



VICTORIAN PSYCHIATRY TRAINING COMMITTEE

APPLICATION CHECKLIST

There are a number of documents, forms and interviews relevant to your Application for Training which is required by the VPTC so that your application can be processed by PMCV. Please ensure you have included the following document, form, or made contact to the relevant recipient by the due date:

	Document/Forms/Attended	Send to/Attend	By	
1.	Referee's Report (1) Referee's Report (2) Referee's Report (3)	Referees 1-3. Complete this using the PMCV platform	DUE ASAP or by <u>FINAL DATE</u> Monday 26th May 2025 (5.00pm sharp AEST)	
2.	Application form, which includes your: <ul style="list-style-type: none"> ➤ Curriculum Vitae inputted into template provided ➤ Statement of Work Performance (A statement regarding your work performance from each hospital/training scheme or practice at which you have been employed up to the time of application or for the last 24 months if more than PGY2) ➤ A copy of your full Academic Record ➤ Copy of your Medical Degree ➤ Statement of your reasons for wanting to undertake Trainee Psychiatry (300 words) 	PMCV Platform	DUE ASAP or by <u>FINAL DATE</u> Monday 26th May 2025 (5.00pm sharp AEST)	
3.	Final date for applicants to list all services that they want to train at in the Health Services Preference List. Additional services cannot be added after this time, only reordering preferences, or deletions of existing listed services. Applicants are invited to list a broad range of services.	PMCV Platform	Monday 26th May 2025 (5.00pm sharp AEST)	
4.	Applied directly to Services you are considering - for interviews.	Individual Mental Health Services – employment portal	Check Services (individual) closing dates for applications	
5.	Complete one-way recorded web interview. Please set aside 30 minutes to complete this.	PMCV platform	Open: Tuesday 27th May (10am) AEST Close: Thursday 29th May (5pm) AEST	
6.	Applicant's final date to update the order or deletions to the Health Services Preference List. Note that new services cannot be added after 26 May 2025.	PMCV Allocations/Psychiatry Platform	Final Date Tuesday 22nd July 2025 - 5.00pm AEST	