

# how to apply

## Before you submit your application

Gather information and prepare your application before visiting the application portal to submit it. The following preparatory steps are recommended:

- Consider the following list of requirements for participating in the program, and confirm that you are able to meet them:
  - Complete one graduate placement (12-months in length) in a Regional, Rural or Remote headspace Service.
  - Relocate for a placement if required across Victoria, Tasmania, Western Australia and Queensland.
  - Work full-time for the duration of the program (two years).
  - Travel to Melbourne or a regional capital as required for education and training days.
  - Complete the 40-day Graduate Education Program.
  - Participate in the required amount of clinical supervision offered as part of the program.
  - Commence the headspace Graduate program on 1 March 2022.
- Consider the location of headspace services across Victoria, Tasmania, Western Australia and Queensland (refer to our website) and decide whether you have any preferences for your placements.
- Review the short answer questions and prepare written responses.
- If you have an existing affiliation with a headspace centre and the Centre Manager or Clinical Lead is willing to support your application, gather their details:
  - Name
  - Position title
  - headspace Centre
  - Phone number
  - Email address.
- Have a current version of your resume ready to upload into our recruitment portal.

## Submission via the headspace Recruitment Portal

1. When you select 'Apply Now' you will be guided to our in-house recruitment portal where you can review the position description.
2. You will be asked a set of screening questions that include the following topics:
  - Personal information and contact details
  - Authority to conduct background checks
  - Professional qualifications
  - Acceptance of the core requirements of the program
  - Placement preferences
  - Short answer questions
  - Whether you have any existing affiliation with a headspace service.
3. When you click on 'Submit' you will receive an email from **Ci Anywhere** asking you to confirm your identity.



4. Click on the link “confirm my identity”.
5. You will receive an email confirming your identity and from here you will be able to log in and track your application status.

## Short answer questions

### Question 1:

What motivated you to apply for the headspace Graduate program and how do you see the graduate program supporting your career? (Max 300 words)

### Question 2:

*Laura is a 14-year-old who has shown up for an intake appointment with her mum, Jacky. Jacky says that she's brought Laura along to headspace because she keeps missing school as she's too tired after not going to sleep until late. Jacky has also noticed that Laura doesn't seem to see her friends as much as she used to. She says that there's some tension at home and Laura's dad isn't happy with her coming to see you, suggesting that she should just 'get to school' and 'stop being such a spoilt teenager'.*

*Laura presents as shy and avoids eye contact. She does not speak while her mother is speaking and prefers to let Jacky answer questions for her. You ask to speak with Laura on her own, and after some discussion, Jacky and Laura agree to this and Jacky steps out.*

*With Jacky out of the room, Laura slowly opens up and tells you that she's being bullied at school and dreads going to school so much that she finds it really hard to go to sleep. You ask what she does when she can't sleep and Laura says that she looks at Facebook on her phone. She worries a lot about what might happen at school and it's just easier if she sleeps in to skip school, rather than go in late. She says that she has been getting into more arguments with her parents about going to school in the past few weeks. She doesn't want to go to school but she is also worried that she is falling behind in her work. She says that her parents have been fighting a fair bit as well.*

What key considerations do you have to keep in mind when planning supports with Laura? What other information about Laura and her situation would you like to clarify before creating a support plan? (Max 400 words)

### Question 3:

The headspace values are Agility, Collaboration, Excellence and Inclusion. Please choose one and tell us how it aligns with your practice as an allied health clinician and give examples of how you have applied this value in your professional or personal life. (max 300 words)

## Applications close and next steps

Applications close **5pm 7 November**. We anticipate contacting shortlisted candidates in the week commencing 22 November. Should you have any questions please contact us at [graduates@headspace.org.au](mailto:graduates@headspace.org.au)

Good luck!

