APPLICATION GUIDE

Thank you for your interest in UnitingCare Health.

How to apply for a job or sign up

You don't need to sign up to use UnitingCare Health eRecruit to search for vacant positions; however, you need to sign up to apply for positions and receive job updates via email.

1. Click **Sign Up** in the top right of the screen. The **registration** screen appears.
2. Type your details into the fields on the screen, including whether you are a current UnitingCare Health employee or not.
3. Type in a username – choose something practical like your name.
4. Type in a password – it must be between 6 and 12 characters and contain at least one uppercase letter, one lower case letter and one number.
5. Type in your email address and click **Create Account.** The Registration screen will display a message confirming that you need to activate your account via an email that has been sent to you.
6. Go to your email inbox, open the relevant email and click the activation link. The UnitingCare Health eRecruit **Account Activation** screen should appear.
7. Type in your username and email address.
8. If you want to be notified by email about newly advertised positions, select the types of roles you are interested in hearing about and the geographic areas you want to work in, then click **Activate**.

You can change your password, email alerts or deactivate your account by signing into UnitingCare Health eRecruit and clicking on your name in the top right of the screen.

To apply for a position simply click on the position you wish to apply for and select the **Apply Now** button at the bottom of the page. If you haven't already signed in you will be prompted to do so. You may be required to supply contact details, upload a resume, and answer a series of short questions.

Application steps

1. Complete your **personal details and contact details**. Fields marked with a **red *** throughout the application are mandatory.
2. Complete your **employment details**. These are generic questions that are asked of all applicants when applying for any position with UnitingCare Health.
3. Upload any **supporting documents** to your application. Some documents are *required*, others are *optional*.
4. Complete any **selection criteria questions**.
5. Complete the **declarations**. These are generic questions that are asked of all applicants when applying for any position with UnitingCare Health.
6. **Submit** your application.
7. You may view, update or withdraw your application via the 'View Application History' screen, located in your member profile.

Next steps

If your application is successful you will be contacted to progress through to the next stage of the selection process.

Our Values: Compassion · Respect · Justice · Working Together · Leading through Learning

The Wesley Hospital · The Sunshine Coast Private Hospital · St Stephen's Hospital – Maryborough and Hervey Bay
St Andrew's War Memorial Hospital · Wesley Linen Services · UnitingCare Health Pharmacy