



HOW TO APPLY

On-line applications will be accepted by registering on the e-Recruitment system. This is the **ONLY** method of application. No written applications will be accepted and **NO** other documentation is to be presented. Should applicants forward any hard copy documentation, either by post or fax, these documents will **NOT** be considered.

Should an applicant be short-listed by a participating health care facility, then additional documentation may be requested by that facility as part of their selection process.

To support lodged applications and to discuss employment opportunities at preferred hospitals it is strongly recommended that applicants also contact the relevant Medical Superintendent/Director of Medical Services direct. Contact details for all hospitals can be found in the Facilities Directory on this website.

THE APPLICATION

- **Applicant Log-On:**

When registering on-line, applicants will be issued a User Name and Password that are emailed to the applicant's email address in two separate emails. Each time an applicant logs on to the Queensland Health system they will be required to provide both the assigned User Name and Password.

Applicants may change their password at any time by clicking on the *Change Password* field found in the top right-hand corner of the registration screen. Should applicants forget their log-on details these can be reset by clicking on the *Retrieve Password* button and following the prompts.

- **Retrieving Last Years Application**

If you submitted an application through the RMO2009 on-line system, you have the opportunity to retrieve your application from last year. After you have registered (see above instructions), you will be asked if you applied for a position through RMO2009.

If you answer no you will be given a blank application.

If you answer yes you will be prompted to enter in your Date of Birth (mandatory) and Employee number (optional). Your Security Question that you created last year then needs to be answered. Security Answers are **case sensitive**. *Please note - if answered incorrectly 3 times you will be requested to contact RMO2010@health.qld.gov.au.*

Once Security Question has been answered correctly, you will be presented with your application from last year. All details are transferred over except Preferences and Referee details which are cleared.

Please review your application starting from your Personal Details and edit accordingly. Ensure Contact Details are current. Please note errors that appear in red need to be completed prior to submission. Also there are new application questions under Other Details which you will be required to fill out.

- **Preferences:**

It is advised that applicants seeking to enter an accredited Training Program for the first time should either:

- Nominate Registrar positions for their first three preferences, a Principal House Officer position as the fourth and a Senior House Officer position as the fifth preference; or alternatively
- Nominate Registrar positions for the first four preferences and a Senior House Officer position as the fifth preference.

There is no facility in the RMO2010 Campaign database for applicants to show six month rotations at two different hospitals. However, under 'Preferences', there is an optional comments field that can be used for you to capture this information. Applicants applying for a rotational position should arrange their circumstances directly with both hospitals involved to ensure they are aware of the rotations. Your hospital choice for the first six month period should be entered as your first preference.

- **Submitting your application:**

After entering all your application details you must click on the *Submit* button. You will receive a pop-up message to say '*application submitted successfully*' or you may see an error message if you have forgotten to complete all mandatory fields. All mandatory fields must be completed before you can successfully submit your application.

If in difficulty please refer to the *Help* section on each screen or email RMO2010@health.qld.gov.au with your query.

- **Changes to Application**

Applicants may make changes to their application (excluding *First Name, Family Name* or *Email Address*) up until the selection meeting in September. Preference changes, although can be made up until selection meeting, will not be able to occur if applicant has already been selected by a facility.

Should an applicant wish to make changes to *First Name, Family Name, Email Address* or *Preferences* after already been selected, please email RMO2010@health.qld.gov.au with the request.

REFEREE REPORTS

Referee Reports are required from your two nominated referees for **all individuals applying for a RMO position for 2010**.

It is important that you have one referee who is your **current immediate supervisor** (someone who can report on your clinical capabilities). The second nominated referee should be able to identify what you are like as an employee and your general character e.g. current Director of Training, Medical Superintendent or a partner in a private practice.

Once your application has been submitted, an email will be automatically sent to your two nominated referees giving them access to complete an on-line referee report. We request that organisational email addresses are used for your referees and not their personal email address (eg. John_Citizen@health.qld.gov.au not John_Citizen@hotmail.com or John_Citizen@gmail.com). Section 1 (Applicant's details) and Section 2 (Referee's details) will already be filled in by the information that was supplied within your application.

Please ensure referees are aware that it is their individual responsibility to complete the on-line Referee Report within 2 weeks of email notification.

Applicants will be held accountable for the authenticity of any Referee Reports received, the contents of which will also be validated by the selection committee.

CURRICULUM VITAE

A Curriculum Vitae (CV) is NOT required as part of the on-line application process. However, an individual health care facility may request you to provide your CV and additional information during their own merit selection process.

Please do not supply any other documentation until requested as these will not be considered part of your application.

CLOSING DATE

The closing date for applications is **12 MIDNIGHT (AEST), MONDAY 20 JULY 2009.**

APPLICATIONS RECEIVED AFTER THIS DATE MAY NOT BE CONSIDERED BY PARTICIPATING HEALTH CARE FACILITIES.

PRE-EMPLOYMENT CHECKS

In some circumstances it may be necessary to verify information you have provided (eg. verifying your qualifications details). If we receive information that varies from what you have provided, we will seek clarification from you.

- **Criminal History**

A criminal history check may be conducted on the recommended person for a job. Queensland Health has a responsibility to:

- Ensure the safety and security of employees and members of the Queensland community who rely on and/or receive services provided by Queensland Health employees;
- Maintain public confidence in the integrity of Queensland Health staff; and
- Treat prospective employees fairly in relation to any consideration of their suitability for employment within Queensland Health.

The Director-General of Queensland Health requires all people recommended for appointment to Queensland Health for periods in excess of three months to be subject to a pre-appointment criminal history check.

This policy does not apply to existing permanent employees of Queensland Health.

People recommended for appointment to Queensland Health for periods in excess of three months will be asked to provide adequate proof of identity and written consent for Queensland Health to conduct a criminal history check through the Queensland Police Service. Failure to provide the appropriate documentation and consent without reasonable explanation within seven days of being requested will result in disqualification from further

consideration for appointment. Appointment to Queensland Health cannot be finalised until the criminal history checking process is completed. Depending on the relevant duties of the job, having a criminal history may not necessarily result in disqualification for appointment.

If, after obtaining a criminal history report, the Director-General or delegate considers that the recommended person may be unsuitable, the recommended person may make written or oral representations before any final decision is made. Please be aware that any statement in an application which is found to be deliberately misleading will result in disqualification from further consideration. If you are employed in the Queensland Public Service, it may result in disciplinary action.