

Interview Documentation

The following documentation **must** be provided prior to interview. You will be required to bring the original documents **plus** copies. Document copies will be retained by the interview panel.

Cover letter - no more than 1 page (Refer to Appendix 1)	
CV – no more than 2 pages, <u>must</u> include declaration (Refer to Appendix 1)	
A Transcript of your latest Academic Record. Unofficial transcripts for applicants who have not completed their studies/graduated will be accepted. All academic records must be on university letterhead/documentation or downloaded university formats (university name/logo/date present).	
Referee Report from final year Clinical Facilitator (including declaration email)	
Referee Report meeting criteria –(including declaration email)	
A current recent photo (headshot no larger than 13 x 18 cms) of yourself (this can be printed on plain paper/colour or black and white)	
Criminal History Consent Form - will be provided with interview notification Aged Care Check Consent Form – will be provided with interview notification	
Three (3) forms of identification –	
Provide either	Current passport OR Birth Certificate + Australian Driver's Licence/ Australian student photo identification card/ Australian Proof of Age Card
Provide two (2) (if not included above) – must have 2 additional forms of identification, not used in above	Australian Driver's Licence Australian student photo identification card Australian Proof of Age Card Birth Certificate & /or marriage certificate (if change of name) Australian Citizenship certificate Medicare Card Utility Bill (water/electricity/rates/gas) Pensioner Concession Card Health Care Card Working with children check (Blue Card)
Residency Status Documentation:	
<ul style="list-style-type: none"> • Passport or birth certificate or Citizenship Certificate for <u>Australian citizens</u> • Passport <u>and</u> Visa (required for <u>all</u> non-Australian citizens) • Completed Work Rights Consent form (required for <u>all</u> non-Australian citizens) - will be provided with interview notification 	

Nursing and Midwifery Board of Australia (NMBA)/Australian Health Practitioner Regulation Agency (AHPRA) Registration or evidence that registration application has been submitted (if completed study prior to September 2016)
Evidence of English language competence – evidence requirement guideline available at www.ahpra.gov.au
Completed Vaccine Preventable Diseases Evidence Certification Form (Health Practitioner or self-completion) <i>Please note – these are 2 separate forms</i> Evidence of Immunisation/Immunity for: <ul style="list-style-type: none"> • Measles, Mumps, Rubella • Pertussis (Whooping Cough) • Varicella (Chicken Pox) • Hepatitis B
Previous/Existing Employee Details (for existing or previous Queensland Health employees only) Form will be provided with interview notification.
Graduate Recruitment Screen - will be provided with interview notification
Contact Details Update - will be provided with interview notification
Qualifications <ul style="list-style-type: none"> • Formal qualifications, e.g. Ba Nursing, Masters of Nursing, Graduate Diploma of Midwifery, Ba Science, Diploma of Business Management All Formal qualification must be presented; not just nursing/midwifery related Formal qualifications do not include CAP tools, BLS training, First Aid courses or other short courses)

- Do not staple documentation
- Documents copies do not require JP certification as original documents will be sighted at interview.