

Applicant Expression of Interest

Healthy Practices

APNA has produced a suite of resources to help general practices employ nurses and optimise their role in the general practice setting. Fulfilling these aims will help build Healthy Practices that deliver positive outcomes for their communities through nursing skills and expertise.

Enquiries from potential applicants

Verbal discussions with applicants, in response to a job advertised, can provide you with the chance to find out more about the applicants before they apply.

Set aside time to respond to applicants by phone or email.

Follow up with:

- a response to the applicant's expression of interest (see sample)
- the position description (hard copy, electronic copy or link)
- an employment application form (hard copy, electronic copy or link).

Keep a record of the name and contact details of each applicant who expresses interest in the position.

Sample response to applicant expression of interest

[Date] [Letterhead]
[Name]
[Address]

Dear [applicant's name],

Thank you for your phone call and expression of interest in the advertised general practice nurse position.

I have enclosed/attached a position description outlining the responsibilities and key selection criteria of the position and an application form to be completed and returned. The criteria should be addressed in your letter of application, which you should submit with the application form and your curriculum vitae. This is requirement as we will assess who best meets the criteria when selecting candidates for interview.

The closing date for applications is [date]. A shortlist of candidates chosen for interview will be made by [date].

If you are selected for interview, we will contact you to arrange an interview time. If you are not selected, we will notify you by mail.

If you would like to clarify any issues, obtain more information or arrange a visit, please call [name, contact number and hours].

Yours sincerely,

[Practice manager's name and signature]

www.apna.asn.au www.healthypractices.apna.asn.au

Australian Primary Health Care Nurses Association (APNA)
Level 17/350 Queens Street,
Melbourne. 3000

APNA acknowledges and thanks the Australian Primary Health Network for use of this material.

This resource is funded by the Australian Government Department of Health.

Nurses are a healthy investment.

APNA provides general practice support and advisory services to help you employ and optimise the nursing role in your practice. Healthy practices, strengthening communities.

Find out more at
healthypractices.apna.asn.au

Nurses are a healthy investment

