

**ICN:** 8268

**ABN:** 98 484 570 405

**38-42 Jondaryan Avenue Ph: 6962 0000**

**Griffith NSW 2680 Fax: 6962 0044**

**Application for Employment**

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| **Applicant Information** |
| Applicant Name: |  |
| Contacts: | Home: | Mobile: |
| Email Address: |  |
| Current Address: |  |

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| **Employment Position** |
| Position you are applying for: | Medicare Compliance Officer |

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| **Personal Information** |
| Have you ever applied to / worked for the AMS before? | Yes / No |
| If hired, do you have your own transportation to and from work? | Yes / No |
| If hired, are you willing to undergo a criminal record check? | Yes / No |
| Do you possess a current NSW driver’s license? | Yes / No |
| Are you of Aboriginal or Torres Strait Islander descent? | Yes / No |

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| **Employment History** |
| Have you had a Workers Compensation claim in the past 5 years? |
| If yes, please provide details |

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| **References** *(You must provide details of 2 work related referees)* |
| ***Referee 1*** |
| Name: |  |
| Company: |  |
| Position: |  |
| Contacts: | Home: | Mobile: |
| Years known: |  |
| ***Referee 2*** |
| Name: |  |
| Company: |  |
| Position: |  |
| Contacts: | Home: | Mobile: |
| Years known: |  |

**Please note:**

You **are required** to attach a current Resumè to this application. Please address the Core Selection Criteria outlined in the Position Description and attach it to this application form.

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| **Core Selection Criteria** |
| ***Knowledge of Medicare compliance and Federal laws, rules, regulations, manuals and transmittals*** |
| ***Demonstrated experience in financial and office administration*** |
| ***Demonstrated ability to work to deadlines with minimal supervision*** |
| ***Demonstrated knowledge of Microsoft Office suite including Windows, Excel and Outlook*** |
| ***Excellent communication and interpersonal skills*** |
| ***Understanding of EEO, WH&S, EAPS and Ethical work practices*** |
| ***Current NSW Drivers Licence*** |
| Desirable (Attach additional sheet if required)Relevant tertiary qualificationsWillingness to undertake training and other tasks as requiredKnowledge of Information Technology requirements for a small organisation |