

Job Application Checklist

At Catholic Healthcare, our highly skilled and passionate team of over 4,000 people are deeply committed to care, which is why we're committed to supporting and empowering them. Following this checklist will increase your chances of securing a position with us!

Review the job posting

Read the responsibilities, requirements, and qualifications carefully so you understand the role. Research the location of the role and consider your ability to get to work if you are successful. Some of our locations are not near public transport.

Research Catholic Healthcare

Visit our website to learn about our mission, values, and company culture.

Tailor your application

Customise your resume, cover letter, and any other supporting documents to showcase how your experience and skills align with the requirements of the job. Make sure to highlight your relevant achievements.

Submit a complete application

Ensure you provide all the requested information and include all the required documents, such as your resume and cover letter. Consider who you will ask to be your referees should you be shortlisted for an interview. They should be professional referees who have supervised your work.

Candidates who meet the screening criteria will be contacted by phone to discuss the role and your suitability. If shortlisted after the pre-screen call, an interview will be arranged.

A second interview may be required for senior roles.

Discover a career where care goes both ways.
Visit catholichealthcare.com.au/careers