



CALVARY MATER NEWCASTLE

HOW TO MAKE YOUR APPLICATION COUNT!

The information provided by you in your application is used by the selection committee to determine whether you will be called for an interview. It is important that your application effectively demonstrates how you meet the essential and desirable criteria outlined in the advertisement and / or position description.

Write your application to suit the requirements of the job advertised. Include a written summary of the major aspects of your experience and qualifications that relate to each of the essential and desirable criteria of the position. Present this information in a concise and easy to read manner.

To ensure you provide the selection committee with enough information to decide whether you should be interviewed, your application must include:

- **A completed “Application for Employment” form.**
- **A covering letter summarising how your qualifications, knowledge and experience meet each essential and desirable criterion in the advertisement / position statement.**
- **A resume (or curriculum vitae) which summarises your employment history and includes the names and telephone numbers of three referees** who may be contacted and asked to provide information on your past employment and work performance relevant to the selection criteria.

Please note that nominated referees should include your current (or recent Manager/Supervisor). If you are asked to attend an interview, please notify your nominated referees and provide them with a copy of the position statement. If the Convenor (or their delegate) contacts your referee, they will be asked to comment on the selection criteria.

All applicants must commit to the philosophy, mission and values. These are shown on the last page of this document.

Your covering letter and resume should also include:

- 1. Educational Qualifications** Include any tertiary courses completed or partially completed; overseas or interstate qualifications; diplomas or degrees.

Even where a formal qualification is not required your educational background may demonstrate that you have relevant skills such as research and analysis.
- 2. Other relevant skills and Qualifications** This may include a typing speed, ability to speak another language, a current drivers licence etc.
- 3. Interests or Activities** Detail any activities, hobbies or other relevant information. This may involve unpaid, voluntary or community work.

If you are called for an interview you may bring examples of your work (eg copies of written material such as reports or complex correspondence) which demonstrate your ability in relevant areas.

Interviews

Interviews for positions advertised usually take place one to three weeks after the closing date.

The selection committee will decide who to call for an interview by identifying who best meets the essential requirements for a position. Only applicants who demonstrate they meet the essential requirements will be eligible for interview. Often, the quality of applicants is of such a high standard that only those who best meet the criteria will be called for an interview.

Applicants called for an interview will usually be given at least 2 days notice of the interview time.

You should prepare for your interview by carefully studying the advertisement and the job description and noting how your experience, knowledge and qualifications relate to them. The questions that will be asked will relate directly to the duties, responsibilities and selection criteria of the position.

The selection committee will usually consist of at least three (3) members: the convenor; a job specialist and an independent. There will be at least one male and one female on the committee. These requirements ensure that all applicants receive the fairest possible consideration.

You will have the opportunity at the interview to ask questions or add information to answers which you may have missed or felt that you did not answer fully. You should not assume that the interviewers know all about you from your application, so it is important that you give detailed answers to the questions asked.

What happens if I am successful?

In accordance with NSW Health Department Policy, before a verbal offer for the position can be made, all successful applicants must:

- undergo a satisfactory criminal record check;
- provide a vaccination record with evidence of protection against specified infectious diseases;
- provide evidence of permanent residency or visa / work rights;
- provide original copies of all qualifications;
- provide 100 points of identification; and
- confirm registration/licence details.

What happens if I am unsuccessful?

After the selection process has been finalised, applicants who are unsuccessful in gaining an interview, or who are unsuccessful in gaining a position after an interview, will be advised in writing. They may choose to contact the Convenor of the selection committee for feedback as to why they were unsuccessful. This feedback is often useful in preparing for your next application or interview. However, because of confidentiality, no information about other applicants can be provided.

What happens if I need more information?

If you have any further enquiries, please contact:

- The Contact person. Their telephone number is in the advertisement.
- The Human Resource Department on phone (02) 4014 4743.

Calvary Mater Newcastle wishes you every success with your application.



LCM HEALTH CARE PHILOSOPHY

As a national Catholic provider of health, community and aged care services, Little Company of Mary (LCM) Health Care has a particular responsibility to provide high quality, high values and high performance care within a philosophical and ethical framework that has respect for the inherent value and dignity of human life at its core.

LCM Health Care and Calvary Mater Newcastle are driven by the heritage, vision and philosophy of Venerable Mary Potter, the Founder of the Sisters of the Little Company of Mary.

All who work at Calvary Mater Newcastle play a significant role in upholding the founding heritage and vision of Mary Potter. Through everyday behaviours and decisions, staff must demonstrate the values that are integral to the rich heritage of care and compassion of the Sisters of the Little Company of Mary.

Mission

In the Calvary services of LCM Health Care, our mission not only speaks of what we seek to achieve but also why our purpose is important and how we want to achieve it.

Our mission is not a statement. Rather, it must permeate the ethos of our services. It informs every aspect of our organisation, our policies and procedures, how we serve those who come to us for care and how we interact with our staff and partners in services. The mission is real when it is embodied in caring individuals and in the activities of our services.

Vision

For LCM Health Care, we recognise that everything we do is mission. And each one of us, no matter our role, is “on mission”.

Our vision for LCM Health Care is to excel, and be recognised, as a continuing source of healing, hope and nurturing to the people and communities we serve.

Since our beginning our people have come from many different cultures, traditions and faiths. This has made our group richer and more able to understand and meet the diverse needs of those who come to us for care. It is through our sense of being for others and our values that we can share in our common purpose.

Our values are visible in how we act and treat others.

As stewards of the rich heritage of care and compassion of the Little Company of Mary, we are guided by our values:

- **hospitality:** demonstrates our response to the desire to be welcomed, to feel wanted and to belong. It is our responsibility to extend this to all who come into contact with our services by promoting connectedness and listening and responding openly.
- **healing:** demonstrates our desire to respond to the whole person by caring for their spiritual, psychological and physical well being. It is our responsibility to value and consider the whole person and to promote healing through reconnecting, reconciling and building relationships.
- **stewardship:** recognises that as individuals and as a community all we have has been given to us as a gift. It is our responsibility to manage these precious resources effectively for the future. We are responsible for: striving for excellence, developing personal talents, material possessions, our environment, and handing on the mission of the Sisters of the Little Company of Mary.
- **respect:** recognises the value and dignity of every person who is associated with our services. It is our responsibility to care for all with whom we come into contact with justice and compassion no matter what the circumstances, and we are prepared to stand up for what we believe and challenge behaviour which is contrary to our values.