

## Frequently Asked Questions

### How do I apply for an advertised position?

Applications for advertised positions are coordinated by Metro North Recruitment. Applicants need to comply with the instructions outlined in the advertisement and any subsequent information received. Nursing and Midwifery Recruitment is unable to accept applications or assist in the application process.

### What if my visa does not allow me to work in Australia?

Redcliffe Hospital is currently not considering applicants who do not have a valid visa to work in Australia. Potential applicants wishing to work in Australia should contact the Department of Immigration and Border Protection for information on visa options.

### Will Redcliffe Hospital assist me in my application for an Australian working visa?

Redcliffe Hospital does not provide assistance with obtaining a visa permitting the applicant to work in Australia. All applicants must have a valid visa with permission to work before applying for a position.

### What is a complete application?

Only complete applications will be considered for possible positions. Complete applications include all of the following:

- Cover letter (detailing the type of position sought - full time, part time or casual, area of interest and date of availability to commence in the role)
- Up-to-date CV
- Copy of NMBA/AHPRA registration or evidence that it has been submitted (Registered Nurses, Midwives and Enrolled Nurses only)
- Evidence of completion of Certificate III in Aged Care or completion of 1st year of study for current Bachelor of Nursing/Midwifery or Diploma of Nursing and continuing enrolment (Assistants-in-Nursing only)
- Proof of residency/work rights

### What information should I include in my CV?

Your CV should include the following:

- Personal details - name, address, contact details (phone and email)
- Education/qualifications (reverse chronological order - most recent information first)
- All previous nursing/midwifery experience (reverse chronological order – most recent information first)
- Other experience
- 2 referees with role title and work contact details (personal phone numbers and emails will not be accepted)
- 1 referee must be a current line manager if currently employed.

Please note, referees may be contacted prior to you attending an interview. If this is not appropriate, please specify this in your CV.

## **What do I need to provide for proof of residency?**

Proof of residency depends on whether you are an Australian Citizen or in Australia on a visa.

### **Australian Citizens**

You must provide a copy of a valid Australian passport or a copy of your Australian birth certificate or an Australian Citizenship Certificate.

### **Permanent residents and other visa holders**

You must provide a copy of your valid passport and a copy of your valid visa. Visa holders will have their work rights checked prior to their application being considered. If you do not wish this to occur, please indicate this when submitting the documentation. Visa holders are also required to complete a consent form for a Work Rights Check with the Department of Immigration and Border Protection. This consent form will be forwarded to appropriate applicants by Nursing and Midwifery Recruitment on receipt of all other documentation. Applicants without valid work rights will not be considered for employment.

## **What if the name on my residency documentation differs from my other documentation?**

You will need to provide evidence of your name change. This must be submitted with your other documentation.

## **I am a New Zealand citizen, what information do I need to provide?**

As a New Zealand citizen, you will automatically be issued with an electronic visa on arrival in Australia. New Zealand citizens are only required to submit their valid passport as proof of residency.

## **Why must my work rights be checked?**

It is a requirement that all employees have a legal right to work in Australia. Australian citizens automatically have work rights in Australia. Permanent residents and other visa holders require their work rights to be confirmed with the Department of Immigration and Border Protection prior to commencing employment. Applicants without a legal right to work in Australia will not have their applications considered.

## **Do I need to provide the pre-employment requirements at the time of application?**

You will be required to present the registration (and evidence of Certificate III or continuing enrolment in relevant higher education course) as part of the application process. Evidence related to criminal history checking and mandatory vaccination is not required at application.

## **Will I need to provide additional evidence prior to commencement?**

Any additional information requirements, including those related to criminal history checking and mandatory vaccinations will be discussed with you by the selection panel.

## **What happens after my application for a non-advertised position has been submitted?**

Once your application has been submitted and assessed as complete (Nursing and Midwifery Recruitment will contact you via email if additional information is required), your application will be reviewed for suitability in relation to potential positions. If suitable positions are available, your application will be forwarded to the relevant team for further review. If appropriate, you will be contacted by a member of the team to discuss the position/s available and to organise an interview. If you are deemed suitable for employment but are not offered a position, we will add your application to the Redcliffe Hospital waiting list.

## **What if my application for a non-advertised position is placed on the waiting list?**

Applications which are deemed suitable for a position, but for which there are currently no positions, will be placed on the Redcliffe Hospital waiting list for a period of 3 months. Your application may be considered for suitable positions that become available within the following 3 months.

## **What if I have not secured a position in 3 months?**

If your application has been on the waiting list for a period of 3 months and you have not secured a position, you will need to reapply to Nursing and Midwifery Recruitment with a complete application.

## **Is a position guaranteed once you are on the waiting list?**

No, positions are not guaranteed. Applicants can remain on the waiting list for a period of 3 months without having to reapply for a position. After this time, an updated complete application must be submitted.

## **My application for a non-advertised position is complete, how do I submit it?**

Complete applications should be submitted via email to Nursing and Midwifery Recruitment at [Redcliffe-nursing@health.qld.gov.au](mailto:Redcliffe-nursing@health.qld.gov.au)

## **How long before I wish to commence should I apply for a non-advertised position?**

For applicants within Australia, applications should be submitted no more than 6 weeks prior to date of availability. Applicants who are outside of Australia should apply no more than 3 months prior to availability date.

## **I am a graduate Registered Nurse/Midwife, how do I apply for a position?**

Graduate Registered Nurses and Midwives are recruited through a centralised system for all Queensland Health facilities. Applications open twice yearly and must be submitted through the [Queensland Government Graduate Portal](#). Applications cannot be submitted directly to Redcliffe Hospital or any other Metro North Hospital and Health Services facility/service.

Our [Graduate Registered Nurses and Midwives](#) (link to service page) page has more information.

## **I am a graduate Enrolled Nurse, how do I submit my application?**

Graduate Enrolled Nurses follow the process as outlined for non-advertised positions.