

LIVERPOOL HEALTH SERVICE
Unit of the South Western Sydney Area Health Service



Thursday 31st July 2003

Dear Applicant,

Thank you for your interest in applying for a Medical Officer position at Liverpool Hospital for 2004.

Enclosed please find the following forms :

- "Application for Employment" Form
- Prohibited Employment Declaration

To submit your application, please include :

- Your current Curriculum Vitae
- A copy of your current NSW Medical Board registration
- The completed "Application for Employment" form
- The completed Prohibited Employment Declaration

All applications should be sent to :

Medical Administration
Liverpool Hospital
Locked Bag 7103
Liverpool BC NSW 1871

One application is required for each separate position applied for. Due to the large volume of applications received, acknowledgement letters will not be sent.

Applications close on Friday 22nd August 2003 at 5pm.

If you would like further information regarding medical staff positions for 2004, please refer to our website, <http://www.swsahs.nsw.gov.au/jmo>

Thank you for your interest in employment at Liverpool Hospital.

SHANNON FOKES
JMO Manager



SOUTH WESTERN SYDNEY AREA HEALTH SERVICE

An Equal Employment Opportunity Employer

APPLICATION FOR EMPLOYMENT

Please note: A separate Application Form must be completed for each advertisement.

Title of Position: Advertisement Number:

Health Service Unit:

SECTION 1: Applicant's Details

Title: (Mrs, Ms, Miss, Mr, Dr etc) Gender: Male [] Female []

Surname: Given Names:

Previous Names, Maiden, Additional, Aliases:

Preferred Given Name: Date of Birth:

Town and Country of Birth: Telephone (Home):

Telephone (Work): (Mobile):

Residential Address:

..... Post Code:

Email Address:

Please note: Correspondence relating to your application will be sent to the address shown. A telephone number will assist in contacting you.

Have you been employed before by a NSW Public Hospital or a NSW Statutory Authority?
If yes, please provide details under SECTION 3 on page 3. Yes [] No []

Please give details of any Australian war service:

Circle the service: NAVY/ARMY/AIR FORCE From: To:

Are you an Australian Citizen or Permanent Resident? Yes [] No []

If no, do you hold a current work permit? Yes [] No []

Do you have family/relative(s) working in this Area Health Service? Yes [] No []

If yes, please give name(s) and relationship:

.....

SECTION 2: Qualifications and Other Skills

Please attach photocopies (**not originals**) of your school and/or academic results and (if applicable) current professional registration.

Please note: Accredited overseas educational and technical qualifications should be included. Overseas qualifications need to meet the Australian standards before they are recognised. You can arrange assessment of your overseas qualifications through the Department of Employment, Education and Training.

2A: Secondary (High School):

| During Years | Certificate Awarded | Subjects Attempted/Results |
|--------------|---------------------|----------------------------|
| | | |
| | | |
| | | |

2B: University and/or College:

| Name and Location of University/College | During Years | Qualification Awarded |
|---|--------------|-----------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

2C: Other Skills and Qualifications:

You may include other skills and qualifications, membership of professional associations, short courses, shorthand speeds, typing speeds, office machine operation, switchboard skills etc.

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| |

2D: Drivers Licence:

Do you have a current driver's licence? Yes [] No [] If yes, which Class:

Licence Valid to: Licence Number:

2E: Languages:

The Area Health Service supports cultural diversity.

Please list languages (other than English) spoken or written fluently:

| |
|--|
| |
| |

Would you like to be assessed on your 'non-English' language ability and use these language skills if required for communicating with non-English speaking people? Yes [] No []

SECTION 3: Work History

3A: Employment:

Please list where you have worked. Include overseas as well as Australian work experience. Voluntary work experience may also be included. If the space provided below is insufficient, please attach extra pages to this form.

| Period From and To | Name of Employer | Position Held and Description of main Duties |
|---------------------------|-------------------------|---|
| | | |
| | | |
| | | |
| | | |
| | | |

Have you been employed by South Western Sydney Area Health Service before? Yes No
If yes to the above question please give details and include unit name, date and position held:
.....
.....

3B: Other Related Activities:

Give details of any interests (eg. Community, social or sporting activities) that you may wish to list.

| |
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| |

3C: References:

Please provide names, address and contact details of three people who may be contacted about your application. If approached, these people will be asked to provide references and information about your past employment/education.

| | | |
|--------------|--------------|--------------|
| | | |
| | | |
| Phone: | Phone: | Phone: |

SECTION 4: Special Needs

If you have any special needs to enable you to attend for an interview please list them below or contact the contact person for the advertised position or the Human Resources/Employee Services Department.

| |
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| |

| SECTION 5: Mandatory Information | |
|--|----------------|
| Have you ever submitted a Workers Compensation claim? | Yes [] No [] |
| Do you have a current Workers Compensation claim lodged including any claim denied by an employer? | Yes [] No [] |
| Do you have a disability arising from a Workers Compensation claim? | Yes [] No [] |
| Are you aware of any circumstances regarding your health which may interfere with the satisfactory discharge of the duties of the position for which you are now applying? | Yes [] No [] |
| If yes to any of the above questions please give details: | |
| | |
| Have you ever been convicted of a criminal offence? | Yes [] No [] |
| Have you ever been convicted of a criminal offence involving violence? | Yes [] No [] |
| Have you ever been convicted of a sexual offence? | Yes [] No [] |
| If yes to any of the above questions, please give detail: | |
| | |
| Do you agree to the following: | |
| 1. To undergo a medical examination? | Yes [] No [] |
| 2. Confidential reports can be obtained from your current employer? | Yes [] No [] |
| 3. Confidential reports can be obtained from your previous employer? | Yes [] No [] |
| 4. The conduct of a record check with the Police Service? | Yes [] No [] |

| SECTION 6: Applicant's Statement | |
|--|-------------|
| I understand and agree: | |
| 1. That the terms and conditions of my employment will be in accordance with the appropriate Industrial Award or Agreement and Bylaws of the South Western Sydney Area Health Service. | |
| 2. That it is a condition of my employment that I am willing to work at any facilities of the South Western Sydney Area Health Service should this be necessary. | |
| 3. That the Area Health Service will conduct a police record check prior to appointment and on an annual basis. | |
| 4. That the existence of convictions relating to sexual activity, acts of indecency, child abuse or child pornography will automatically prohibit my employment in a child-related position and that relevant criminal records, Apprehended Violence Orders and completed relevant disciplinary proceedings which involve child abuse, sexual misconduct or acts of violence in the workplace may influence the decision to offer me child-related employment. | |
| 5. That any statement on this form which is found to be deliberately misleading will make me, if employed, liable to dismissal. | |
| Signature: | Date: |

Receipt of your application may not be acknowledged but you will be advised of the results of your application.

| For Office Use Only – To be completed by Department Manager and the person who authorised filling the vacancy | | | |
|--|----------------------------------|------------------------------|-------------------|
| | | | |
| Establishment No | Position Title | Award Classification | Commencement Date |
| [] Full Time | [] Part Time () hours per week | [] Temporary to date: | [] Casual |
| Criminal record check No: | | Cost Centre: | |
| | | | |
| Department Manager | Date | Authorising Officer | Date |



**PROHIBITED EMPLOYMENT DECLARATION
CHILD PROTECTION (PROHIBITED
EMPLOYMENT) ACT 1998**

With the exception of where an order, from the Industrial Relations Commission or the Administrative Decisions Tribunal, declares that the Act does not apply to a serious sex offence committed by an individual, the Child Protection (Prohibited Employment) Act 1998 makes it an offence for individuals convicted of a serious sex offence (a prohibited person) to apply for, or remain in, child-related employment.

A serious sex offence is defined in Section 5 of the Child Protection (Prohibited Employment) Act 1998 as an offence involving sexual activity or acts of indecency which is or was punishable by penal servitude or imprisonment for 12 months or more in New South Wales, or, an offence committed elsewhere, that would have been punishable by penal servitude or imprisonment for 12 months or more if it had been committed in New South Wales.

Child-related employment is any employment that involves direct contact with children where that contact is not directly supervised. Section 1 of the Child Protection (Prohibited Employment) Act 1998 specifies that child-related employment can include employment:

- involving the provision of child protection services
- in pre-schools, kindergartens and child care centres (including residential child care centres)
- in schools or other educational institutions (not being universities)
- in detention centres (within the meaning of the Children (Detention Centres) Act 1987)
- in refuges used by children
- in wards of public or private hospitals in which children are patients
- in clubs, associations or movements (including of a cultural, recreational or sporting nature) having a significant child membership
- in any religious organisation
- in any entertainment venues where the clientele is primarily children
- as a babysitter or childminder that is arranged by a commercial agency
- involving fostering or other child care
- involving regular provision of taxi services for the transport of children with a disability
- involving the private tuition of children
- involving the direct provision of health services
- involving the provision of counselling or other support services for children
- on school buses
- at overnight camps for children

Under this Act:

- it is an offence for a prohibited person to **apply for**, or **remain in** child related employment.
- all employees **must** inform their employers if they are a “prohibited person” (someone who has been convicted of a serious sex offence).
- employers **must** ask existing employees and preferred applicants for employment whether they are a prohibited person or not.
- penalties are imposed for non compliance.

I am aware that I am ineligible to apply for, or remain in, child related employment if I have been convicted of a “serious sex offence” as defined in the Child Protection (Prohibited Employment) Act 1998.

I have read and understood the above information in relation to the Child Protection (Prohibited Employment) Act 1998 and understand my responsibilities and obligations under this Act.

I declare that **I am / am not*** (delete whichever is not applicable) **a person prohibited by the Act from seeking, or remaining in child related employment.**

Full Name: **Previous Names/Aliases:**

Signature: **Date:**

➔ **You must select one of the options**