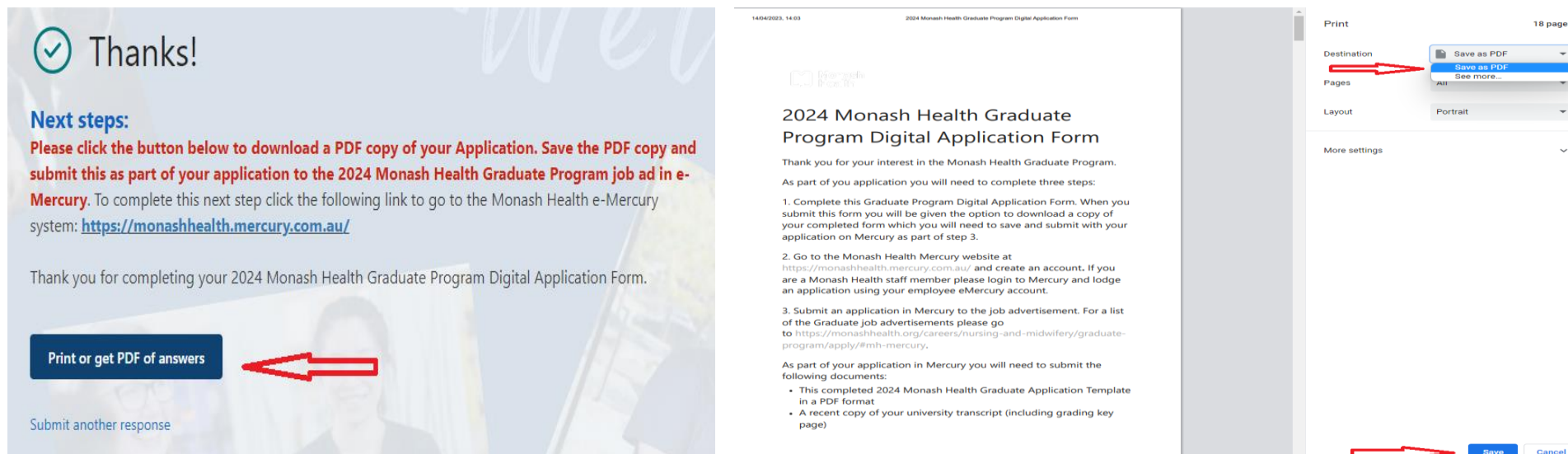# Quick Guide to Applying for the 2024 Graduate Program

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 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)

Quick Guide to Applying for the 2024 Graduate Program

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: • 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: • 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: • Mental Health Nursing Summer Stream • Mental Health Nursing Autumn Stream • Mental Health Nursing Winter Stream

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 RUSON/M?

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/r/91rGkvDHcV), a copy of your WWCC, academic transcript and Immunisation History Statement showing evidence of COVID 19 vaccination ready to upload?

Contact Person

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

Position Documents

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

ⓘ 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.

Print   Apply Now

Quick Guide to Applying for the 2024 Graduate Program

Monash Health

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 todays 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:

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)

Quick Guide to Applying for the 2024 Graduate Program

Step 3: Submit your Monash Health eMercury Application

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

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