



Application Guide: Employment @ WGHG

The West Gippsland Healthcare Group (WGHG) prides itself on a merit based recruitment process where applicants are shortlisted according to their suitability for the position. To ensure a fair and equitable process, we require the following documents are submitted as a part of the recruitment process;

1. Response to the Key Selection Criteria (Mandatory)
2. Resume (Mandatory)
3. A cover letter can also be submitted as a part of the application process (optional)

For some positions that are advertised it may be required that additional documents to be uploaded such as qualification certifications, etc.

Key selection Criteria (KSC)

The KSC is a crucial element of the application process, as it gives us a greater sense of your readiness for the position that you're applying for. It is unlikely that your application will progress to the interview stage if you do not address the KSC.

The KSC requirements vary for depending on the position so please ensure you review the position description carefully before commencing your application.

When addressing the KSC you should clearly and concisely explain by providing examples of how you believe you meet the criteria in relation to the requirements in the position description.

It is a good idea to have the position description readily available to refer to when you are preparing your responses to the KSC.

Resume

Your resume provides us with a snapshot or summary of your key skills, qualifications and experience. It is important to ensure that it is current and clearly highlights skills, qualifications and experience you have that are relevant to the position you are applying for. Your resume should include the following;

- Employment history and experience
- Education, training and qualifications
- Key skills, knowledge and attributes
- Contact details of at least two referees (ideally your referees will be work based and include someone you currently or recently report/ed to)

Cover Letter

Although providing cover letter is optional, taking the time to complete one gives you the opportunity to introduce yourself and provide an overview of your suitability for the role. A cover letter can be used to highlight your key skills, experience and qualifications relevant to the role you are applying for.

Application Tips

- Review the position description and understand the requirements of the role
- Decide if you have the skills and qualifications to do the job
- Provide examples in your KSC which demonstrate how you meet each criteria
- Check your application documents (resume, responses to the KSC and if applicable your cover letter) for spelling, grammar and punctuation
- Ensure you attach the correct documents to your online application

Thanks for your application and good luck.

Should you require further assistance with your application, please contact us at employment@wghg.com.au.