

Information for Aboriginal & Torres Strait Islander applicants

Please note: throughout this document the term “Aboriginal” is used to refer to both Aboriginal and Torres Strait Islander Peoples.

Austin Health is committed to increasing and supporting Aboriginal employment and ensuring that our Aboriginal staff are provided with opportunities to thrive and succeed in their chosen careers.

Below is some useful information to help guide you through the application and interview process. Please reach out to our Aboriginal Employment Coordinator for any further support or guidance via Diversity&Inclusion@austin.org.au

Searching & applying for career opportunities at Austin Health

- All career opportunities at Austin Health are advertised via our [online recruitment system](#).
- Before applying for a role, you will need to create a profile account by registering on the system.
- If there is a position you are interested in, you can download a copy of the position description at the bottom of the job advertisement. The position description will provide you with information about the purpose of the role, key accountabilities and responsibilities, as well as selection criteria.
- Any questions you have about the position can be directed to the contact person listed at the end of the job advert.
- Reach out to our Aboriginal Employment Coordinator if you require any assistance.

Preparing your application

Here are some tips to assist you in preparing your application:

- Adapt your application to the role you are applying for. Before you start your application, it is a good idea to do some research about the Austin Health on our [website](#). This will provide you with information about our clinics & services, the research we undertake, and the education that we provide our staff.
- Download a copy of the position description to help you put your application together which you can refer to in your cover letter.
- Remember that your cover letter and resume is an opportunity to express your interest and suitability for the role. Many positions attract a lot of interest, so a well-developed cover letter and resume which shows your interest, and experience and briefly addresses the selection criteria, will help you stand out and make a good first impression.
- Remember to keep a copy of your application so you can refer to it.

Cover letter & resume

A cover letter is an opportunity to introduce yourself and express your interest and suitability for the role. It's important to ensure spelling and grammar is correct in both your cover letter and resume.



Cover letter

- The cover letter is your introduction to the hiring manager. It's your opportunity to highlight yourself as a suitable candidate for the role.
- Include your updated contact details (ie. best contact number, email and LinkedIn account if you have one).
- It's a good idea to address your cover letter to the hiring manager (and be sure to update these details if you are applying for multiple roles).
- Explain why you are applying for the position and what attracted you to Austin Health.
- Also think about how you connect with Austin Health's Values.
- Explain your skills, qualifications, achievements and relevant work or volunteering experiences you have that make you a desirable candidate.
- Try to contain the content of your cover letter to one page.

Resume

- A well prepared resume highlights your strengths. It can make you stand out as the right candidate for an interview.
- Ensure your resume is up to date, especially with your latest employment and education details.
- Be specific about your employment history, including achievements, accountabilities, etc.
- Ensure your resume layout is clear and easy to read.
- Review and tailor your resume to the position description, if required.

View the sample cover letter and resume templates which can be used as a guide for creating your own.

Please note: if you're applying for the Graduate Nursing Program at Austin Health, please follow this [link](#) to find out all the information you need and how to apply for this program.

Interview tips

We understand that interviews can be daunting, so our hiring managers will ensure we create a safe and welcoming environment for all our candidates.

- If you are invited for an interview, you will be contacted the hiring manager or someone from Austin Health who is scheduling the interviews.
- Interviews may take place in person or online, this will be confirmed and relevant details provided.
- If your interview is in person, arrive at the location on time with time to spare to find a carpark or reach the interview location.
- If your interview is online, remember to turn off email and other notifications on your device so you don't get distracted during the interview. It's also a good idea to check all your technology is working prior to the start of the interview (ie. microphone and speakers).
- Please contact our Aboriginal Employment Coordinator should you require any advice and guidance around the interview process.

We wish you every success in searching for the right career opportunity for you. Good luck with the application and/or interview process and please don't hesitate to reach out to our Aboriginal Employment Coordinator via Diversity&Inclusion@austin.org.au for further information, guidance or support.