

ASSISTANT IN NURSING WARDSMAN

Please ensure that the following documentation is included in your application. We need legible copies emailed to us prior to the interview and we need to view and verify originals during your in-person interview. We need proof of your education and work history. We need a current colour photo for your identification card.

100 POINTS OF IDENTIFICATION

The 100-point identification check must be completed prior to an official offer of employment and before the induction process.

Identification must be current and should include at least one type of photographic ID and identification that contains a signature and date of birth.

The point score of documents produced must total at least 100 points.

70 POINTS

- Birth Certificate
- Birth Card issued by the NSW Registry of Births, Deaths and Marriages
- Current Australian passport
- Expired Australian passport which has not been cancelled and was current
- Current passport from another country or diplomatic documents

35 POINTS

- Document held by a cash dealer giving security over property
- A mortgage or other instrument of security held by a financial body
- Council rates notice
- Document from current employer or previous employer within the last two years
- Land Titles Office record
- Document from the Credit Reference Association of Australia

40 POINTS

The first item used from this list is worth 40 points. Any additional items used are worth only 25 points each.

- Current driver photo licence issued by an Australian state or territory
- Identification card issued to a public employee
- Identification card issued by the Australian or any state government as evidence of a person's entitlement to a financial benefit
- Identification card issued to a student at a tertiary education institution
- Name of preferred applicant verified in writing, signed by both the person giving it and the applicant, from one of the following:
 - A financial body certifying that the applicant is a known customer.
 - An acceptable referee under AUSTRAC Guideline No. 3

25 POINTS

- Current credit card or account card from a bank, building society or credit union
- Current telephone, water, gas or electricity bill
- Foreign driver's licence
- Medicare Card
- Electoral roll compiled by the Australian Electoral Commission
- Lease/rent agreement
- Current rent receipt from a licensed real estate agent
- Records of a primary, secondary, or tertiary educational institution attended by the applicant within the last 10 years
- Records of a professional or trade association of which the applicant is a member.

MANDATORY CHECKS

All JMB Nurses candidates must have these mandatory checks.

- Police check
- Working with children check
- Flu vaccine
- Vaccination record
- Certificate III or IV in Aged Care, or proof of second-year nurse student

MANDATORY COMPETENCIES

All JMB Nurses AIN and Wardsmen candidates must have these mandatory competencies.

- First aid
- Basic life support
- Manual handling
- Infection prevention, or Exposure prevention
- Hand hygiene
- Work, health and safety
- Fire and safety management
- Bullying and harassment

WORK RIGHT

If the candidate is not an Australian or New Zealand citizen or permanent resident, they need to provide evidence of a visa that includes work rights. The visa subclass, the validity period and any limitations imposed must be noted.

- Australian citizenship certificate
- Australian passport
- New Zealand passport
- Current and valid visa with work rights (including subclass and any limitations).

FINANCIAL INFORMATION

We need the following financial details in order to pay your wages, tax and superannuation.

- Tax File Number
- Bank account details, including account name, bank name, BSB and Account numbers
- Superannuation institution name and your membership number