

# How to apply for a career with Rural Health West



## PART 1 – Information about the organisation

Rural Health West is an independent non-government organisation with a mission to ensure Western Australian country communities have ready access to high-quality health services through the recruitment and retention of a high quality, sustainable health workforce and the administration of visiting health services to communities.

Rural Health West is an equal opportunity employer committed to providing a working environment that embraces and values diversity and inclusion. We encourage people from different backgrounds to apply, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds and people with disabilities.

Further information is available at [www.ruralhealthwest.com.au](http://www.ruralhealthwest.com.au).

## PART 2 – Job application guidelines

Thank you for your interest in applying for a position at Rural Health West. It is important that your application complies with the guidelines below. Your application must be received by 5:00pm on the closing date. Late applications may not be accepted.

Please note that the successful applicant will be required to provide:

- a copy of their National Police Clearance Certificate, which is less than six months old; and
- proof of full Covid-19 vaccination status in accordance with [WA Government guidelines](#).

### What to include in the written application

- A covering letter containing:
  - the title of the position for which you are applying;
  - a paragraph or two highlighting how you and your skills align with this role and our values; and
  - details of how and when you can be contacted if required to attend an interview.
- Your résumé (curriculum vitae) providing your personal details, qualifications and work history.
- Photocopies (not originals) of your major qualifications.
- Evidence of your eligibility to work in Australia.

### What happens after the closing date

The selection committee will consider all completed applications. The selection process is usually completed within four weeks of the closing date. You will be contacted again if you are required for interview.

### How to prepare for the interview

The interview questions will be job related and based on the selection criteria to enable you to provide examples of work situations where you applied the required knowledge, skills and abilities. You may also bring along any reports or examples of your work that you consider relevant for presentation at the interview.

### How to apply

To be considered for interview, applicants must **apply via Seek** with a **CV and a detailed covering letter that tells us how you and your skills align with this role and our values** (PDF or Word). To find out more about the position and **Seek** link, visit [www.ruralhealthwest.com.au/employment](http://www.ruralhealthwest.com.au/employment).

### Who to contact for more information

Rural Health West Human Resources

T 08 6389 4500