Recruitment and Selection
Paramedic Trainee Guide
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INTRODUCTION

Thank you for your interest in a career with NSW Ambulance. This booklet provides an overview of our recruitment, selection and training processes so you have an understanding of the stages we follow once you have submitted your application.

The booklet also contains Frequently Asked Questions (from page 9) that will answer many of the questions you may have about the selection process.

ABOUT NSW AMBULANCE

NSW Ambulance is a mobile health service provider with a long and proud service history. We specialise in the provision of emergency and non-emergency (out-of-hospital) health care, retrieval and specialist transport services, major event planning and response, as well as community education. Our organisation is over 4000 strong and operates from over 300 locations across the state of NSW.

ADVERTISING


SUBMITTING AN APPLICATION

Applications for a trainee paramedic role are submitted online via the NSW Government platform [iworkfor.nsw.gov.au](http://iworkfor.nsw.gov.au). Before submitting an application, please read the role description and knowledge, skills and abilities for the position.

When you log on to apply for this position, you will be asked a series of eligibility questions to ensure your suitability to progress your application for this role. Once you have worked your way through the eligibility questions, you will be asked to provide:

- a current resume outlining relevant work history and qualifications, etc.
- the names and contact details for two referees.
- confirmation of Aboriginal identify, if applicable.

This can be done in the following ways:

- letter from a Local Aboriginal Land Council or other recognised Aboriginal organisation, or
- two written Aboriginal Community references, or
- evidence you have held or are currently working in an Aboriginal identified or targeted role within another government agency, or
- a statement (250 words maximum) about your Aboriginal heritage, including community ties and how you are accepted as an Aboriginal person by the Aboriginal community, or
- a statutory declaration - for guidance, refer to NSW Health’s ‘Stepping Up’ web page which also has information on citing and corroborating Aboriginality.

PROGRESSING TO ASSESSMENT STAGES

The assessment is broken up into three stages, with each stage designed to assess some or all of the skills and abilities required for the paramedic role.

ASSESSMENT STAGE 1: FIRST ROUND ABILITIES TESTING

Invitations to participate in the first online assessments are sent to candidates who complete the eligibility criteria and submit their application.

Online assessments provide NSW Ambulance with a measure to assess your attributes and determine your suitability for the role and fit with NSW Ambulance values.

The first online assessment will take approximately 40 minutes and involve a cognitive ability assessment as well as a game based assessment. These tests measure your capacity to perform higher mental processes, including numerical, verbal and abstract reasoning.
OPERATIONAL RECRUITMENT APPLICATION PROCESS

Access to the assessment will be provided upon payment of $80 (this price includes GST) to the online assessment provider and the results are forwarded to NSW Ambulance. If your results are competitive, you will be invited to participate in the next assessment stage.

ASSESSMENT STAGE 2: SECOND ROUND ONLINE TESTING

The second round of online testing has been designed to assess your emotional intelligence a key quality to your success in the role. This testing will take approximately one hour and there is no cost for this stage of the selection process. Once these results have been received, suitable candidates will be progressed to the final assessment stage, which is a behavioural interview.

ASSESSMENT STAGE 3: FIELD DAY

On the day of the behavioural interview, you will be required to participate in three assessments.

The behavioural interview is an important part of the selection process and provides an opportunity for the interview panel members to meet with you and questions will be behavioural and scenario based. The interview questions will be scenario based and your responses will enable the interview panel to gain a better understanding of your knowledge, skills, abilities and personal attributes as suited to the role.

Secondly, you will also be asked to re-sit the cognitive online capability test administered in stage one of the assessment process to validate your score. There is no cost incurred at this stage.

The third assessment will require you to give a short presentation on a clinically related topic. You will be given the research material on the day of interview and also given sufficient time to prepare your presentation. The focus of this assessment is team work, critical thinking, analytical reasoning and decision making.

What to bring on the day:

- proof of Australian/New Zealand citizenship or permanent residency (i.e. passport, birth certificate)
- Australian Driver Licence (you must currently hold an unrestricted drivers licence or be eligible for one within 12 months)
- proof of a good driving history (complete driving history dated within three months of the interview)
- proof of vaccinations (completed Form 188 of Vaccination Records – found at the back of this guide)
- Some light snacks, water and an umbrella if it is raining

Candidates will also be asked to complete a consent form for a National Criminal Record Check and provide 100 points of original identification.

If you fail to include any of the documentation required, your application may be delayed. If you are unsure of the requirements, contact NSW Ambulance HR on AMBULANCE-Recruitment@health.nsw.gov.au.

UNSUCCESSFUL APPLICATIONS

Candidates are assessed at each stage of the selection process, and unsuccessful candidates will be notified in writing that they will not progress to the next stage.

Candidates should note that cognitive abilities testing scores are valid for 12 months. If you reapply for a trainee paramedic role with NSW Ambulance within 12 months of having completed online testing, your previous results will be used to assess your new application. You are strongly encouraged to familiarise yourself with these assessments prior to undertaking the tests.

COMPETITIVE CANDIDATES

After the behavioural interview and field day, candidates will be ranked in order of merit. Their ranking in the order of merit will be based on their overall performance in the selection process to date. Candidates who have demonstrated merit will be placed on an eligibility list.

ELIGIBILITY LIST

An eligibility list ranks candidates in order of merit and is valid for 12 months. Candidates may be required to update certificates and/or clearances should these expire prior to being offered employment.

As vacancies arise throughout the year, candidates on the eligibility list will be contacted to participate in a pre-employment medical and physical assessment to complete the final stage of the recruitment process. Upon successful completion of these assessments, a candidate will be offered employment.
OPERATIONAL RECRUITMENT APPLICATION PROCESS

PRE-EMPLOYMENT CHECKS/CLEARANCES
Pre-employment clearances require satisfactory results for each of the following:

- residency status check
- references
- conduct and service check (if applicable)
- NSW Health Service Check Register
- National Criminal Record Check
- Working with Children Check
- driving history check
- health assessment.

RESIDENCY STATUS CHECK
You must be an Australian or New Zealand Citizen or hold permanent residency. NSW Ambulance does not sponsor international paramedics.

REFERENCES
We will ask you to confirm the referee details that you have provided through iworkforNSW with your application and you will be given the opportunity to provide new referee details if required. These referees will be contacted to verify your suitability for the trainee paramedic role.

Your referees must be a supervisor or manager who has had close and recent supervision of your work over the past 12 months and who can talk with authority about your skills, qualifications and experience in relation to the capabilities required for the role.

All referees cannot be related to you by birth, marriage or de facto relationship. You can provide referee details in relation to paid or volunteer work.

CONDUCT AND SERVICE CHECK
At the application stage, you will be required to indicate if you are a current or previous employee of NSW Ambulance and asked to provide your employee number (or bundy number). If this applies to you, an internal conduct and service check will be required and a HR officer will be in contact with you. Conduct and service checks will also be conducted for applicants who have previously served with the armed forces, emergency services or interstate ambulance services.

NSW HEALTH SERVICE CHECK REGISTER
All candidates are checked against the NSW Health Service Check Register. If your details are on the register you will be contacted by a HR officer.

NATIONAL CRIMINAL RECORD CHECK
At the interview stage, all candidates must submit a completed National Criminal Record Check (NCRC) consent form and provide 100 points of original identification for certification.

Acceptable identification must include at least one type of photographic identification that contains your signature and date of birth, as well as proof of citizenship or permanent residency.

The results of the NCRC will advise NSW Ambulance of any registerable offences, sexual offences, violent offences, spent convictions, general criminality (drugs, theft, fraud) apprehended violence orders and some driving offences.

We do not normally reject an application solely on the basis of a criminal record. You will be given an opportunity to discuss the findings as part of a structured risk assessment.

WORKING WITH CHILDREN CHECK
NSW Ambulance has a legislative requirement to conduct background checks where a role involves contact with children; the role of a paramedic is considered child-related employment.

You must have a current Working with Children Check prior to commencing employment with NSW Ambulance and maintain this while in the role of a trainee paramedic. This must also be maintained when you reach the qualification of paramedic as well as any other role within NSW Ambulance that requires work with children. The current cost for a Working with Children Check is $80 and is paid to the Roads and Maritime Services NSW.

To find out more or commence your application go to kidsguardian.nsw.gov.au/working-with-children/working-with-childrencheck
OPERATIONAL RECRUITMENT APPLICATION PROCESS

DRIVING HISTORY CHECK

Being able to drive in a safe and responsible manner is an inherent requirement of the role.

You must have:

- no more than six demerit points in the last three years
- no more than three of the same offence in the last five years
- no more than six offences of any kind over the last 10 years
- no more than one DUI over your entire driving history
- no cancellation or suspension in the previous two years (fine default acceptable).

HEALTH ASSESSMENT

Candidates are invited to complete the health assessment upon successful completion of all other clearances. The health assessment is composed of two parts - a medical assessment and a physical fitness assessment. Health assessments are undertaken by independent health assessment providers and cost approximately $726 excluding GST.

MEDICAL ASSESSMENT

The NSW public expects a high standard of medical fitness from paramedics in order to ensure public, patient and employee safety. The medical assessment criteria is based on the inherent requirements of the role.

The medical assessment will involve a comprehensive clinical evaluation. Areas tested include:

- vision
- hearing
- urine analysis
- range of motion
- lung capacity
- blood pressure
- pulse
- height and weight.

PHYSICAL FITNESS ASSESSMENT

The physical fitness assessment measures your ability to meet the physical demands of the paramedic role, including:

- flexibility
- strength
- power
- endurance
- aerobic capacity.

You will be asked to perform a number of tasks to assess your fitness. These tasks may include:

1. Hover test – you need to be able to support your body weight between toes and elbow, with back and legs held straight for at least 60 seconds.
2. Carry load test – you will need to demonstrate you can safely lift and carry two weighted bags (total weighted maximum of 36 kg) and ascend and descend one storey of stairs twice in less than 90 seconds.
3. Shoulder lift test – reach and lift a 12 kg weighted bag near shoulder height and carry with the same arm. The medical practitioner will then make a recommendation to NSW Ambulance on whether you have the appropriate level of medical and physical fitness for the role of trainee paramedic.
OPERATIONAL RECRUITMENT APPLICATION PROCESS

Candidates with pre-existing medical conditions are encouraged to bring medical reports, x-rays or other medical information to assist the doctors in assessing their case and to avoid long delays. Should the medical assessment reveal the necessity for further diagnostic tests, these are conducted through the candidate’s own GP or specialist in order to allow the candidate to be involved in the diagnostic process.

Please note, in these situations the assessing medical practitioners do not make the decision whether or not to employ candidates; they conduct the examination and gather the information. They then submit this information to the occupational physicians (who also work for the same health assessment provider) who review the information and then make a recommendation regarding your fitness to be employed as a trainee paramedic.

LETTER OF OFFER AND CONDITIONS OF EMPLOYMENT

A formal letter of offer is typically made four to six weeks before commencement date with NSW Ambulance. Your conditions of employment may include, and not be limited to, obtaining a manual Unrestricted Light Rigid (LR) Licence prior to commencement; locating to any part of NSW following induction and training; and following any recommendations made as a result of your health assessment.

All other related conditions and entitlements of the Operational Ambulance Officers (State) Award can be accessed on the NSW Health website at www.health.nsw.gov.au careers under remuneration and conditions.

SALARY

The minimum starting salary for an entry level paramedic role is $58,998 per annum, which is adjusted according to Award decisions in July each year. In addition to your base salary, you will receive annual leave loading and employer’s contribution to superannuation.

Trainee paramedics may earn $75,000 per annum* or more in the first year of employment (as shift penalty rates are paid in addition to base salary).

ROSTERS & LEAVE

We provide a 24 hour emergency service. Paramedics work rostered shifts that include weekends and public holidays. The roster system is usually four days on with four or five days off on a nine week rotating roster.

Annual leave accrues per fortnight and you will accrue six weeks’ annual leave following a year’s service. Two months long service leave is accumulated after 10 years of service.

TRAINING

All new paramedics are required to attend induction training at the NSW Ambulance Education Centre (AEC) located in Rozelle. Induction is eight weeks duration if you do not have relevant clinical qualifications. Induction will focus on clinical and practical skills, as well as driver awareness. Following this, you will complete a 12 month on-road training program with an on-road clinical mentor under supervision. This is followed by an ‘In-Service 1’ program of four weeks duration, at the AEC. The successful completion of the practical and theoretical assessments at this stage will lead you to become a paramedic intern. You will then participate in a further on-road training program before completing your ‘In-Service 2’ four week program at the AEC. Upon successful completion of this program, you are a fully-qualified paramedic and are paid accordingly. At this stage you will also be appointed to a permanent paramedic position. This could be anywhere within NSW, based on operational requirements.

CAREER PATHS

NSW Ambulance takes an active interest in your learning and development and progression is achievable. Higher level operational career paths include extended care paramedic, intensive care paramedic, special operations and rescue. If successful, you could find yourself performing aeromedical retrieval, snow operations, rapid response and special operations counter disaster duties. The opportunities to rise to a zone or duty operations manager are available. Our Chief Executive has risen from the paramedic ranks; providing you want this role, and are successful, the top spot may be yours one day!

FOR HELP, CONTACT US

Our HR officers are happy to help you make this an easy process. If you are unsure of what documentation you need to provide, or how and when to provide it, phone NSW Ambulance Recruitment on (02) 9320 7378 or job@ambulance.nsw.gov.au.

To find out more about NSW Ambulance visit our website at www.ambulance.nsw.gov.au.

*indicative only and subject to fluctuations in rostering.
APPENDIX A: FREQUENTLY ASKED QUESTIONS

WHEN CAN I APPLY?
Applications for the role of trainee paramedic will be accepted from November 2017 iworkfor.nsw.gov.au.

WHAT IF YOU DON’T HAVE YOUR VACCINATION RECORDS?
Under NSW Health Policy, all paramedics must comply with occupational assessment, screening and vaccination against specified infectious diseases.

Form 188 (attached) contains information about the vaccination records you must provide to be eligible to apply (with the Hepatitis B vaccination, only the first dose is required at application stage). You may wish to ask your doctor to provide you with written documentation and completion of Form 188 to verify you are protected against the following infectious diseases:

- diphtheria/tetanus/pertussis
- measles/mumps/rubella
- chicken pox
- TB screening
- hepatitis B which requires:
  - evidence you have received at least the first dose of the vaccination must be provided at the behavioural interview
  - evidence you have received the second dose must be provided prior to commencing employment
  - third dose evidence must be provided within the first six months of employment.

If you cannot provide these vaccination records at interview stage, we cannot consider your application further.

HOW LONG DOES IT TAKE FOR THE PRE-EMPLOYMENT CLEARANCE TO BE COMPLETED?
We normally allow six to eight weeks for all checks to be completed. The Working with Children Check and National Criminal Record Check are performed by other government agencies in accordance with due process and legislative requirements and cannot be expedited.

DO I GET PAID DURING MY INDUCTION AT NSW AMBULANCE?
Yes, you do receive your base salary while you are in induction training.

HOW LONG DOES IT TAKE TO FINALISE THE RECRUITMENT AND SELECTION FOR THIS POSITION?
As applicants do incur costs, we have arranged the recruitment process so applicants progress gradually, depending on the number of available induction class positions. For this reason a recruitment time frame cannot be defined.

WHAT INFORMATION IS PROVIDED TO NSW AMBULANCE ABOUT MY HEALTH ASSESSMENT?
NSW Ambulance receives a ‘fit slip’ following your health assessment. A ‘fit slip’ is a form signed by the medical practitioner employed by the health assessment provider stating whether you are fit to perform the role of paramedic.

The health assessment provider may seek further information from you or your specialist to determine your overall fitness and health. Any conditions that you must adhere to in order to perform the role of paramedic may become a condition of employment.

WHAT IF I AM UNSUCCESSFUL IN THE RECRUITMENT PROCESS?
You can reapply when applications are accepted again. Remember your online test results and medical health assessment results remain valid for 12 months.

Any candidate found to be deliberately supplying false or misleading information in an attempt to gain employment with NSW Ambulance will be disqualified from further consideration for employment.

Handy hint: when you create a profile to submit your application, you can select the option to receive email notifications of all advertised positions available in NSW Ambulance. These include communications assistant, control centre officer or corporate roles.
APPENDIX A: FREQUENTLY ASKED QUESTIONS

WHAT IS A SELECTION PANEL?
A selection panel consists of two people who will interview you during the behavioural interview component of the selection process. The two panel members have knowledge and/or experience of the position and its requirements, and they will assess applications and make recommendations on whether your application meets the capability requirements and of the role.

DO I GET A CHOICE REGARDING WHERE I WILL BE LOCATED?
You will be initially appointed to a training location. NSW Ambulance will consider your preferences, but you could be posted to any location within the state where there is an operational requirement.

WHAT COSTS WILL I HAVE TO MEET DURING THE RECRUITMENT PROCESS?
See Table A below for costs incurred during the recruitment and selection process.
Note: costs are indicative and may be subject to change.

WHERE DO I OBTAIN THE CONSENT FORM FOR NATIONAL CRIMINAL RECORD CHECK (NCRC) AND 100 POINTS ID?
We will send these forms as part of your confirmation of interview.

TABLE A: COSTS ASSOCIATED WITH APPLICATIONS FOR TRAINEE PARAMEDIC RECRUITMENT*

<table>
<thead>
<tr>
<th>SELECTION PROCESS</th>
<th>TYPE</th>
<th>COST PAID DIRECTLY TO:</th>
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<tbody>
<tr>
<td>Assessment</td>
<td>Vaccinations</td>
<td>Cost varies per provider</td>
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<td></td>
<td>Online assessment</td>
<td>$80 (includes GST) Assessment provider</td>
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<tr>
<td>Interview</td>
<td>Any travel</td>
<td></td>
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<tr>
<td>Pre-employment clearance</td>
<td>Working with children check</td>
<td>$80 Roads and Maritime Services or Services NSW</td>
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<td></td>
<td>National Criminal Record Check</td>
<td>This cost is covered by NSW Ambulance</td>
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<td></td>
<td>Health Assessment: inclusive of medical</td>
<td>$540 excluding GST Health assessment provider</td>
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<td></td>
<td>and physical fitness assessment</td>
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<td>Offer of employment</td>
<td>Driving record – all states and countries</td>
<td>$30+ in NSW Roads and Maritime Services</td>
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<td></td>
<td>you have driven in for 10 years</td>
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<td></td>
<td>Manual Unrestricted Light Rigid Licence</td>
<td>$750+ Roads and Maritime Services and a registered training organisation</td>
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<td>required prior to commencement of</td>
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<td>employment.</td>
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*Costs are current as at October 2017
**Occupational Assessment, Screening & Vaccination Program** Verification Form

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<tr>
<th>Name:</th>
<th>Date of Birth:</th>
<th>Home Phone Number:</th>
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<tr>
<td>Country of Birth:</td>
<td>Email Address:</td>
<td>Mobile Phone Number:</td>
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<tr>
<td>Residential Address:</td>
<td>Name of University:</td>
<td>Student Number:</td>
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NSW health care workers must be protected against some specific infectious diseases because of both OH&S and Patient Safety risks. The requirements listed below are NSW Ministry of Health policy and all Ambulance employee and clinical placement applicants must provide evidence of compliance with the listed criteria. Compliance with these requirements also provides additional public health benefit. Please complete the questionnaire below and provide all evidence as an attachment.

Acceptable evidence includes blood test results or copies of vaccination records or cards. Statutory declarations are not acceptable. Attach the evidence to this form.

You may need to visit your GP to complete all aspects of this program.

- You must have had an **ADULT dTpa (diphtheria / tetanus / pertussis) booster vaccination**. Attach a vaccination record. (A blood test is not acceptable evidence. An ADT vaccine is not acceptable – the vaccine must contain pertussis/whooping cough.)

- You must have completed a **hepatitis B vaccination course** suitable for the age that you had it (ie 2 doses if given to you as an adolescent, or 3+ doses for any other age). Attach the vaccine records OR provide as much information as you know about when or where you had the vaccine course.

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- After the complete hepatitis B vaccination course, you must have had a blood test “for immunity” to determine if the hepatitis B vaccination was successful. Attach a copy of the blood test result (**hepatitis B Surface Antibody** is the name of the correct test).

- **Measles Mumps Rubella (MMR)** - if your year of birth is 1966 or after, either attach records for 2 doses of MMR vaccine given at any stage of your life (minimum 1 month apart), or copies of positive immunity blood test results for Measles, Mumps and Rubella. If your year of birth is before 1966, disregard this MMR section.
Have you had Chicken Pox at any stage in your life (circle correct answer)? YES  NO  DON'T KNOW
a. If YES, Move on to the Tuberculosis section
b. If NO or DON'T KNOW, has a doctor ever diagnosed you with shingles? YES  NO
c. If YES, move on to the TB section
d. If NO, either attach records for 2 doses of chicken pox vaccine given minimum 1 month apart, or copies of a positive immunity blood test result for chicken pox (varicella Zoster IgG).

Tuberculosis (TB) Assessment Tool

☐ Have you ever had TB Screening?  YES  NO  (If yes please attach record)

☐ Have you ever had contact with a person known to have TB?  YES  NO  (If yes, please provide details)

☐ Have you ever lived or travelled overseas?  YES  NO (please include countries where you have spent more than 3 months cumulatively)

<table>
<thead>
<tr>
<th>COUNTRY</th>
<th>AMOUNT OF TIME IN THAT COUNTRY</th>
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☐ Are you currently suffering any symptoms of active Tuberculosis? (If YES please provide additional details)
  o Coughing for longer than 2 weeks?  YES  NO
  o Coughing of blood  YES  NO
  o Fevers / Chills / Temperatures  YES  NO
  o Night Sweats  YES  NO
  o Fatigue / Weakness  YES  NO
  o Loss of Appetite  YES  NO
  o Unexplained Weight Loss  YES  NO

Final Instructions – please carefully check the listed requirements and your attachments. Ensure that all criteria are addressed and that evidence is provided where required. **Ensure your name is on all attachments.** (Provide copies only and keep your originals.)

Sign and date the form below.

<table>
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<th>Name:</th>
<th>Signature:</th>
<th>Date:</th>
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Employee applicants - forward this form with attachments to Recruitment

University Clinical Placement Applicants - forward this form and attachments to your University Clinical Placement Administration Officer.