

Thank you for your interest in the Monash Health Bureau Nursing and Midwifery Permanent POOL role with Monash Health.

Please note that we utilize a three-step digital application process.

To apply for the Monash Health Bureau Nursing and Midwifery positions you are required to:

Step One: Complete and download the digital [Nursing and Midwifery Permanent POOL Application Form](#).

Download and complete the digital Nursing and Midwifery Nursing and Midwifery Permanent POOL Digital Application Form at <https://forms.office.com/r/5BTbBveRvW> To access the form please click on the link provided. This must be completed before proceeding to Step Two.

Once you have submitted your form you will be given the option to generate a PDF copy of your completed form. You will need to download this and submit it as part of your eMercury application in Step 3. Please see further instructions for generating the PDF in the Step-By-Step Guide on the next page of this document.

Step Two: Go to the Monash Health eMercury website and create an account.

New applicants must go to the Monash Health eMercury online recruitment system at <https://monashhealth.mercury.com.au/> and create an account. You will need to use your personal email such as Outlook or Gmail. Existing Monash Health employees should apply using their current Monash Health employee account. For any queries regarding employee accounts contact Recruitment Services by email recruitment@monashhealth.org

Step Three: Submit your application to the job advertisement on the Monash Health eMercury website, please ensure that you include the digital Nursing and Midwifery POOL application form under the Other Document section.

Please apply to the Nursing and Midwifery POOL job advertisement through Monash Health eMercury

Your application must include:

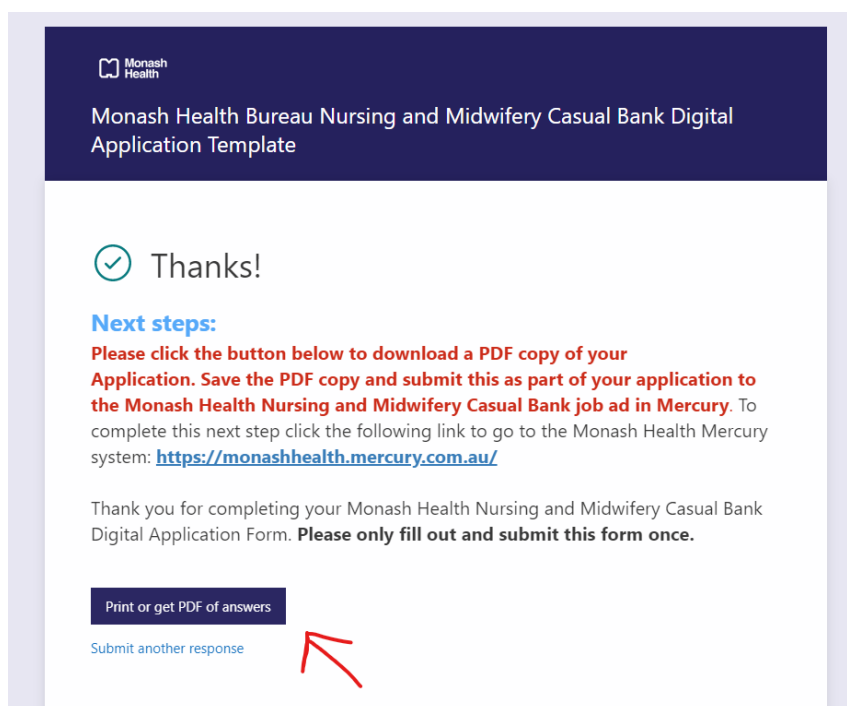
- The completed PDF copy of your digital Permanent POOL Nursing and Midwifery Application Form. Please submit this under the 'Digital application form' field in eMercury when you lodge your application documents.
- A scanned copy of your Victoria Working with Children's Card (WWCC)
- A copy of your COVID vaccination evidence

Please note that this documentation does not need to be certified.

MHB recruitment will be unable to progress your application until all the above steps have been completed.

Step-by-Step Guide: Downloading a PDF copy of your completed digital Permanent POOL Nursing and Midwifery Application Form

1. Go to <https://forms.office.com/r/5BTbBveRvW> complete all fields and submit your application form. After you have clicked to submit you will see the following screen confirming that your response has been successfully recorded. Click the 'Print or get PDF of answers' button.



Monash Health

Monash Health Bureau Nursing and Midwifery Casual Bank Digital Application Template

✓ 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 Monash Health Nursing and Midwifery Casual Bank job ad in Mercury. To complete this next step click the following link to go to the Monash Health Mercury system: <https://monashhealth.mercury.com.au/>

Thank you for completing your Monash Health Nursing and Midwifery Casual Bank Digital Application Form. **Please only fill out and submit this form once.**

Print or get PDF of answers

[Submit another response](#)

2. A dialog box will open, showing a print version of the form. To download a copy of your completed form, click on the 'Printer' dropdown menu and select the 'Microsoft Print to PDF' option. Then click the 'Print' button.



3. Save the PDF file to a place on your computer where you will be able to find it again after you have closed your web browser. **You will then need to submit the PDF as part of your application to the job advert in Monash Health eMercury (see Step Three).**

