

MONASH DOCTORS

HMO2 Application Guidelines

All posts are advertised as 12 month full-time positions. Applicants seeking job-share, part-time or part-year HMO posts should contact the **Monash Doctors Workforce** on 03 9594 2750 and highlight this in any application submitted.

Who Can Apply?

Queries regarding eligibility to participate in the PMCV HMO Computer Matching Service in Victoria should be addressed to the PMCV on (03) 9419 1217 or <http://www.computermatching.pmcv.com.au/>

Computer Match Process

Candidates must also register with the Postgraduate Medical Council of Victoria (PMCV) before you apply to Monash Health as all HMO2 positions will be filled through the centrally-coordinated Computer Match. For further information on the Computer Match process, please refer to the PMCV website <http://www.computermatching.pmcv.com.au/>

Monash Health Application Process:

All applications must be made via our on-line recruitment system and via the PMCV computer match. During the application process via the Monash Health on-line recruitment system, you will be asked to attach the following documents to your application:

- Curriculum Vitae
- Cover letter
- Photograph
- Fit to work consent form
- 100 points of certified Identification (external applicants only – see below information)
- Copy of your Primary Medical Degree (certified copy will be required if successful)

If you are a current Monash Health staff member you are required to apply using your Monash Health email address as prompted on the on-line recruitment system.

Applications Open 5 June 2017

Applications Close 22 July 2017

Important Dates for PMCV Computer Match Process

Monash Health follows the PMCV dates for the HMO Match. Please refer to the PMCV website for further information.

<http://www.pmcv.com.au/computer-matching-service/resources/548-hmo-match-important-dates/file>

Who should the cover letter be addressed to?

Applications should be addressed to Ms Amy Zuscak, Recruitment & Credentialing Team of Monash Doctors Workforce.

Police check

Monash Health must have a cleared police check before candidates can be offered a position. Due to the time constraints of the match, we must have these documents ready to action when the match results are released. Which is why we ask for them in advance.

The 'fit2work consent' form and 100 points of certified identification must be scanned into the specified fit2work field. Should the document be too large, you can separate the consent form from the identification documents and save the identification documents into the 'Other Documentation' field.

Please note: the fit2work police check will not be processed unless you are successful for a position with Monash Health.

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Current Monash Health staff are required to apply via your Monash Health employee number or email address which will allow you to bypass this police check process.

Overseas candidates will also be required to provide a police clearance from the country in which you reside..

File size too large?

If any of your files are too large and you have problems loading them into your application, use a file shrinking website such <http://shrinkpictures.com/> or <http://shrinkpdf.com/> to reduce the file size.

Assessments/References

All candidates must submit 2 on-line assessments/references via the PMCV matching system. No additional references are required by Monash Health.

Interviews

Monash Health interviews only a limited number of shortlisted candidates for positions. Unfortunately we do not have the resources to interview all candidates. As a general rule, three candidates are interviewed for each position.

Only shortlisted candidates will be invited for an Interview.

Interviews will commence during August and will continue until mid September.

Interviews will be conducted in person. Applications for telephone interviews will only be considered if interstate or overseas.

You will be contacted by the Monash Doctors Workforce by email if you have been selected for interview.

Selection

Prioritisation (ranking for the Computer Match) of HMO2 applicants will be based on merit including an assessment of the individual's capacity to perform the duties associated with the position.

This assessment will be made using your application (cover letter & CV) performance reports/assessments and interview.

Appointment

Match results will be available from the PMCV as per the timelines provided on their website. All successful applicants will be notified by telephone or email by Monash Health.

Note that under the rules of participation in the Victorian Computer Match, candidates will be unable to accept any position in Victoria other than the position to which they have been matched.

Once an appointment is confirmed, an Employment Agreement outlining all conditions of employment will be forwarded to successful applicants.

Commencement

Commencement will be Monday 5 February 2018.

Technical difficulties applying:

Please remember the contact person for the post you are applying for is not an IT expert and is only available for position enquiries.

The website Monash Health used for recruitment is an external site maintained by an external company.

For technical difficulties applying please contact Mercury on (03) 9645 5500.