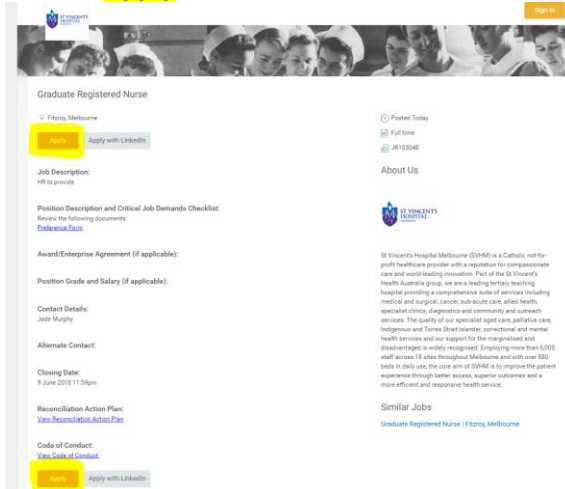


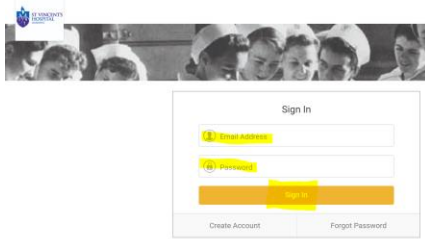
### 1st Screen

Click on **Apply**

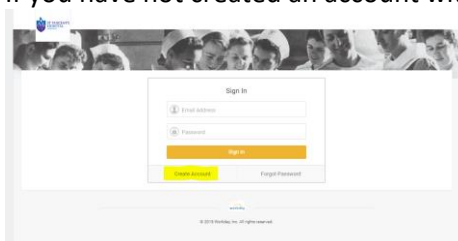


### 2nd Screen

If you have already created an account with Workday, enter your **personal email** and **password** and click on **Sign In**



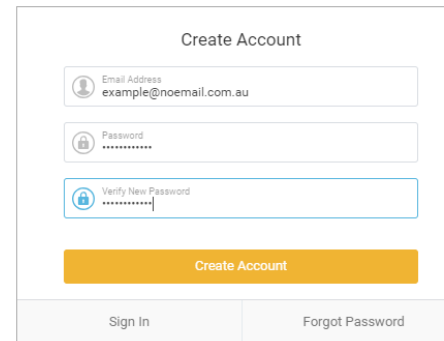
If you have not created an account with Workday before, click on **Create Account**



### 3rd Screen

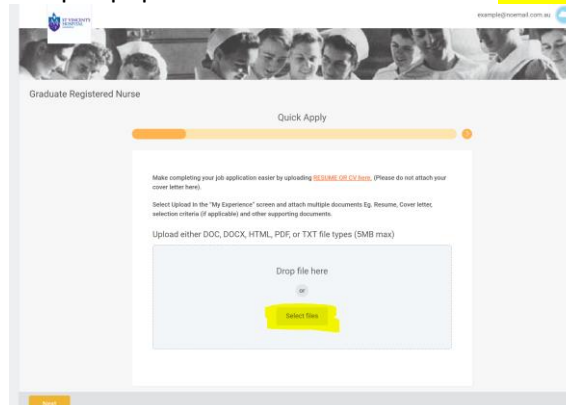
Enter your personal email address and enter a password. Password requirements are

- Minimum number of characters required are 8.
- The following character types must be represented:
  - alphabetic characters,
  - uppercase characters,
  - lowercase characters,
  - Arabic numerals 0 - 9, and
  - special characters !"#\$%&'()\*+,-./:;>?@[\\]^\_`{|}~.



### 4th Screen

You can upload your Resume/CV here and the system will scan your resume/cv and pre-populate certain fields. Click on **Select Files**



Once you have selected your Resume/CV click on **Next**

### 5<sup>th</sup> Screen

Enter your contact information in the following screen, if the system has already pre-populated this from your Resume/CV, check that your contact information is correct then click on **Next**

### 6<sup>th</sup> Screen

Enter your work experience and any skills, if the system has already pre-populated this from your Resume/CV, check that your contact information is correct then click on **Next**. Please ignore the Websites section.

## 7<sup>th</sup> Screen

All of the following attachments are mandatory. Please upload the following documents

- Letter of Application;
- Resume;
- Academic Transcript;
- Clinical Placement Report 1; and
- Clinical Placement Report 2.

Please upload all attachments and complete the questions to the best of your ability

Please upload your Letter of Application \*

Drop files here

or

Select files

Please upload your CV / Resume \*

Drop files here

or

Select files

Please upload your Academic Transcript \*

Drop files here

or

Select files

Please upload your Clinical Placement Report 1 \*

Drop files here

or

Select files

Please upload your Clinical Placement Report 2 \*

Drop files here

or

Select files

Back Next

Please provide the details of any referees that you are able to contact: Name, Position, Title, Company, Phone, Mobile, Email, Letter

## 7<sup>th</sup> Screen cont.

All of the following questions are mandatory. Please complete the questionnaire to the best of your ability, once completed click on **Next**

Please provide the details of one referee that we are able to contact. Name: Position Title: Company: \*  
Phone: Mobile: Email:

Which Education Provider are you completing your studies with? \*

Are you completing your studies overseas? \*

Are you completing your degree within Victoria? \*

Have you ever been employed by SVHM before? \*

Do you hold Australian citizenship, permanent residency or New Zealand citizenship? \*

If you answered NO to the previous question, please answer the following questions relating to Visas. Do you hold a valid working Visa? \*

Have you ever been found guilty of a criminal offence? \*

Are you willing to undergo a Police Check? \*

Have you read the Position Description and do you understand the physical and psychological requirements of the position? \*

Do you have any Medical or Health related Conditions that may interfere with your ability to undertake the inherent requirements of the Position Description? \*

Are you participating in the PMCV process? \*

St Vincent's Health Australia encourages applications from Indigenous Australians. Are you of Aboriginal and/or Torres Strait Islander origin? \*

Declarations I have read and understood the physical and inherent requirements of the position as contained in the position description and/or the job demands checklist. \*

All offers of employment are subject to completion and clearance of the following (if applicable); 1. \*  
National Police Check (NPC) / National Criminal Record Check (NCRC); 2. Working with children check;  
3. Immunisation/immunity Check; 4. Reference checks; 5. Proof of eligibility to work in Australia/  
Entitlement to work; and 6. A statutory declaration for applicants from overseas and/or with overseas  
experience or in High Risk areas. Are you willing to undergo a St Vincent's Health Australia pre-  
employment check? \*

Back

Next

## 8<sup>th</sup> Screen

Please acknowledge that you consent to the terms and conditions by clicking on the **tick box**, then click on **Next**

Voluntary Disclosures

Terms and Conditions

ST VINCENT'S HEALTH AUSTRALIA CAREERS TERMS AND CONDITIONS

1. Overview and Definitions

(a) These Conditions apply to your use of this website and in using this website you agree to be bound by these Conditions. SVHA may from time to time update these Conditions, and you should visit this page periodically to review these Conditions.

(b) If you do not accept these Conditions, you must not use this website and you will not be able to continue in this application process. Any applications you have made may also be affected.

(c) "Conditions" means these St Vincent's Health Australia Careers Terms and Conditions and the St Vincent's Health Australia Privacy Policy.

(d) "St Vincent's Health Australia", "SVHA", "we", "us", or "our" are references to St Vincent's Health Australia Ltd (ABN 75 073 333 336) and, where the context requires, includes any of its related bodies corporate as defined in the Corporations Act 2001 (2001) or affiliates (and where relevant, "affiliate" includes The Holy Spirit Northside Private Hospital Limited ABN 41 082 189 025 and St Vincent's Private Hospital Sydney ABN 99 269 630 282).

2. Joining up as a Job Seeker

(a) Provided you accept these Conditions, you can join as a job seeker with us at any time if you have a current email address.

(b) By joining as a job seeker, you accept and acknowledge that we are not making any offer of employment, making any promises to you of employment nor making any representation at all to you about employment or prospects of obtaining employment.

3. Information you provide to us

(a) As a job seeker you are responsible for ensuring that the information you provide to us and which we hold relating to you is current, accurate, comprehensive and complete.

(b) All information you provide to us must be a true and accurate description of your own personal details, including previous employment history, skills, and abilities.

(c) You must not provide any information to us which is false or misleading in any respect.

(d) You must not enter any information on behalf of another person for any reason at any time.

(e) If you fail to comply with this clause 3 then we may, amongst other things, terminate your account and/or restrict your access to the website. Any applications you have made, any offer of employment and/or any employment obtained by you, may also be affected.

(f) Without limiting the above, in completing any application for employment, you must ensure that SVHA has sufficient and complete information to effectively assess your application.

for the purposes of determining the matters set out above in subclause (f) and to otherwise allow SVHA to be properly informed to enable it to manage your employment and its legal obligations.

(h) You give your consent to the disclosure of all health information to SVHA for the above purposes and you give consent to you and your medical practitioner's full involvement in the process. You agree that where a company medical examination is required by SVHA, any offer of employment will be subject to you passing the examination and or SVHA being able to make reasonable adjustments.

(i) SVHA may check your visa status and your right to work in Australia with the Department of Immigration and Citizenship (or any successor Department).

(j) An offer of employment will not be deemed valid unless such offer is formally made in writing by an authorised officer of SVHA (or the relevant SVHA related body corporate or affiliate) and will not be deemed to have been accepted until a copy of the written offer is signed by you and provided to SVHA as confirmation of your acceptance of the offer and conditions set out in the offer.

(k) Your appointment may be subject to a probationary period, to be confirmed in a formal offer of employment.

(l) Where applicable to a position, upon request you may be required to provide SVHA evidence of vaccination for Diphtheria, Tetanus and/or Pertussis including one documented dose of adult dTpa (e.g. Boostrix or Adacel) prior to commencement of employment (and as required during employment to maintain your ongoing employment).

9. Governing Law

These Conditions are governed by the laws applicable in New South Wales.

10. Before your account can be created and you join this website, you must read and accept these Conditions and confirm your acceptance by clicking the 'I Accept' button below.

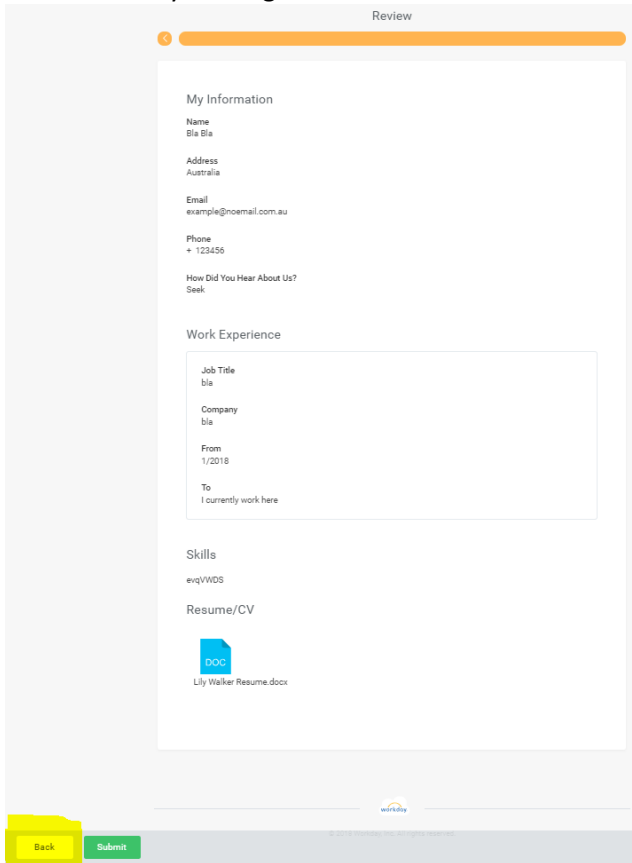
• I Accept and agree with these Conditions and in particular I consent to SVHA carrying out relevant pre-employment safety screening checks as listed in clause 8(d)

Yes, I have read and consent to the terms and conditions \*

Back Next

### 9<sup>th</sup> Screen

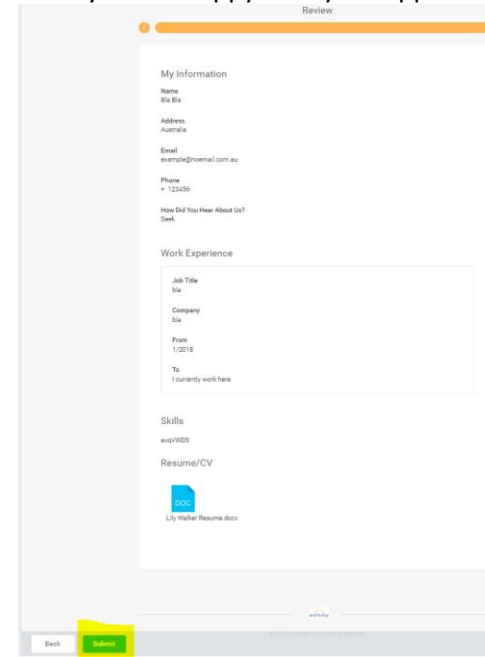
You can review your contact information and Resume on this screen. If you want to review any of your previous answers or attachments, click on the **Back** button. The system will retain your answers and attachments and you will not lose any information by clicking on the back button.



The screenshot shows a 'Review' screen with a white background and a grey border. At the top, there is a progress indicator with a single orange dot. Below this, the 'My Information' section contains fields for Name (Bla Bla), Address (Australia), Email (example@noemail.com.au), and Phone (+ 123456). A question 'How Did You Hear About Us?' is followed by the answer 'Seek'. The 'Work Experience' section has a text area with 'Job Title: bla', 'Company: bla', 'From: 1/2018', and 'To: I currently work here'. The 'Skills' section lists 'evqWDS'. The 'Resume/CV' section shows a document icon for 'Lily Walker Resume.docx'. At the bottom, there are 'Back' and 'Submit' buttons, with the 'Submit' button highlighted in yellow.

### 9<sup>th</sup> Screen cont.

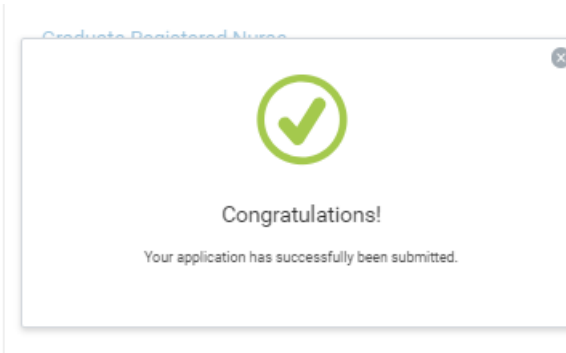
Once you are happy with your application click on **Submit**



This screenshot is similar to the previous one, showing the 'Review' screen. The 'Submit' button at the bottom is highlighted in yellow.

### 10<sup>th</sup> Screen

Congratulations, you will receive immediate confirmation that your application has been submitted



The screenshot shows a confirmation dialog box with a green checkmark icon. The text reads: 'Congratulations! Your application has successfully been submitted.' The dialog box has a close button (X) in the top right corner.