

Advice to Applicants Applying for Positions at The Royal Australian and New Zealand College of Obstetricians and Gynaecologists



Thank you for your interest in employment with The Royal Australian and New Zealand College of Obstetricians and Gynaecologists (The College).

Applications are dealt with in the strictest confidence.

Conditions of employment are as per the College's Individual Transitional Employment Agreement (ITEA), College policies and procedures and the letter of offer.

When preparing an application for a position with The College the following should be included:

- A covering letter with the position title clearly displayed.
- A document addressing the selection criteria individually describing the experience, knowledge and skills you possess which is directly relevant to each of the selection criteria.
- A current resume/curriculum vitae,
- At least two referees including contact telephone numbers and e-mail addresses.

Please note that applications will not be accepted if any of the above mentioned requirements are not included with the application.

Privacy

The College respects the privacy of personal information by adhering to privacy laws.

The College is committed to complying with the Privacy Act 2000. The College recognises the importance of the privacy of personal information collected by the College and is committed to ensuring that personal information is appropriately stored, managed and/or destroyed as required.

Police Check

This position may be subject to the successful applicant having a satisfactory Police Check prior to the commencement of the position. This is at the applicant's own expense.

Interview and Appointment

All applicants must be prepared to attend an interview if requested.

Once an appointment has been made, all unsuccessful applicants will be advised in writing.

Once the recruitment process has been completed all unsuccessful applications will be destroyed.

Feedback to unsuccessful applicants will not be provided.

Submission of Applications

Applications must reach the Director of Corporate Services, by the close of business on the nominated closing date and should be sent to:

Ms Penelope Griffiths
Director of Corporate Services
The Royal Australian and New Zealand College of Obstetricians and Gynaecologists
254 – 260 Albert Street
East Melbourne Vic 3002

Or

Email: pgriffiths@ranzcog.edu.au

Or

Fax: 03 9486 0513

All applications will be acknowledged upon receipt within 24 hours.

Late applications will not be accepted.

Further information

Please contact:

Ms Penelope Griffiths

Director of Corporate Services

The Royal Australian and New Zealand College of Obstetricians and Gynaecologists

254 – 260 Albert Street

East Melbourne Vic 3002

Ph: (03) 9417 1699