

Documentation checklist

RMO and Registrar campaign

This checklist is a guide for **NEW/ RETURNING APPLICANTS** or **QUEENSLAND HEALTH EMPLOYEES** starting the clinical year at a Queensland Health facility. Use the checklist to ensure that the required documentation is prepared and ready to be uploaded to your online RMO application **prior to the closing date**.

For overseas applicants, local documents issued by equivalent overseas authorities may be accepted. When the name shown on the documents differs from the person’s current name, the person is to provide sufficient evidence of their name change (e.g. certified copy of marriage certificate).

Refer to the RMO Campaign website for further information: <https://www.careers.health.qld.gov.au/rmo>

Documentation required to complete your online RMO application	New applicant	Current employee
<p>Resume / CV</p> <ul style="list-style-type: none"> A current CV must be uploaded to your application. A QH template has been provided for you as a guide however if you are not using the QH template, please include a verification statement with your signature and date. <i>(For example, I verify that the information contained within this Curriculum Vitae is true and correct as at <insert date> and sign.)</i> If you are wanting to submit a cover letter, please attach it to your CV. 	✓	<i>Pre-loaded from previous campaign</i>
<p>Referee Reports</p> <ul style="list-style-type: none"> Ensure you complete the Referee Section within your online application and submit for the email requests to be sent to your referees. Note, this is an automatic process via the application form. Two references must be completed and submitted to your application by your referees prior to assessment period for your position level. 	✓	✓
<p>Qualification</p> <ul style="list-style-type: none"> A copy of your medical degree must be upload to your application. If applicable, include the English translation or change of name certificate and upload as one document. <p><i>Note: Documents uploaded to your online application are required to be certified by a justice of the peace or equivalent.</i></p>	✓	<i>Pre-loaded from previous campaign</i>
<p>Registration</p> <ul style="list-style-type: none"> A copy of your most current Medical Board of Australia registration must be upload to your application. 	✓	✓
<p>Proof of Identity</p> <p>Upload three (3) identity documents, from the list below. One type of <i>photographic ID</i> and one type of <i>identification that contains a signature and date of birth</i>:</p> <ul style="list-style-type: none"> Current passport (passport must be current) Australian drivers licence Australian student photo ID card Birth certificate Proof of age card Australian citizenship certificate Medicare card Utility bill (eg. water, gas, electricity) Pension concession card 	✓	<i>Some docs will be preloaded from previous campaign</i>

<ul style="list-style-type: none"> Health care card Working with children check (Blue Card) <p>For overseas applicants, local documents issued by equivalent overseas authorities may be accepted.</p> <p><i>Note: Documents uploaded to your online application are required to be certified by a justice of the peace or equivalent.</i></p>		
<p>Criminal History Consent Form</p> <ul style="list-style-type: none"> A criminal history consent form can be obtained within the Documentation webpage 	✓	Not required
<p>Evidence of Vaccination</p> <ul style="list-style-type: none"> Ensure one of the VPD evidence certification forms is uploaded to your application including evidence requirements. (Hepatitis B, Measles, Mumps, Rubella, Varicella and Pertussis - <i>Documents must be uploaded as one file – no more than 2MB</i>) Tuberculosis Risk Assessment questionnaire for workers in clinical areas must be uploaded to the online RMO application for new applicants. 	✓	✓
<p>Non-Australian/NZ citizens or non-permanent residents</p> <p>If applicable, overseas applicants are required to upload one or more of the following documents: (<i>Documents must be uploaded as ONE file – no more than 2MB</i>)</p> <ul style="list-style-type: none"> An eligible Australian working visa. A copy of your Visa Entitlement Verification Online (VEVO) entitlements check. If you have lodged an application for permanent residency, upload your residency application documentation. AMC MCQ results OR if you have completed your AMC clinical exam, upload your AMC certificate. A copy of your current private health insurance for you and your dependants. <p>If you have not obtained any the above documents, to progress through your online RMO application, please answer ‘No’ to the question.</p>	✓	<i>Some docs will be pre-loaded from previous campaign</i>

All appointments are subject to the employing facility undertaking relevant pre-employment checks. This will include verifying the information you have supplied in your RMO application. Your employer will advise of any additional information / documentation requirements to complete relevant pre-employment checks.

DOCUMENTATION HINTS AND TIPS

If you have previously completed an RMO application, use the same login details (email address and password) for documents to pre-load to your new application. You **MUST** however ensure that the pre-loaded documents are current.

- All files uploaded to your application must be saved in **PDF format** and ensure they are no larger than 2MB.
- If you need to upload two or more documents as **ONE file**, scan all documents together, save as PDF format and upload to your application. (Note: these must not exceed 2MB)
- Proof of Identity documents must be current and must include at least one type of photographic ID and identification that contains a signature and date of birth.
- If your ‘Surname’ does not match on your application or documents, a Marriage Certificate/Change of Name Certificate is required to be uploaded.
- If a document is not in English, an English translation from a translator approved by the National Accreditation Authority for Translators and Interpreters (NAATI) is required.
- For overseas applicants, local documents issued by equivalent overseas authorities are accepted.
- For further queries or information, please email RMO-recruitment@health.qld.gov.au