



Guide for Applicants

Thank you for your interest as a prospective employee at Boab Health Services Pty Ltd.

About Boab Health Services

Boab Health Services provides clinical services and health promotion programs to people of the Kimberley region of Western Australia. We are a not-for-profit Primary Health Care Organisation governed by a Board of Directors who guide and monitor organisational performance to meet funding contractual requirements. More information about Boab Health Services can be found on our website. We encourage applicants to have a look at the website to gain a better understanding of our organisation and the services we offer.

Permanent employees of Boab Health Services receive 6 weeks annual leave, have generous professional development opportunities and have the ability to participate in a salary packaging scheme.

Applications: Please read these notes carefully as they detail the requirements that need to be met to submit a competitive application.

Application Requirements

Your application should include:

1. **A covering letter** introducing yourself and explaining why you are applying for this position. The letter should also highlight relevant skills, abilities and experience that make you a desirable applicant.
2. **An address to all the selection criteria**, located within the position description. In responding to selection criteria, statements need to be clear and concise. It is important that you respond to each selection criterion and where appropriate provide specific examples to demonstrate how you meet the requirements.

Response to individual criterion should be no more than one page in length. Applicants should keep the job description in mind when addressing the selection criteria.

3. **A current, professional resume**, listing details of past employment and your educational, professional development and training achievements. Your resume should also include the names and contact details of at least 2 employment

Boab Health Services is an equal opportunity employer and applies merit-based selection techniques in all its recruitment processes.

Last reviewed: 18/9/15

Boab Health Services Pty Ltd

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