

# 2023 Graduate Program Second Round Recruitment

## Application Guidelines



To be eligible to apply for a position, candidates must meet the following criteria:

- Eligible for registration as a Registered Nurse and/or Registered Midwife with the Nursing and Midwifery Board of Australia (NMBA) by February 2023 / May 2023 (nursing only) / August 2023
- Have not previously participated in a Graduate Nursing, Graduate Midwifery or Double Degree Graduate Program at a hospital / health service (excluding Enrolled Nursing Graduate Programs or Diploma of Midwifery Graduates who have previously completed a Registered Nurse Graduate Program)
- Completed / will complete their nursing and/or midwifery entry to practice qualification in the academic year – January 2022 to July 2023

### 2023 Graduate Program for applicants unmatched PMCV APS applicants and PMCV ineligible applicants

The Monash Health Graduate Program application process has been streamlined for candidates. To ensure your application is lodged correctly, carefully read and follow the steps:

#### Step 1. Complete and download a pdf of your Monash Health 2023 Graduate Program Digital Application Form

Go to the [Second Round: Monash Health 2023 Graduate Program Digital Application Form](#).

**If you are an unmatched PMCV Candidate who previously applied to Monash Health**, please complete the form to indicate that you wish to be considered in second round recruitment for a position in the 2023 Monash Health Graduate Program. As you previously applied to Monash Health, you are **not required** to resubmit your application to Monash Health Mercury job advertisement unless you wish to do so.

**If you are an unmatched PMCV Candidate who did not previously apply to Monash Health or are a PMCV ineligible Candidate**, please complete and download a pdf copy of your completed form. This form takes the place of a personalised CV and cover letter and includes two short answer selection criteria questions. Please upload the form under the 'Resume' field when you submit your application documents to the Mercury job advertisement.

The following steps are only applicable if you are **an unmatched PMCV Candidate who did not previously apply to Monash Health or are a PMCV ineligible Candidate**:

#### Step 2. Obtain a recent copy of your official Academic Transcript, including the grading key page

An official transcript must be recent and include a grading key page. **We accept pdfs of official transcripts generated from eEquals or university online systems**. Please upload your transcript under the 'Education Certificate' field when you submit your application documents.

#### Step 3. Current Working with Children's Check card (WWCC)

Applicants can submit either an **Employee WWCC** or a **receipt of payment showing that you have applied for your Employee WWCC**. Please note that we are unable to accept Volunteer WWCCs in second round recruitment applications.

#### Step 4. Obtain a pdf copy of your Medicare Immunisation History Statement showing three doses of COVID 19 vaccine

When lodging your application in Mercury, you will need to submit an Immunisation History Statement showing that you have received **three doses of COVID 19 vaccine**. For instructions on how to obtain your Immunisation History Statement please see the [Services Australia website](#).

#### Step 5. Collate your documents and submit them to the 2023 Monash Health Graduate Program – Second Round Recruitment (ad # 56066) job advertisement on the [Monash Health Mercury](#) website.

**In your Mercury application, you must include a copy of your completed Monash Health Graduate Program Digital Application Form, your university transcript, a copy of your current WWCC card and Immunisation History Statement.** All applications must be submitted to the Mercury job advertisement by the closing date.

For further information about the Monash Health Graduate Program Application Process, please refer to the Monash Health Graduate Program Application Step by Step & FAQ Guide attached to the job advertisement.