

# APPLICATION CHECKLIST

► Guidance that supports  
every step of your application.

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Steps to complete before you apply

► Applying for a new role is a big step. This checklist will help you prepare and give yourself the best chance of success.

## Explore opportunities

If you're unsure which role might suit you, browse our open positions [here](#). Look for roles that align with your skills, qualifications, and career interests.

## Join our Talent Community

[Sign up here](#) to stay connected with our Talent Team. By joining, you'll be notified when opportunities align with your skill set and, in many cases, you'll hear about new roles before they're advertised.

## Prepare your CV

Ensure your CV is current and legible. It should clearly detail your skills, experience, and qualifications. Online templates or Microsoft Word layouts can help get you started.

## Tailor your application

Read the position description carefully and adapt your CV so your relevant skills and experience are easy to identify. Make sure they directly reflect the key requirements of the role.

## Request adjustments if needed

If you require any changes to our process to accommodate your circumstances, email us at [careers@phe.net.au](mailto:careers@phe.net.au) after you've applied.

## Keep a copy of the job advert

Save a PDF or screenshot of the job posting before it closes. This will be helpful for interview preparation.

## What to expect next

After you apply, you may be asked to complete some or all of the following:

- An initial phone or Microsoft Teams interview
- A formal interview with the site team or hiring manager
- Pre-employment medical and background checks
- Right to work verification, criminal history check, and/or reference checks

## Finally

**Please note:** Some steps may take longer than expected, as our leadership often work on-site or on rotating rosters. We appreciate your patience and understanding while we carefully review each application.