Intern Documentation Checklist

Applicant group eligibility documentation

Applicant Group A & B and if relevant, Applicant group D must provide:

- Australian/New Zealand Passport (copy of the photo ID page) or evidence of Australian/New Zealand citizenship; or
- Current passport plus evidence of Australian permanent visa and a copy of a Visa Entitlement Verification Online (VEVO) Entitlements check form.
- Birth certificate if passport cannot be provided and Australian drivers licence OR Birth certificate and Australian student photo ID card/Proof of age card

Applicant group C & if relevant, Applicant Group D must provide:

- current passport (copy of the photo ID page)
- evidence of Australian temporary visa and a copy of a Visa Entitlement Verification Online (VEVO) Entitlements check form plus;
- For overseas applicants, local documents issued by equivalent authorities can be accepted. Please refer to HR policy B1* (recruitment and selection) for more information.

- temporary residents of Australia are required to hold suitable private health insurance

Please note: Before commencement of employment, all candidates must meet Proof of Identity requirements as per the HR Policy B1*.

Criminal History

All applicants should submit a Queensland Health criminal history check consent form

- the witness needs to be over the age of 18

A criminal history check is a condition of employment with Queensland Health. Providing consent at the time of application will speed up the process of initiating the checks.
Healthcare worker vaccinations

All applicants are required to provide evidence of being vaccinated against or not susceptible to the specified vaccine preventable diseases (VPD):

- Measles, Mumps, Rubella (MMR)
- Whooping cough (Pertussis)
- Chicken pox (Varicella)
- Hepatitis B

Evidence must be provided on the VPD evidence certification form or the VPD evidence form. A combination of both forms can be submitted but they must be combined into a single document for upload to your application.

English language

If applicants completed their secondary schooling outside of Australia, New Zealand, Canada, the United States of America, South Africa, the United Kingdom or the Republic of Ireland, they will need to meet the English language registration standard before registration is granted. This is a requirement of the Medical Board of Australia.

CV

All applicants should upload a copy of their CV.

You may choose to use the Queensland Health Medical practitioner CV template
Referee reports

All applicants are required to nominate 2 referees and their contact details.

Referees cannot be a personal friend. They must be able to comment on your:

- professional relationships
- clinical skills and knowledge
- professional and ethical behaviour
- communication and interpersonal skills
- teaching and learning
- leadership and teamwork
- employability

Applicants should request their referees’ approval before nominating them on their intern application and where possible use organisational email addresses rather than personal email addresses.

Candidates in Applicant Group A must nominate two referees; referees will not receive an auto email requesting a report. They may or may not need to complete a report. Hospitals may contact applicant's referees at a later date if they require further information.

Candidates in Applicant Groups B, C & D are selected via a merit process so referee reports are required for this process. Applicants should ensure that their referees have submitted their report by mid-July in time for the selection period of these applicant groups. Queensland Health accepts no liability for outstanding referee reports. Once the referee details section is complete on the online application and 'save and continue' has been pressed, an email notification will be sent to the nominated referees to complete and upload a report to the system.

Applicants will need to tell their referees to:

- check the junk box if they are unable to locate the email in their inbox
- complete the referee report by mid-July
• expect a completion email with a copy of the report attached once they have completed the online report and it has been submitted successfully

Applicants should also receive an email notification when the report has been submitted.

**Amending referee details**

Applicants can change referee details or add a new referee at any time during the recruitment process, but be aware that:

• the system will automatically send emails to the old referee, new referee (or old referee at new contact details) as well as to the applicant, acknowledge this process has occurred

• amendments to a referee email address will prompt the system to automatically re-send the request for a reference

• if the applicants referee has completed a report and the email address is amended, the report attached will be deleted and a new report will need to be resubmitted by the referee

• if a referee email address is amended before a report has been submitted the email link provided to the referee will become invalid and they will receive an email notification advising that they are no longer required to submit a report