

ANCHOR

HEALTHCARE CONSULTANTS

Thank you for your enquiry to Anchor Healthcare. We offer health professionals opportunities to work and travel around Australia, NZ, UK and the South Pacific Islands.

We have extensive experience in:

- Organisation of Australian Visa Requirements including Business Sponsorship Visa (agency and hospital), Working Holiday Maker Visa and Skilled Migration.
- Casual and Contract work Australia-wide and NZ
- Permanent placements
- Nursing registration requirements
- Relocation

We offer work in public and private hospitals, community, nursing homes and the outback in all specialties including, disability, psychiatry, midwifery, theatre, general medicine, surgery and paediatrics.

We can offer you ad hoc casual shifts; short term contracts from 6 weeks to 6 months; sponsored and permanent placements.

BACKGROUND

Anchor Healthcare is a boutique healthcare recruitment agency which caters for health professionals wishing to work in Australia and NZ on casual short term, permanent and sponsored placements.

We also offer volunteer placements within South Pacific Islands as well as **Healthcare and Cultural Exchange Tours** to the Solomon Islands. These tours are classified as a professional development activity (tax deductible) and offer health professionals the opportunity to work in a remote island village hospital as well as having a bit of a holiday. If you are interested in these tours please email info@anchorhealthcare.com.au and you will be sent an information pack by return email.

We are also affiliated with **Nurse on Holidays** which offers a One Stop Shop for all working holiday needs. Go to www.nurseonholidays.com for more information on their packages.

Our aim is to ensure the health professional obtains a placement at the destination of their choice. We achieve this by working alongside hospitals and other nursing agencies. We works with other agencies to assist health professionals obtain placements at different locations / states / countries without the health professional having to join several agencies.

Our success with our clients has been due to the relationship we build with our health professionals.

We offer an individualised approach and maintain regular follow up with our health professional to ensure their needs are being met.

CONTACT THE FRIENDLY ANCHOR STAFF:

Telephone:

+617 5472 0218

Fax:

+617 5472 0418

Email:

info@anchorhealthcare.com.au

Address:

PO Box 66, Tewantin, Qld, Australia....4565

Benefits of using **Anchor Healthcare** include:

- A personal service is provided by health professionals.
- A tailored process and timeline is developed to assist your planning.
- One application pack which covers your placements in Australia, New Zealand, South Pacific Islands and the United Kingdom.
- No fee is charged for our service
- Career counselling, advice, resume formulation and interview guidance is provided if required free of charge.
- Placements are matched to your specific requirements and clinical expertise.
- Our affiliation with **Nurse on Holidays** allow for an integrated approach to relocating and working overseas

We suggest you allow 6 months to organise your holiday or relocation.

What do you need to do to get started?

- Forward a copy of your resume either by email, fax or post
- Copy of your passport
- Copy of your current Nursing Licence
- Forward completed attached forms - Privacy Collection Statement
Information Statement to Work Seekers
Consent Agreement

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Information Statement for Work Seekers



The Department of Industrial Relations have released information standards for Private Employment Agents in order to comply with Commonwealth and State Laws, in particular the Private Employment Agents Act 2005 and the Private Employment Agents (Code of Conduct) Regulation 2005 (the Code).

The standards apply to all "work seekers" (candidates) and prior to providing you with employment and placement services; we as a private employment agent are obliged to provide you with the following information:

- We must not charge you a fee for finding or attempting to find work for you in contravention of Section 408D of the Industrial Relations Act 1999,
- We have a working knowledge of State and Commonwealth legislation affecting the placement and employment of work seekers.

We will ensure that all placements are made in accordance with any relevant legislative requirements.

If you believe that your agent has acted illegally, inappropriately or in a false or misleading way, you may contact the Department of Industrial Relations, GPO Box 69 Brisbane Qld 4001, Phone 07 3225 2069 for information on possible action that may be taken.

Anchor Healthcare Consultants believes in values such as honest and ethical practices in all dealings with clients and candidates and therefore is compliant with the Private Employment Agents (Code of Conduct) Regulation 2005.

I, _____
(Name)

of _____
(Address)

acknowledge receiving and reading a copy of this "Information Statement for Work Seekers".

Signed: _____ Dated: / /

A copy of this document will be retained on your file and a copy will be provided to you for your records.

Our Details:

Name: Anchor Healthcare Consultants
Address: Level 3, 575 Black Mountain Rd, Cooroy
Telephone: 07 5472 0218

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PRIVACY COLLECTION STATEMENT

Anchor Healthcare Consultants recognise the importance of your privacy.

We are committed to protecting your privacy and the confidentiality and security of personal information you provide to us.

We abide by the Privacy Act and the National Privacy Principles.

WHAT INFORMATION WILL BE COLLECTED?

We collect personal information from you when you submit an application for employment or provide any other information in connection with your application. Personal and sensitive information will also be collected when:

- We receive any reference about your character and work performance;
- We receive results of enquiries that we might make of your former employers, work colleagues, character referees, professional associations or registration body;
- We receive results of police checks (as required for all those who work with children);
- We receive results of any competency or medical tests;
- We receive performance feedback (whether positive or negative);
- We receive any complaint about you in the workplace;
- We receive any information about a workplace accident in which you are or have been involved;
- We receive any information about any insurance investigation, litigation, registration or professional disciplinary matter, criminal matter, inquest or enquiry in which you are or have been involved;
- You provide us with any additional personal information about you.

WHAT WILL YOUR PERSONAL INFORMATION BE USED FOR?

- Your actual or possible work referral or placement;
- Your performance appraisals;
- Our assessment of your ongoing performance and prospects;
- Any test or assessment that you might be required to undergo;
- Our identification of your training needs;
- Any workplace rehabilitation;
- Our management of any complaint, investigation or enquiry in which you are involved;
- Any insurance claim or proposal that requires disclosure of your personal or sensitive information.

DISCLOSING YOUR PERSONAL INFORMATION TO OTHER ORGANISATIONS

During the course of our business operations, it is necessary for us to disclose pertinent personal information to other organisations. These include the Australian Tax Office, Superannuation Funds and other government agencies as is necessary.

Additionally, we must also provide some details of your professional background from time to time as is necessary to hospitals and other health care institutions or facilities in order to determine your suitability for employment within those health care institutions or facilities.

We do not provide personal information to any other entity unless you request us to do so. e.g. real estate agents, banks etc.

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PRIVACY COLLECTION STATEMENT



If we need to supply your personal information to other entities we will seek your consent to do so prior to disclosure.

NB: Your personal information is only provided to those entities to the extent necessary to enable us to provide our services to you and to the extent required by law.

DIRECT MARKETING AND YOUR PRIVACY

If you consent to us doing so, we may provide you with information from time to time about new services available to you from Anchor Healthcare Consultants.

You may advise us at any time that you do not wish to receive any direct marketing communication. You may do this by contacting our Privacy Officer on +61 7 5472 0218 or by mail at PO Box 66, Tewantin, Qld...4565 or email info@anchorhealthcare.com.au.

WHAT IF YOU DO NOT WISH TO PROVIDE US WITH INFORMATION?

If you do not wish to provide us with all of the information we require, we may be unable to accept your application for employment.

ACCESS AND CORRECTION OF PERSONAL INFORMATION

Under the Privacy Act, you have the right to access any information we hold about you. If you feel the information is incorrect or incomplete, you have the right to require us to amend this information. You may access the information on any week day during normal office hours. Hard copy information will only be provided as computer data may contain personal information about other Anchor Healthcare employees.

We will take all reasonable steps to ensure that all information we collect or use is accurate, complete, up-to-date, protected from misuse and accessed only by authorised personnel for permitted purposes.

Any enquiries regarding our privacy policy can be directed to the Privacy Officer.

By signing this Privacy Collection Statement, you consent to us collecting, maintaining, using and disclosing personal information about you and provided by you or by another person in accordance with this Privacy / Collection Statement and our Privacy Policy. All information sought and collected is required for business purposes which is to assist you with gaining employment either in a temporary or permanent capacity.

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PRIVACY COLLECTION STATEMENT



I, _____ (Full Name)

of _____ (Address)

who can be identified by _____

(Drivers Licence number, Passport or other ID)

have read, understood and accept each of the statements contained in the Collection Statement and voluntarily consent to:

- personal information about me being collected by you as indicated therein;
- personal information about me being used as indicated therein;
- personal information about me being disclosed as indicated therein.

SIGNED: _____

DATE: / /

Signed for an on behalf of

Anchor Healthcare Consultants

Signed _____

DATE: / /

(Print Name)

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