

# 2023 GRADUATE PROGRAM APPLICATION PROCESS

## Step by Step Guide and FAQ

### Step by Step Application Guide

First, complete the Monash Health Graduate Program Digital Application Form and download a pdf copy:

The link to the Digital Application form can be found in the job advertisement text and in the Application Guidelines document. To complete and **download a pdf** that you can upload in your Mercury application, follow the instructions as shown in the diagrams below.

When you click to submit your form you will be shown this screen:

✔ Thanks!

#### Next steps:

Please click the button below to download a PDF copy of your Application. Save the PDF copy and submit this as part of your application to the 2023 Monash Health Graduate Program job ad in e-Mercury. To complete this next step click the following link to go to the Monash Health e-Mercury system: <https://monashhealth.mercury.com.au/>

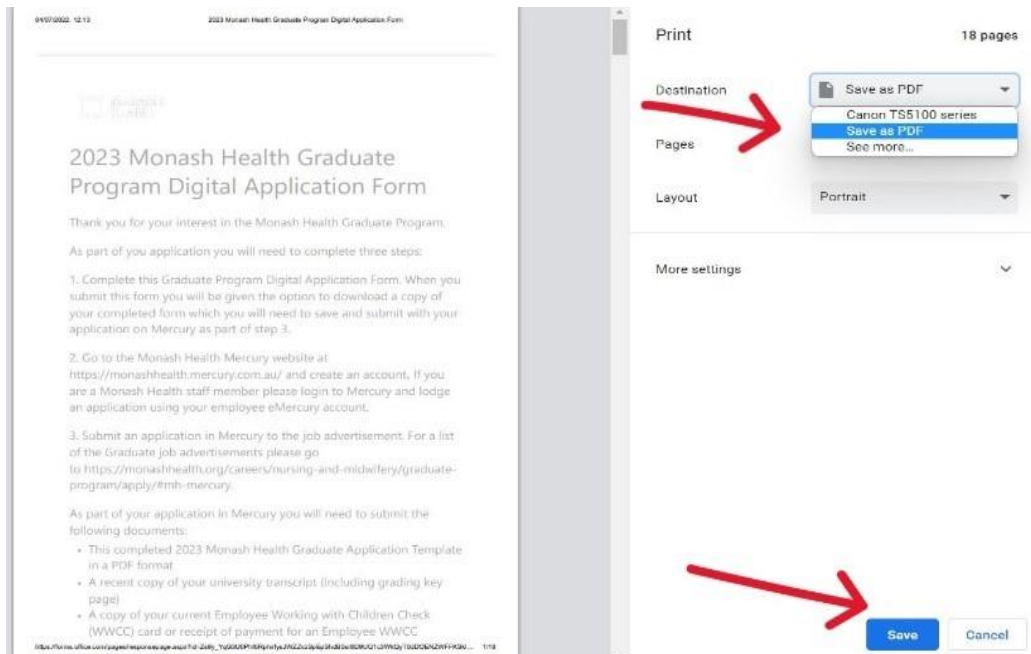
Thank you for completing your 2023 Monash Health Graduate Program Digital Application Form.

Print or get PDF of answers

Submit another response

Do not close out of this screen! Click this button

Clicking the button will open up the print view. Use the drop down on the right hand side to select the 'Save as PDF' option and click the save button. You will then be able to save a pdf copy of your completed form to a folder on your computer.

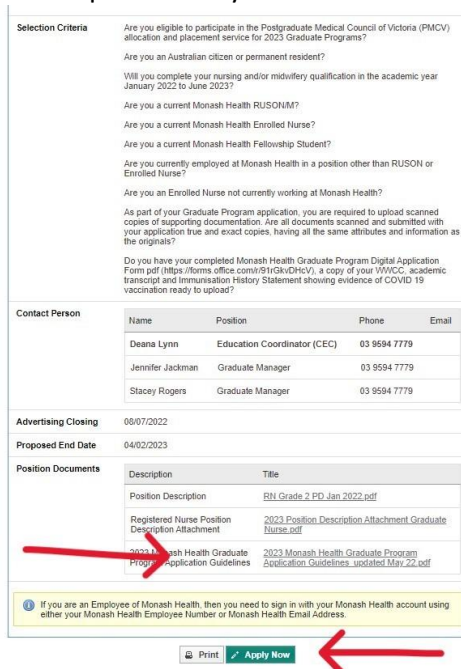


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### Second, prepare to lodge your application to the Graduate Program job ad in Monash Health Mercury:

Login on the [Monash Health Mercury website](#) and navigate to the open Graduate Program job advertisement. Ensure you have read the Application Guidelines attached to the ad and follow each step prior to applying for the relevant job ad (screenshots below are examples and may not reflect the ad you are currently applying to):



**Selection Criteria**

- Are you eligible to participate in the Postgraduate Medical Council of Victoria (PMCV) allocation and placement service for 2023 Graduate Programs?
- Are you an Australian citizen or permanent resident?
- Will you complete your nursing and/or midwifery qualification in the academic year January 2022 to June 2023?
- Are you a current Monash Health RUSONM?
- Are you a current Monash Health Enrolled Nurse?
- Are you a current Monash Health Fellowship Student?
- Are you currently employed at Monash Health in a position other than RUSON or Enrolled Nurse?
- Are you an Enrolled Nurse not currently working at Monash Health?

As part of your Graduate Program application, you are required to upload scanned copies of supporting documentation. Are all documents scanned and submitted with your application true and exact copies, having all the same attributes and information as the originals?

Do you have your completed Monash Health Graduate Program Digital Application Form pdf (<https://forms.office.com/91rGkVdHcV>), a copy of your WWCC, academic transcript and Immunisation History Statement showing evidence of COVID 19 vaccination ready to upload?

Name	Position	Phone	Email
Deana Lynn	Education Coordinator (CEC)	03 9594 7779	
Jennifer Jackman	Graduate Manager	03 9594 7779	
Stacey Rogers	Graduate Manager	03 9594 7779	

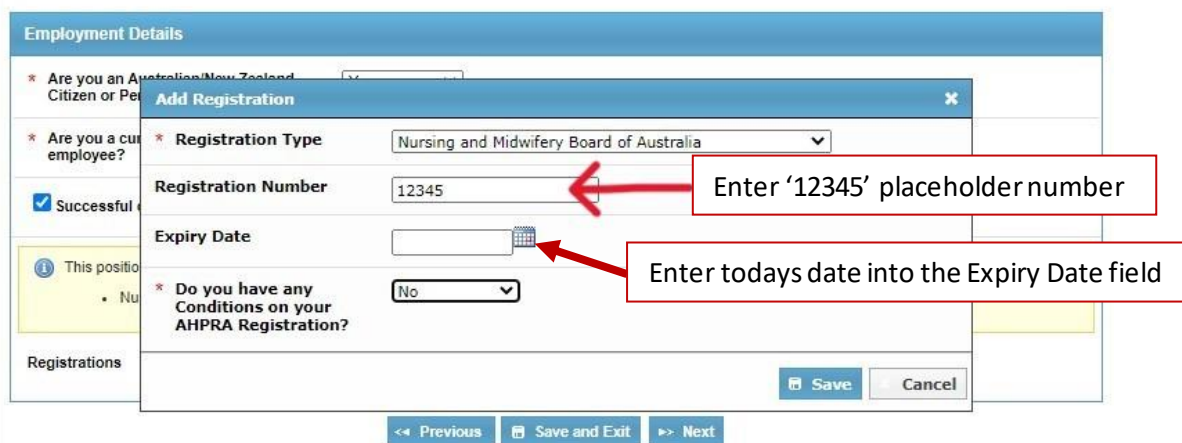
**Advertising Closing** 08/07/2022

**Proposed End Date** 04/02/2023

Description	Title
Position Description	RN Grade 2 PD Jan 2022.pdf
Registered Nurse Position Description Attachment	2023 Position Description Attachment Graduate Nurse.pdf
2023 Monash Health Graduate Program Application Guidelines	2023 Monash Health Graduate Program Application Guidelines updated May 22.pdf

As you work through your application, the Mercury system will ask you to provide your NMBA registration number and expiry date. **If you have not yet received your registration as a Nurse or Midwife, you may enter 12345 as a placeholder into the field and a random expiry date to progress to the next screen as per the example below:**

### Apply for Position



**Employment Details**

\* Are you an Australian/New Zealand Citizen or Per...

\* Are you a current employee?

Successful

This position is a Nursing position.

**Registrations**

**Add Registration**

\* **Registration Type** Nursing and Midwifery Board of Australia

**Registration Number** 12345

**Expiry Date** [Calendar icon]

\* **Do you have any Conditions on your AHPRA Registration?** No

<< Previous  Next >>

If your application is successful, you will be required to submit a valid NMBA registration number and expiry date before commencing in the Graduate Program. If you are unable to register with the NMBA prior to the program commencement date, any offer of employment may be withdrawn.

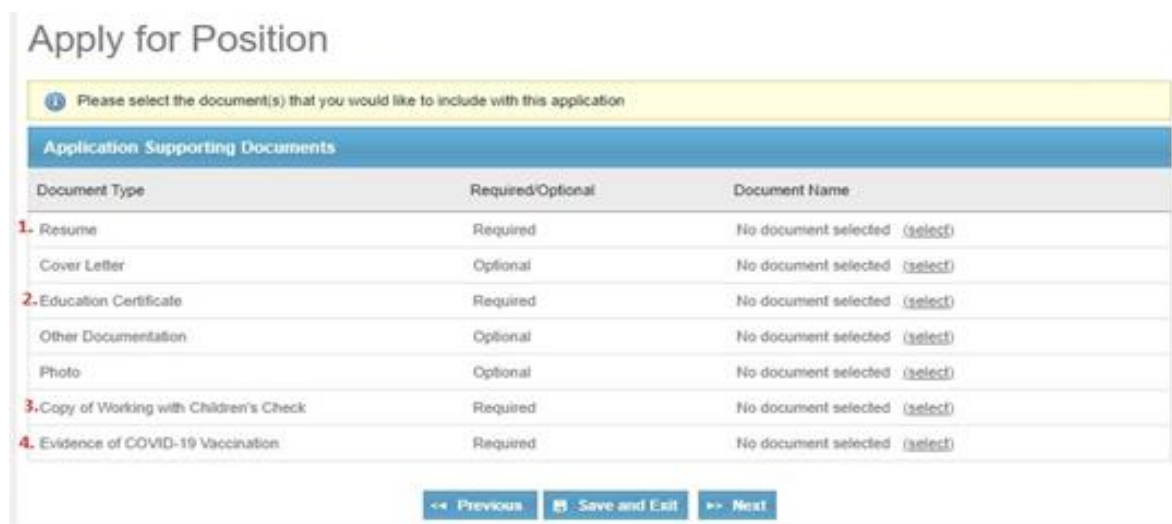
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### Third, upload your documents into the application:

When uploading your documents, ensure you:

1. Upload your **Digital Application PDF to Resume** section
2. Upload your **academic transcript to the Education Certificate** section
3. Upload your **Working with Children's Check** to the Copy of Working with Children's Check section
4. Upload your **Immunisation History Statement** (not Digital Certificate) to the Evidence of COVID-19 Vaccination section

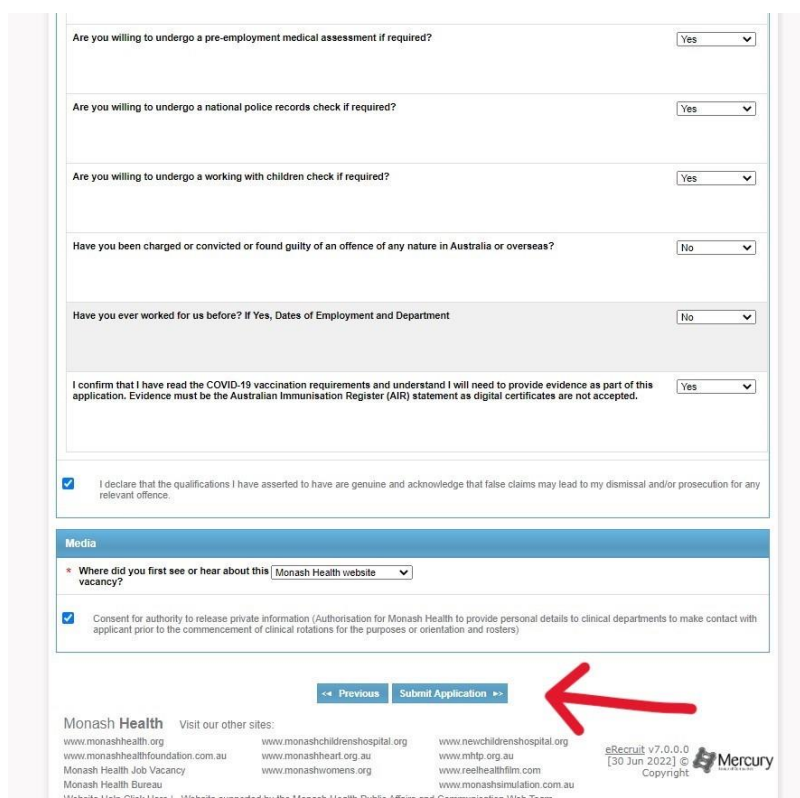


Document Type	Required/Optional	Document Name
1. Resume	Required	No document selected (select)
Cover Letter	Optional	No document selected (select)
2. Education Certificate	Required	No document selected (select)
Other Documentation	Optional	No document selected (select)
Photo	Optional	No document selected (select)
3. Copy of Working with Children's Check	Required	No document selected (select)
4. Evidence of COVID-19 Vaccination	Required	No document selected (select)

Any additional documents can be uploaded into the optional Photo, Cover Letter and Other Documentation fields .

### Lastly, submit your completed Monash Health Mercury Application:

Complete the selection criteria, EEO and declarations then 'Submit Application' button (see below):



Are you willing to undergo a pre-employment medical assessment if required? Yes

Are you willing to undergo a national police records check if required? Yes

Are you willing to undergo a working with children check if required? Yes

Have you been charged or convicted or found guilty of an offence of any nature in Australia or overseas? No

Have you ever worked for us before? If Yes, Dates of Employment and Department No

I confirm that I have read the COVID-19 vaccination requirements and understand I will need to provide evidence as part of this application. Evidence must be the Australian Immunisation Register (AIR) statement as digital certificates are not accepted. Yes

I declare that the qualifications I have asserted to have are genuine and acknowledge that false claims may lead to my dismissal and/or prosecution for any relevant offence.

**Media**

\* Where did you first see or hear about this vacancy? Monash Health website

Consent for authority to release private information (Authorisation for Monash Health to provide personal details to clinical departments to make contact with applicant prior to the commencement of clinical rotations for the purposes of orientation and rosters)

<< Previous Submit Application >>

Monash Health Visit our other sites:  
www.monashhealth.org www.monashchildrenshospital.org www.newchildrenshospital.org  
www.monashhealthfoundation.com.au www.monashheart.org.au www.mhlp.org.au  
Monash Health Job Vacancy www.monashwomens.org www.reelhealthfilm.com  
Monash Health Bureau www.monashsimulation.com.au  
Website Help Click Here | Website supported by the Monash Health Public Affairs and Communication Web Team

eRecruit v7.0.0.0  
[30 Jun 2022] © Mercury Copyright

### Candidate Frequently Asked Questions (FAQ)

#### Do I need to submit a CV and/cover letter in my Monash Health Graduate Program application?

No. Instead, applicants must complete the Monash Health Graduate Program Digital Application Form, which will be linked in the job advertisement. They submit the completed pdf copy of the form in their application to the job advertisement in Monash Health Mercury, uploading this under the 'Resume' field. The form takes the place of a personalised CV and cover letter. Please do not provide any additional individualised CV documents or cover letters (unless applying to the mental health nursing stream).

#### Who can I use as a referee?

**Ideally**, referees should be someone who has worked directly with you in the clinical setting (i.e. Clinical Nurse/Midwifery Educator/ Facilitator, preceptor or senior nurse/midwife) and should be aware that you are using them as a referee for your Graduate Program application. Please ensure that you have the correct email address for each referee.

#### Can I use my RUSON/RUSOM/PCA Manager as one of my referees?

Yes. Applicants who have worked as Registered Undergraduate Student of Nursing or Midwifery (RUSON/RUSOM) or PCA may also nominate clinical supervisors (i.e. Unit Managers, Associate Unit Managers) from their RUSON/RUSOM/PCA employment as one of their referees.

#### Can I use a referee from non-healthcare employment (i.e. retail, hospitality, food service etc)?

Applicants may also choose to submit the names of non-clinical referees (i.e. retail or food service job supervisor) if they are unable to obtain a second reference from a clinical placement or RUSON/RUSOM/PCA employment. However, due to the clinical nature of the reference questions, non-clinical referees should only be used as a last option.

#### Do I have to get my documentation certified before I upload it?

No.

#### I don't have my Employee Working with Children Card yet, can I still apply?

Yes. You can lodge the receipt that shows you have applied and paid for your Employee WWCC while you are still waiting for your card to arrive.

#### I am having trouble uploading my documents into my application in the Monash Health Mercury system. Why is it not working?

The upload fields in the Monash Health eMercury system are only able to accommodate files 10 MB or less (approximately 30 black and white pages). **Please note that you are only able to upload one file per field. If you need to, you can upload additional files under the 'Other documentation' or 'Photo' fields. Our team will still be able to see these as part of your application.**

If you are still experiencing technical difficulties with the Monash Health eMercury system when applying, please contact Monash Health Recruitment Services on (03) 9265 2750.

#### What type of interviews does Monash Health do for the Graduate Program?

The Graduate Program utilises video interviews. If you are successful for a video interview, a link will be sent directly to the email you have nominated in your application. Please continue to monitor your inbox and junk mail folders to ensure you do not miss any video interview invites.

If you have any queries about the application process that have not been answered here, please feel free to contact the Monash Health Graduate Team via [graduaterecruitment@monashhealth.org](mailto:graduaterecruitment@monashhealth.org)