

# Patient Transfer Officer Document Checklist

Before you apply for the role of Patient Transfer Officer with SA Ambulance Service, follow this checklist to ensure your application is complete with the required documentation. Please refer to the FAQs within the Job Pack for more details.

## Your Cover Letter and Resume/CV

- Upload a Cover Letter of no more than two pages outlining your knowledge, skills and experience
- Upload a current Resume/CV
- Confirmation of full working rights if not an Australian Citizen/Permanent Resident

## Referees

- Provide three professional referees that may be contacted to discuss your suitability for the role. Please ensure up to date contact details and email addresses are provided for each referee.

## Licences

- Upload a colour copy of the front and back of your Driver's Licence. Your Driver's Licence should not restrict your ability to drive an Operational Ambulance.

## Clearances

- National Police Clearance (NPC) - **Employment/Probity/Licensing and Working Unsupervised with Vulnerable Groups** – must be valid from within 1 year of commencement on role.
- Working with Children Check (WWCC) (formerly DHS/DCSI)
- Evidence of your COVID 19 Vaccinations