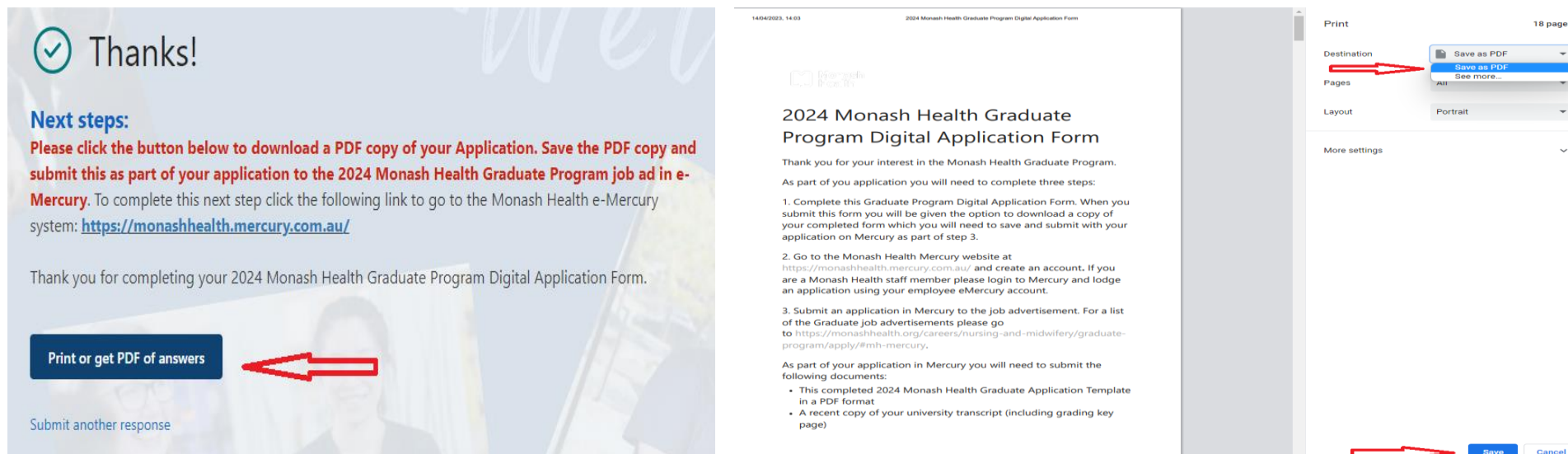


Quick Guide to Applying for the 2024 Graduate Program

Step 1. Completing the Monash Health 2024 Graduate Program Digital Application Form

Go to the [Monash Health 2024 Graduate Program Digital Application Form](#), complete and **download a PDF** to upload to your Mercury application as the following diagrams show. Ensure you select 'Save as PDF' (Note: you can print a copy of your application AFTER this step):



The image shows a 'Thanks!' confirmation screen on the left with a 'Print or get PDF of answers' button. The center shows a preview of the '2024 Monash Health Graduate Program Digital Application Form' with three numbered steps: 1. Complete this Graduate Program Digital Application Form... 2. Go to the Monash Health Mercury website at https://monashhealth.mercury.com.au/ and create an account... 3. Submit an application in Mercury to the job advertisement... The right side shows a print dialog box with 'Save as PDF' selected in the destination menu and 'Save' and 'Cancel' buttons at the bottom.

The digital application form takes place of a personalised CV and cover letter and includes two short answer selection criteria questions. For more information on preparing to complete the form, please refer to the section below.

- Obtain a recent copy of your **Academic Transcript, including the grading key page**
- Have a current **Working with Children's check card** (can be Volunteer or Employee for the purposes of application)
- Ensure you have a PDF copy of your **Medicare Immunisation History Statement showing three doses of COVID 19 vaccine** (refer to [application guidelines](#))
- Collate these documents and **submit them to the relevant Graduate Program job advertisement via Monash Health Mercury eRecruit** (A list of the 2024 Graduate Program Job Advertisements can be found below)
- Ensure that you have **included the Monash Health stream/s** that you have applied for **in your PMCV preference list** (if participating in PMCV APS)

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Step 2: Prepare your application in Monash Health eMercury

Login on the [Monash Health Mercury website](#) and select the job advertisement relevant to your stream selection. Ensure you have read the Application Guidelines and follow each step prior to applying for the relevant job ad (example below right from the 2023 Post-PMCV Streams):

Advert #	Advert Name	Who should apply to this advert?
60056	2024 Monash Health Graduate Program – General Nursing Streams	Candidates participating in PMCV APS must rank one or more of the following streams as part of their four (4) PMCV preferences: <ul style="list-style-type: none"> General Nursing Summer Stream General Nursing Autumn Stream General Nursing Winter Stream
60061	2024 Monash Health Graduate Program – Midwifery & Double Degree Program	Candidates participating in PMCV APS must rank one or more of the following streams as part of their four (4) PMCV preferences: <ul style="list-style-type: none"> Midwifery Summer Stream Midwifery Autumn Stream Midwifery Winter Stream Double Degree Summer Stream Double Degree Autumn Stream Double Degree Winter Stream
60063	2024 Monash Health Graduate Program – Paediatric and Neonatal Nursing Stream	Candidates participating in PMCV APS must rank Monash Health Paediatric and Neonatal stream as one of their four (4) PMCV preferences.
60064	2024 Monash Health Graduate Program – Mental Health Nursing Streams	Candidates participating in PMCV APS must rank one or more of the following streams as part of their four (4) PMCV preferences: <ul style="list-style-type: none"> Mental Health Nursing Summer Stream Mental Health Nursing Autumn Stream Mental Health Nursing Winter Stream

Selection Criteria	<p>Are you eligible to participate in the Postgraduate Medical Council of Victoria (PMCV) allocation and placement service for 2023 Graduate Programs?</p> <p>Are you an Australian citizen or permanent resident?</p> <p>Will you complete your nursing and/or midwifery qualification in the academic year January 2022 to June 2023?</p> <p>Are you a current Monash Health RUSON/M?</p> <p>Are you a current Monash Health Enrolled Nurse?</p> <p>Are you a current Monash Health Fellowship Student?</p> <p>Are you currently employed at Monash Health in a position other than RUSON or Enrolled Nurse?</p> <p>Are you an Enrolled Nurse not currently working at Monash Health?</p> <p>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?</p> <p>Do you have your completed Monash Health Graduate Program Digital Application Form pdf (https://forms.office.com/r/91rGkvDHcV), a copy of your WWCC, academic transcript and Immunisation History Statement showing evidence of COVID 19 vaccination ready to upload?</p>																
Contact Person	<table border="1"> <thead> <tr> <th>Name</th> <th>Position</th> <th>Phone</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td>Deana Lynn</td> <td>Education Coordinator (CEC)</td> <td>03 9594 7779</td> <td></td> </tr> <tr> <td>Jennifer Jackman</td> <td>Graduate Manager</td> <td>03 9594 7779</td> <td></td> </tr> <tr> <td>Stacey Rogers</td> <td>Graduate Manager</td> <td>03 9594 7779</td> <td></td> </tr> </tbody> </table>	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	
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<p>i If you are an Employee of Monash Health, then you need to sign in with your Monash Health account using either your Monash Health Employee Number or Monash Health Email Address.</p>																	

Print Apply Now



Quick Guide to Applying for the 2024 Graduate Program



As per the application guidelines, as most Graduate applicants do not have their AHPRA registration number at the time of applying for their program position, applicants should enter a dummy number ('12345') and today's date in the expiry date field to ensure they can lodge their application. Please complete the field as follows to allow you to progress your application:

Apply for Position

The screenshot shows the 'Add Registration' form with the following fields and annotations:

- Registration Type:** Nursing and Midwifery Board of Australia
- Registration Number:** [Empty field] with a red arrow pointing to it and the text "Enter dummy number '12345'".
- Expiry Date:** [Calendar icon] with a red arrow pointing to it and the text "Enter today's date into Expiry Date field".
- Do you have any Conditions on your AHPRA Registration?:** Please select

Buttons: Save, Cancel

When uploading your documents, ensure you apply the following:

1. Upload **Digital Application PDF to Resume** section
2. Upload your **academic transcript to the Education Certificate**
3. Upload your **Working with Children's Check** (can be volunteer for application)
4. Upload your **Immunisation History Statement** (not Digital Certificate)

Apply for Position

Please select the document(s) that you would like to include with this application

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)

Buttons: Previous, Save and Exit, Next

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Step 3: Submit your Monash Health eMercury Application

Complete the selection criteria, EEO and declarations then 'Submit Application' (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.mhnp.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

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If you have any further questions that are not addressed in this document or the application guidelines, please contact graduaterecruitment@monashhealth.org