

NON EMERGENCY PATIENT TRANSPORT

APPLICATION FOR EMPLOYMENT FORM

Our vision:

Health Select Group will meet and exceed the expectations of our clients through the provision of a high quality customer centric service unparalleled in the marketplace.

To be completed by the Applicant.

The information supplied in this document and in your application will be treated in the strictest confidence.

NAME OF APPLICANT

Title:	Surname:	Given Name/s:
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POSITION BEING APPLIED FOR

Job Title:	
Location:	
Applications should be marked 'Private and Confidential' and forwarded to:	Private and Confidential Manager Human Resources Health Select P O Box 2046 Rangeview Vic 3132 Or via email: careers@health-select.com.au

ADDRESS DETAILS

Residential Address:		
Unit/ Street No. & Name:		
Town:	State:	Post Code:
Postal Address: (Only if different to residential address)		
Town:	State:	Post Code:

CONTACT DETAILS

Work:	Home:
Mobile:	Email:

QUALIFICATIONS

Please attach copies of all qualifications and certificates of attainment

Year obtained
Year obtained
Year obtained
Year obtained
NB: Student Paramedic Applicants: please attach letter from DHHS - Equivalence to work as a PTO. For further enquiries please contact the Private Hospitals Unit on 9096 2164. See relevant documents attached.

GOVERNMENT CHECKS

Are you an Australian Citizen/Permanent Resident?	Yes / No
If no, do you have a working visa?	Yes / No
Note: to be eligible for employment, applicants must have the appropriate work visa or have Permanent Residency status	
Are you Aboriginal or Torres Strait Islander?	Yes / No
Do you have a current Nursing Registration?	Yes / No
Do you have a current National Police Certificate issued-in the last 6 months?	Yes / No
If No: You need to get a satisfactory National Police Certificate (PC) as issued by an accredited body on the Australian Criminal Intelligence Commission (ASIC) website https://www.acic.gov.au/our-services/national-police-checking-service/find-out-more-information/accredited-bodies# This is a prerequisite of the position. The PC must indicate position type Ambulance Attendant or Patient Transport Officer (Ambulance).	
Do you have a current Employee Working with Children Check: Letter from Department of Justice & Card?	Yes / No

RELEVANT MEDICAL HISTORY

The position you are applying for will involve a reasonable level of physical activity.

Do you have any pre-existing/current injury, disease and/or illness of which you are aware or that you could reasonably be expected to foresee, which could be affected by the nature of the duties and responsibilities of the position for which you are applying? Yes / No

If yes, please provide a brief description:

Note: Failure to make such a disclosure or the making of a false or misleading disclosure forfeits you the right to compensation under the Accident Compensation Act 1985

POLICE RECORD

<p>Do you have any convictions, findings of guilt and/or pending police charges against you that are less than 10 years old: Yes/No</p> <p>If yes, please provide brief details:</p>

DRIVING RECORD

Licence Number	Expiry Date / /
Number of years held	Type
Is your licence endorsed? (i.e. heavy vehicle etc) Yes / No	Are there conditions /restrictions on your licence? Please specify-
<p>Are there currently any matters pending which could result in your licence being cancelled or restricted? Yes /No.</p> <p>If yes, please specify.</p>	

EMPLOYMENT DETAILS

Are you currently employed?	Yes / No
Name of current/recent employer	
Position held:	
How long have you been with this employer?	

IMMUNISATION REQUIREMENTS & APPLICANT'S STATUS

Please attach scanned copies of evidence.

Pathogens	Status Needed	Requirement	Applicant's Status
Section A – Mandatory Requirements			
Hepatitis B	At least 3 vaccinations followed by immunity confirmed by serology	Evidence of at least 3 vaccinations AND copy of results of immune status (blood test – Hepatitis B Surface Antibody)	
Varicella (chicken pox)	Completed course or Confirmed immunity	Evidence of 2 doses of Varicella vaccine; or results of blood test demonstrating immunity to Varicella	
Pertussis (whooping cough)	Booster within 10 years	Evidence of most recent booster of Pertussis containing vaccine during adulthood (maximum 10 years)	
Measles / Mumps / Rubella	Born before cut-off; or Completed course; or Confirmed immunity.	Were you born in Australia before 1966? YES / NO If NO : evidence of 2 doses of Measles/Mumps/Rubella vaccination; or Results of blood test demonstrating immunity to Measles, Mumps and Rubella (i.e. all three)	
Section B - Recommended			
Tetanus	Last booster date	Proof of most recent booster	
Meningococcal	Completed course	Proof of completion of Meningococcal vaccine course	
Hepatitis A	Completed course	Proof of completion of Hepatitis A vaccine course	
Influenza	Current vaccine	I confirm I have had the most recent year's vaccine.	Yes / No

AVAILABILITY DETAILS

Days	Yes / No	Time of shift AM/PM/NIGHT preferred
Monday Tuesday Wednesday Thursday Friday Saturday Sunday		
Do you have any holidays booked? Date: For length of time:		

REFEREE DETAILS

Name	Position held	Email Address
Name of Organisation		
Name	Position held	Email Address
Name of Organization		

UNIVERSAL STUDENT NUMBER (USI)

Please enter your USI:

CERTIFICATION

I hereby certify that the information provided in this Application for Employment form is correct and completed to the best of my knowledge and belief. I understand that, if I am employed, I will be subject to disciplinary action if any of the statements in my application are found to be deliberately false or misleading.

Applicant Name (print):

Signature:

Date:

Information for Applicants

Once you have submitted an application, the process is as follows.

Each step must be successfully completed before proceeding onto the subsequent step.

- The Applicant completes the application form and submits all required documents; preferably via email.
Note: It is understood that sometimes applicants may not have all the required documentation at the time of application. If not, you must be working towards completing and submitting all the required documentation as soon as possible.
- Applicants are shortlisted.
- Interviews are scheduled.
- A driving test, OH&S and stretcher handling assessment are booked.
- Applicants will be assessed after the interview and driving test and if considered suitable will be offered an Observer Shift with a crew. This is an unpaid shift.
- Referees are checked.
- If both parties wish to continue the next steps are orientation and employment.