

Guide to applying to be placed on the Department of Health list of qualified Victorian cleaning standards auditors.

Applications should be presented professionally, logically and accompanied by a brief covering letter addressed to:

Program Manager – Infection prevention and cleaning
Quality and Safety Programs
Quality, Safety and Patient Experience
Department of Health
GPO Box 4057
Melbourne 3001

The covering letter should briefly address the following:

- The reason you would like to be placed on the list and your understanding of what it means to be placed on the list
- Prior experience of performing external cleaning standards audits
- Knowledge and application of the Victorian cleaning standards

Applicant details

Ensure that all the requested information is given and that details are correct.

Signed photocopy of mandatory qualification

Applications will not be processed unless a signed photocopy of your qualification 21909VIC Course in Cleaning Standards Auditing is enclosed. Photocopies can be signed by your course trainer or your employer. The details of the person who has signed your photocopied qualification must be given clearly.

Checklist

- Completed application form
- Covering letter
- Signed photocopy of mandatory qualification
- Date application received
- Application Number

OFFICE USE ONLY
Application Number
Date application received

Application to be placed on the Department of Health list of qualified Victorian cleaning standards auditors.

Applicant details (for internal departmental records only)

Name	(Dr, Mr, Ms, Mrs, Miss)			
Address				
				Post Code:
Telephone Contacts	Home:	Work:	Mobile:	Fax:
Email addresses	Home:		Work:	

Applicant details (as they will appear on the website list)

Name	(Dr, Ms, Mr, Mrs, Miss)		
Title or role			
Telephone contacts	Land Line:	Mobile:	Fax:
Email address			
Regional availability			

Qualifications and courses details

* MANDATORY – please note that your application will not be processed unless the following details are given and a signed photocopy of your qualification is attached.

21909VIC Course in Cleaning Standards Auditing - name, position and contact details of the person who has signed your photocopied qualification:	Name of institution where you undertook the course:	Date your qualification was attained:

Declaration by Applicant

I hereby apply to be placed on the Department of Health list of qualified Victorian cleaning standards auditors, and declare that all information supplied in preparing this application is true and correct.

Signature of Applicant:

Date: