



WORKFORCE DEVELOPMENT

JOB APPLICATION GUIDELINES

Advice to Applicants

The Department of Health welcomes your interest in this position. Your application is an opportunity for you to demonstrate your skills and experience, abilities and personal attributes to a selection panel.

The Department brings together a group of people who work with skills from a range of knowledge bases and come from a diverse range of backgrounds and work cultures.

Culture affects our work environment, the way we do things and the way we relate to each other.

We aim to create a tolerant, fair and safe environment for staff which supports diversity and respects the views of others, their skills, experience and knowledge, encourages debate and values difference of opinion.

The Department of Health will strive to develop a culture consistent with our values for all dealings with community groups, other government agencies and in our negotiations with the Commonwealth, State and Local Governments.

In our daily contacts, we will strengthen our working relationship with various business units within the Department and external service providers.

As we strive to achieve our Vision, we recognise our responsibility to create an environment that embraces change. It is only by working together that we can achieve the highest quality, integrated Health for the benefit of South Australians.

Before you commence your application

We would like you to thoroughly read the position's Job and Person Specification and, any additional information provided. Feel free to speak with the contact officer(s) about the position, and ask questions or request any further relevant information such as copies of the Annual Report, Agency Overview or divisional newsletters.

Selection and appointment procedures

The selection and appointment procedures used in the Department are guided by the Public Sector Management Act 1995 and guidelines of the SA Office for Public Employment. The Government of South Australia is an equal opportunity employer.

All selection decisions and appointments are free from discrimination or nepotism. They are based on an assessment of the merit of applicants' abilities, aptitudes, skills, qualifications, knowledge, experience (including community experience) and personal qualities. Potential for development is also considered.

In essence, your application will be considered on a proper assessment of merit and receive fair and consistent treatment.

Sample Job Application Guidelines

Ensheng Dong



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and The International Christian University Graduate School of Theology She holds a Bachelor of Arts Degree in Pastoral Counseling from Jamison Christian College and a Masters Degree in Human Services from Lincoln University Dr Schwartz holds an earned Masters Degree in Human Services an earned Doctor of Philosophy Degree PhD and a Doctor of Theology ThD Currently she is an Associated Clergy at the Vine Memorial Baptist Church and also the Chaplain for the American Women s Heritage Society Belmont Mansion She is a member of the Alpha Lambda Graduate Chapter of Pi Gamma Mu the International Honor Society in Social Science and the Phi Delta Kappa International In addition she is a former feature writer and columnist for The Prospective Bride a former communicator host of a radio program for The Prospective Bride and she is the author of the book titled From the Day You Say Yes Dr Schwartz is also the former Self Enrichment Director Heritage House Educational Center and the Former Job Counselor Specialist for the Mayor s Office of Community Services Project Self Sufficiency Vice Consul Provident National Bank moreover she is the Former Guidance Counselor and later the Career Exploration Coordinator for the Robert E Lamberton High School

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