include:

- A cover letter that should: Introduce yourself, address the Key Selection Criteria and be no more than two pages in length
- A résumé outlining your previous jobs, training, experience and the contact details of 2 referees

### Recruitment steps:

At TDHS there are several steps in the recruitment process:

