

Appointments to boards of rural public hospitals

Checklist for applicants - 2009

Submitting your application

All applicants (including applicants for reappointment) must provide the following documentation in order to facilitate consideration of their application:

1. Application Privacy form
 - Complete and sign this form.
 - Read the declaration on the Application Privacy form carefully before signing.
 - Provide contact details for three (3) referees.
2. Curriculum Vitae (CV) form
 - The CV form entries must be typed, signed document without changing the basic structure or headings of the form (handwritten forms will not be accepted).
 - Sign and date each page.
 - The document should be limited to three pages and there should be no reference to attachments.
3. A signed statement addressing each of the eight Selection criteria.

Ensure that all documents (at application and interview stages) are correctly completed to ensure that application processes proceed without delay. Application forms can be obtained from agencies, or from <http://www.health.vic.gov.au/ruralhealth>

Applications enclosing completed application and curriculum vitae forms and a statement addressing each of the selection criteria, must be received by the Chair of the Selection Panel of the relevant agency **by 5.00 pm, Friday 6 February 2009**. Late applications will not be accepted.

Postal details for the relevant agency can be obtained from: <http://www.healthcollect.vic.gov.au> or by contacting the nearest DHS regional office:

DHS Region	Contact	Phone no.
Barwon South-Western	Debra Davies	(03) 5226 4739
Gippsland	Wendy Coghlan	(03) 5177 2590
Grampians	Michael Coleman	(03) 5333 6029
Hume	Michael Hedderman	(03) 5722 0960
Loddon Mallee	Colin Wellard	(03) 5434 5527

Documentation to be provided by short-listed applicants

Short-listed applicants will be interviewed and required to provide information on whether they are current members of any other government bodies.

All short-listed applicants (including applicants for reappointment) need to complete the probity forms listed below. These requirements apply to all appointments (including re-appointments) of part-time non-executive directors and members of statutory authorities, advisory committees and the boards of Government Business Enterprises (ie. more than four thousand Victorian public sector entities).

Forms to be provided at interview in a securely sealed envelope addressed to the DHS Regional Director are:

1. Declaration of Private Interests form

- Declare information that could *reasonably* raise a real or a perceived conflict of interest, or a material interference with an appointee's public duties.
- Do not provide information that would not raise such a real or perceived conflict of interest.

2. Safety screening: Police check and proof of identity

- Complete all sections (including the proof of identity schedule of documents) and sign the form.
- Provide proof of identity documents for all categories, A, B, C and, if necessary, D.
- Safety screening form and proof of identity documents need to be witnessed by a legally specified person (see above).
- Attach copies of witnessed proof of identity documents.
- Previous police checks can only be used by a current employee of DHS, with the check undertaken by DHS within the last 6 months. The DHS regional board contact officer must receive formal notification from DHS Human Resources of the police check clearance in relation to the DHS employment.

No payment is required with the Safety screening form.

3. Information for public sector employee applicants

- Check whether you are a public sector employee (see Public sector employee information). Public sector employees include people employed full or part-time in the service of the State of Victoria, i.e. employees of state government departments, universities and local government.
- If you are a public sector employee, provide a letter from your employer and a copy of your job description.