

# People +

Recruitment



## Recruitment

External  
Candidate Quick  
Reference Guide



People Plus is the Human Resource  
Information System for your Health Service

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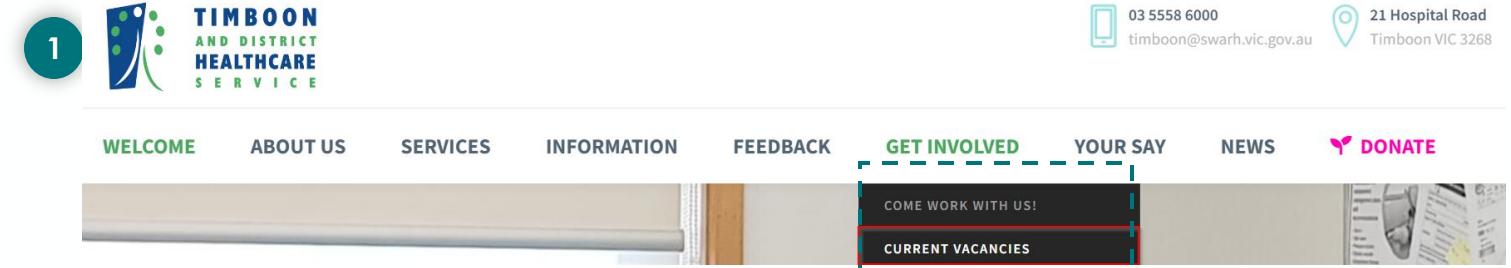
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# Create a new account

**Step 1.** From the **Timboon and District Healthcare Service** Home Page, select **CURRENT VACANCIES**.

**Step 2.** Click the **Sign In** link.

**Important:** Current employees are required to apply for all positions via the Internal Careers website accessible through People Central. This ensures your application is accurately linked to your Employee Profile.



1

03 5558 6000  
timboon@swarh.vic.gov.au

21 Hospital Road  
Timboon VIC 3268

WELCOME ABOUT US SERVICES INFORMATION FEEDBACK GET INVOLVED YOUR SAY NEWS DONATE

COME WORK WITH US!  
CURRENT VACANCIES



2

Sign in

CAREERS WITH  
**TIMBOON**  
AND DISTRICT  
**HEALTHCARE**  
S E R V I C E

# Create an Account

**Step 3.** Click the **Create an account** link.

**Step 4.** Fill in all your details

Complete all the fields to enter your personal details.

**Note:** The red asterisks \* indicate that the field must be completed. You will not be able

**This question is very important as it will affect the way your application is shared across health services as well roles within each health service.**

**Step 5. Make My Profile Visible to:**

**Visible to any recruiter across Health Services in Barwon South West Region (Recommended)**

This means **recruiters** from Barwon Health, Colac Area Health, and Hesse Rural Health can see your profile. They can find jobs that match your skills and experience. This means hiring managers can recommend you to other roles if required.

**OR**

**Visible to the recruiter of the Health Service managing jobs I apply to**

This means only **the recruiter** for the specific job you applied to can see your profile. They cannot send to apply for other roles that you may be suitable for. You must change this setting if you want to be considered for other jobs.

**Step 6.** You will not be able to progress until you have read and accepted the data privacy statement (click the link to open)

## Career Opportunities: Sign In

Already have an account?

Enter your email address and password (Credentials are case sensitive).

\*indicates a required field.

Email Address:  Show

Password:  Show

**Sign In** [Forgot your password?](#)

**3**

Not a registered user yet?  
[Create an account](#) to apply for our career opportunities.

## Career Opportunities: Create an Account

Already a registered user? [Please sign in](#) Login credentials are case-sensitive

\*indicates a required field.

Email Address:  Show

Retype Email Address:  Show

Choose Password:  Show

- Password must be at least 8 characters long.
- Password must not be longer than 16 characters.
- Password must contain at least one upper case and one lower case letter.
- Password must contain at least one number or punctuation character.
- Password must not contain space or unicode characters.

Retype Password:  Show

First Name:

Last Name:

Country/Region Code:

Phone Number:

Country/Region of Residence:

**5**

Make My Profile Visible to:  Visible to any recruiter across Health Services in Barwon South West Region (Recommended)

Visible to recruiter of Health Service managing jobs I apply to

Notification:  Receive new job posting notifications from Barwon Health, Colac Area Health and Hesse Rural Health

**6**

Terms of Use:  [Read and accept the data privacy statement.](#)

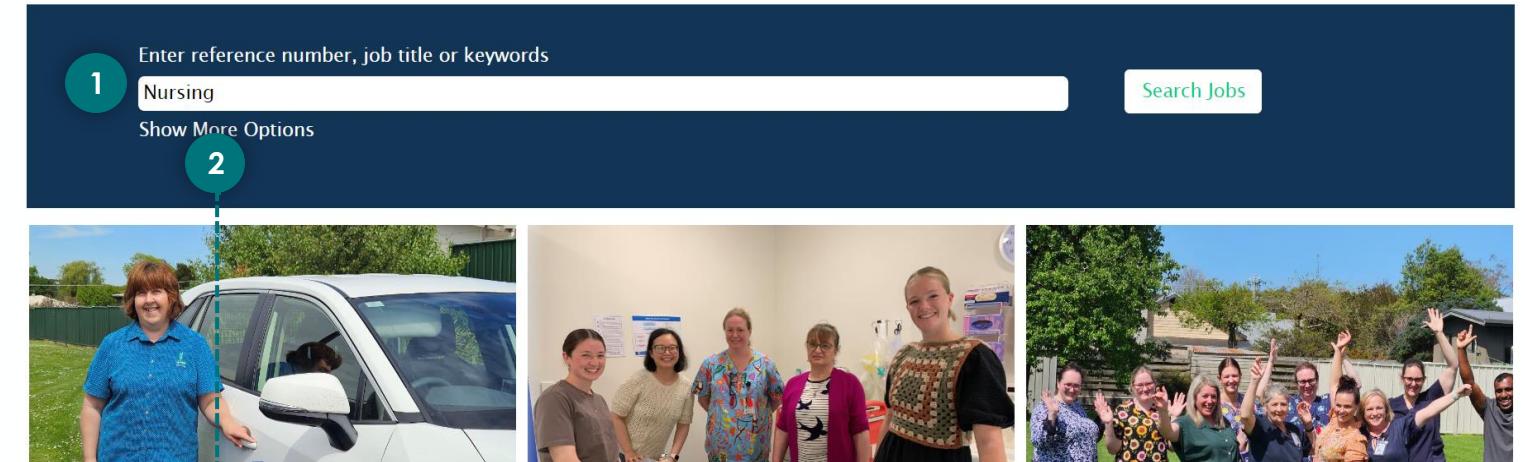
**Create Account**

# How to apply for a role

## 1 of 3

**Step 1.** From the Careers Page, you can search for a job using keywords (e.g. Nursing)

**Step 2.** Alternatively, select **Show More Options** for a more targeted job search.



1 Enter reference number, job title or keywords  
Nursing  
Show More Options

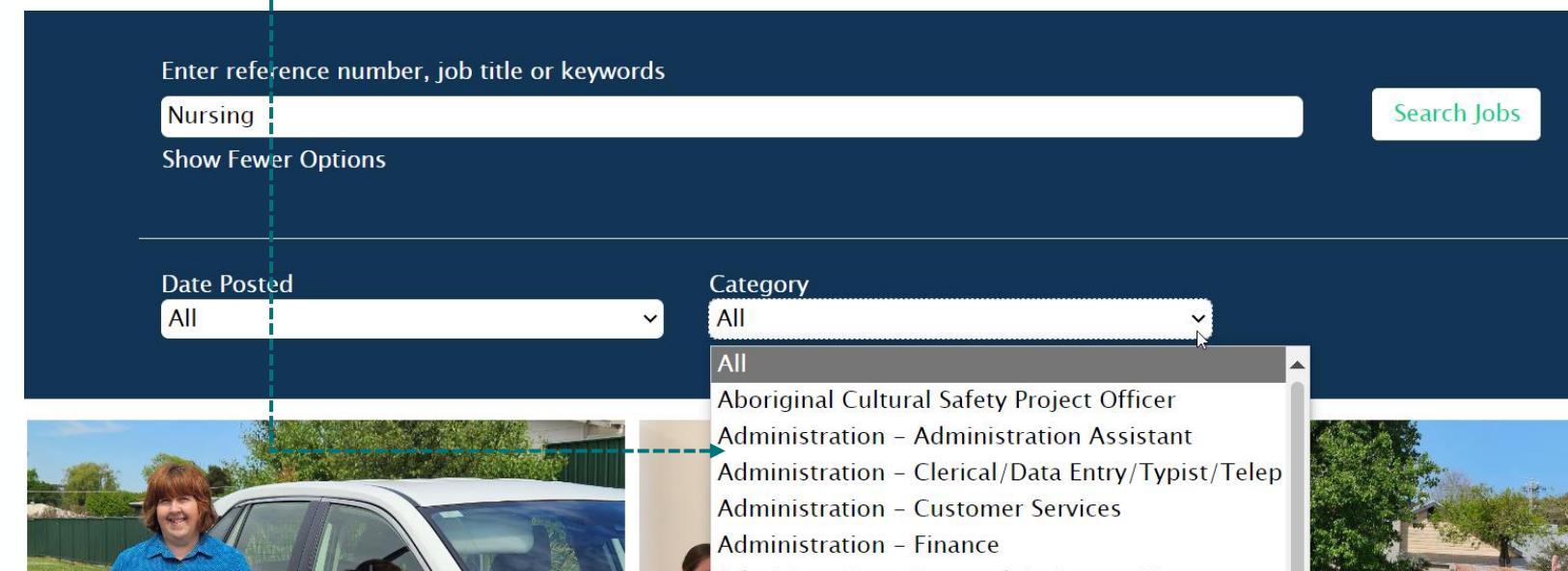
2

About Timboon & District Healthcare Service

Our Benefits

Join our Talent Community!



Enter reference number, job title or keywords  
Nursing  
Show Fewer Options

Date Posted  
All

Category  
All

- Aboriginal Cultural Safety Project Officer
- Administration – Administration Assistant
- Administration – Clerical/Data Entry/Typist/Telep
- Administration – Customer Services
- Administration – Finance

# How to apply for a role

## 2 of 3

**Step 3.** Locate the vacancy that you wish to apply for. Click **Apply now**.

**Step 4.** You will need to complete the details in the following sections:

- My Documents
- Profile Information

**Step 5.** Click **Save**.

3

Apply now »

Patient Services Assistant (Level 1), Cleaner/Housekeeper

**Employment Type** - Casual  
**Job Category** - Environmental Services - Patient Services Assistant Level 1  
**Req Id** - 2965

4

- My Documents
- Profile Information
- Search Options and Privacy
- Jobs Applied
- Saved Applications
- Employment History
- Education and Certificates
- Language Skills

5

Save

# How to apply for a role

## 3 of 3

**Step 6.** You will be prompted to complete the mandatory fields.

You will not be able to submit your application until all mandatory fields have been completed.

Please correct the errors below.

My Documents ✓

Profile Information ✓

Employment History ✓

Education and Certificates ✓

Language Skills ✓

Job-Specific Information 

We want to process your application as efficiently as possible. Please take care to complete the information below as accurately as possible.

Personal Information  
These fields can be changed on your Candidate profile.

Additional Application Information

\* Are you an Australian Citizen?  Are you an Australian Citizen? is required

\* Australian Visa Approved  Australian Visa Approved is required

What is your Visa Number (If applicable)?

Select this box if you have been employed with our company previously

What date are you available?  

I agree to commence employment. I am required to meet specific immunisation requirements (including full Covid-19 and Influenza vaccination) set out in the Staff Immunisation Policy. I acknowledge that meeting this requirement is mandatory and a condition of employment subsequently offered.

How did you hear about this position?

\* Have you ever resided or worked overseas for 12 months continuously in the last 10 years since turning 18?  Have you ever resided or worked overseas for 12 months continuously in the last 10 years since turning 18? is required

\* I agree, to commence employment, I am required to provide international police check?  I agree, to commence employment, I am required to provide international police check? is required

Please indicate any specific services or resources you would need to undertake this position.

Answer size should be 4000 characters or less.

\* Are you willing to undergo pre-engagement screening that are required by the health service?  Are you willing to undergo pre-engagement screening that are required by the health service? is required

Registration and Licences  
As a health sector employer, many roles at Barwon South West Region require registration with the Australian Health Practitioner Regulation Agency (AHPRA).

AHPRA Registration Number

Equal Employment Information

Barwon South West Region is dedicated to fostering diversity, equity, and inclusion. We welcome and value all individuals, irrespective of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, or any other protected characteristic under the law. Your voluntary input regarding diversity factors aids us in enhancing our recruitment efforts while ensuring our workforce mirrors the communities we serve. Your decision to provide this information will not impact your employment status or opportunities. We appreciate your collaboration in cultivating an inclusive and inviting workplace environment.

Are you of Australian Aboriginal and/or Torres Strait Islander origin?

# Viewing jobs you have applied for

**Step 1.** You can view a record of all the jobs you have applied for.

Noting the symbol next the jobs applied indicates that your application **cannot** be shared with any other recruiters.

1

Sign Out Options English UK (English UK)

## Candidate Profile

Dear Candidate,

Thank you for showing interest in our opportunities!

To better understand your strengths and preferences, we'd love to learn more about you. Kindly enhance your profile page with additional details about yourself. Currently, we discover potential candidates through two methods:

Reviewing your resume.

1. Exploring the fields in your candidate profile.

2. By completing your profile, you boost the likelihood of our recruiters finding your information during a candidate search. Additionally, remember that you can adjust your visibility preferences on your profile.

Rest assured, we'll reach out if we identify a position that aligns with your personal interests and abilities.

If you've applied to a specific opening, please note that the information you provide here is accessible to the reviewers of your application.

We're here to support you on your journey!

Recruiting Team

 Expand all sections  Collapse all sections

▶ My Documents

▶ Profile Information

▶ Search Options and Privacy

▼ Jobs Applied (2) 

Registered Nurse (Grade 2) -  
Intensive Care Unit  
GEELONG, AUSTRALIA  
 Geelong, Australia (AU)  
Role Closed  
14/06/2024

Social Worker (Grade 2) -  
Primary Care  
 Geelong, Australia (AU)  
Unsuccessful  
14/05/2024  
Pending offer acceptance

▶ Saved Applications

▶ Employment History

# Editing your application

**Step 5.** Click the **Sign in** link on the Barwon Health Career site.

**Step 6.** Sign in with your log in details you used to create your application.



5

Sign in

6

## Career Opportunities: Sign In

You have successfully logged out. Please close your browser.

Already have an account?

Enter your email address and password (Credentials are case sensitive).

\*indicates a required field.

Email Address:\*

Password:\*

 Show

**Sign In**

[Forgot your password?](#)

Not a registered user yet?

[Create an account](#) to apply for our career opportunities.

# Editing your application

## Changing Privacy status

### Step 1.

If you selected **Visible to the recruiter of the Health Service managing jobs I apply to** when you initially created your account and now wish for your application to be viewed by other Recruiters. you can change this option by going into **Search Options and Privacy**

### Step 2.

Select **Visible to any recruiter across Health Services in Barwon South West Region (Recommended)**

1

- » My Documents
- » Profile Information
- » **Search Options and Privacy**
- » Jobs Applied

2

- » My Documents
- » Profile Information
- » **Search Options and Privacy**

#### Make My Profile Visible to:

- Visible to any recruiter across Health Services in Barwon South West Region (Recommended)**
- Visible to recruiter of Health Service managing jobs I apply to**

# Editing your application

Step 3. Your Candidate Profile will appear.

Select Jobs Applied and then select the job application you wish to edit.

3

## Candidate Profile

Dear Candidate,

Thank you for showing interest in our opportunities!

To better understand your strengths and preferences, we'd love to learn more about you. Kindly enhance your profile page with additional details about yourself. Currently, we discover potential candidates through two methods:

Reviewing your resume.

1. Exploring the fields in your candidate profile.

2. By completing your profile, you boost the likelihood of our recruiters finding your information during a candidate search. Additionally, remember that you can adjust your visibility preferences on your profile.

Rest assured, we'll reach out if we identify a position that aligns with your personal interests and abilities.

If you've applied to a specific opening, please note that the information you provide here is accessible to the reviewers of your application.

We're here to support you on your journey!

Recruiting Team

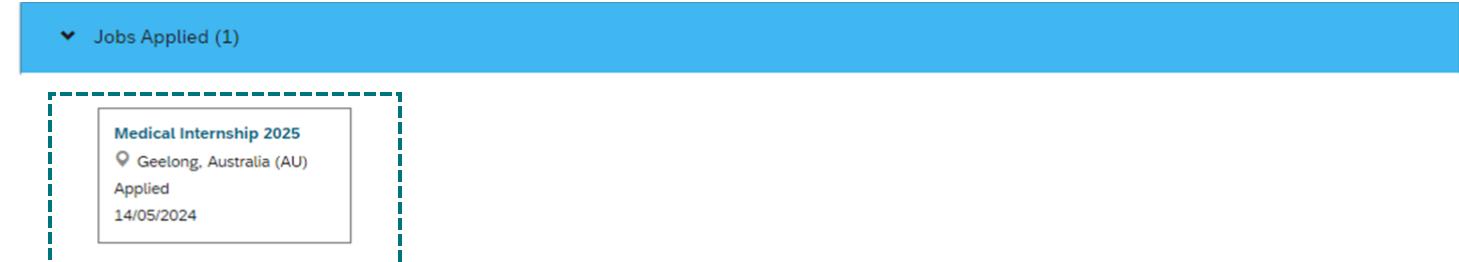
 Expand all sections  Collapse all sections



The screenshot shows a list of profile sections on a light blue background. The 'Jobs Applied (1)' section is highlighted with a dashed box. At the bottom right is a 'Save' button.

- My Documents
- Profile Information
- Search Options and Privacy
- Jobs Applied (1)
- Saved Applications
- Employment History
- Education and Certificates
- Language Skills

Save



The expanded 'Jobs Applied (1)' section shows one application entry:

Medical Internship 2025  
Geelong, Australia (AU)  
Applied  
14/05/2024

# Editing your application

**Step 4.** Scroll to the section of your application that you wish to edit.

Click **Update** to save your changes.

4

No

\* Can you please choose one of Barwon Health's values and describe a situation in the workplace where you have displayed this value?

Please enter up to 3,000 characters.

*Answer size should be 3000 characters or less.*

\* Why do you want to undertake your Internship at Barwon Health?

Please enter up to 3,000 characters.

*Answer size should be 3000 characters or less.*

\* Tell us about a time you've experienced conflict in the workplace and how you resolved it?

Please enter up to 3,000 characters.|

*Answer size should be 3000 characters or less.*

\* Have you also applied via PMCV?

Yes

No

[View Profile](#)

[Update](#)

[Withdraw Application](#)

The Application was updated successfully.

► My Documents ✓

► Job-Specific Information ✓

[View Profile](#)

[Update](#)

[Withdraw Application](#)

# Withdrawing your application

**Step 1.** Open the **Jobs Applied** section in your Candidate Profile.

**Step 2.** Click the select the vacancy that you wish to withdraw your application.

**Step 3.** Click to select the **Withdraw Application** button.

**Step 4.** Click **OK** to confirm.

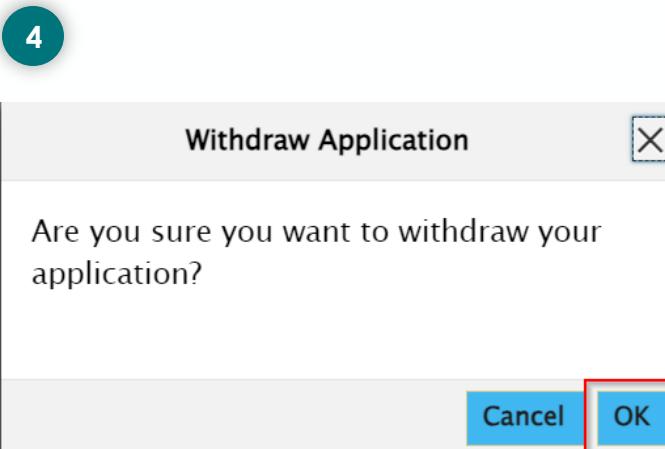
**Step 5.** You will receive a message to confirm your request to withdraw your application was successful.

If you require any support, please contact the hiring manager listed in the job advertisement or send an email to  
[humanresources.tdhs@swarh.vic.gov.au](mailto:humanresources.tdhs@swarh.vic.gov.au).

- 1 
  - My Documents
  - Profile Information
  - Search Options and Privacy
  - **Jobs Applied (1)**
- 2 
  - ▼ **Jobs Applied (1)**

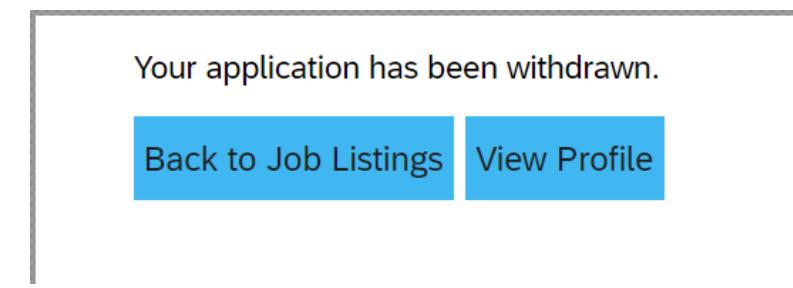
**Talent Acquisition Partner 1**  
📍 Geelong, Australia (AU)  
Applied  
24/10/2024
- 3 

➤ Job-Specific Information

[View Profile](#) [Update](#) **Withdraw Application**
- 4 

**Withdraw Application** X

Are you sure you want to withdraw your application?

[Cancel](#) **OK**
- 5 

Your application has been withdrawn.

[Back to Job Listings](#) [View Profile](#)



# Thank you

