Bendigo Health Graduate Nurse/Midwife Program 2023

Step 1 - Register on Bendigo Health eRecruit & Allocations and Placements Service (PMVC)

1. Register with Bendigo Health careers via eRecruit
- Go to the Bendigo Health website www.bendigohealth.org.au
- Click on 'Careers' on the top toolbar
- Scroll down to "Apply Now"
- Click on "Register" and complete your current details for eRecruit (please remember password).
- Would you like to receive automatic updates? Click Yes (this will update you when new jobs come on-line)
- You are now registered and can login at any time
- You can now either wait for eRecruit to notify you of new positions or you log in at any time to check eRecruit for the Graduate Nurse / Midwifery Program 2023 vacancy (the positions will be available to apply from 6th June)

2. Register with PMCV Allocations and Placements Match if eligible
Go to https://allocations.pmcv.com.au/ and register for an account from 6th June 2022. Check eligibility criteria.

Please Note: PMCV is a matching service ONLY not a portal for receiving applications. Applications must be made directly to Bendigo Health. Please note Bendigo Health also employ graduates in aged care and midwifery who are not registered in the allocations and Placements Match process.

Step 2 – Preparing your Application for Bendigo Health

- Prepare your **application cover letter** (please outline your reasons for applying to Bendigo Health).

- Prepare your **preferences** and answers to the **key selection criteria**. Please refer to the Graduate 2023 Preference list and Key Selection Criteria document. You will need to complete the preference lists and respond the mandatory criteria listed on the form, which are the core requirements, knowledge and skills required for all of Bendigo Health's graduate programs.

- Prepare your **resume** (please include name, contact phone number, email address (personal only), academic history, relevant employment experience and dates and locations of undergraduate clinical placements including future placements, extra qualifications, career goals, hobbies or interests)

- Provide a copy of your most recent **academic transcript** from your university (including code/legend)

- Provide copies of your last **3 clinical placement reports** including placement that is relevant to the stream that you are interested in. Please make sure that you include formative and summative assessments and written comments.

- Obtain contact details (name, phone and email addresses) of **two professional referees**. One must be a supervisor from a clinical placement within the last 12 months. Please note if you have had a clinical placement at Bendigo Health we reserve the right to contact your clinical coach/facilitator for reference.

You will be ask to upload each of the above documents separately within eRecruit. To avoid uploading issues, it is recommended that you upload each of these documents as a PDF format.

Step 3 - Applying

- **June 6th 2022** the job advertisement will be available for viewing on Bendigo Health website under careers – apply now.
- Apply online any time before applications close at midnight on July 8th 2022 (see below application checklist).
- On eRecruit follow the prompts and complete all fields when applying.
- You can "save" your application details until you are ready to "submit"
- Upload each of the below documents in the relevant upload field
    - Cover letter
    - Resume including two professional referees
    - Preference List and Key Selection Criteria Response
    - Academic Transcript
    - Clinical Placement Reports (three reports)
- Complete both Key Selection Criteria fields provided within eRecruit
- When ready "submit" your application before July 8th 2022 by 11:59pm
- Once your application is submitted, you will receive e-mail correspondence from Bendigo Health. Please ensure your e-mail details included in your application are correct and active. Your email address should be a personal email address **NOT** a university provided email address.

For advice regarding the 2023 Graduate Programs please see the following contact details:
- Mental Health - Tim Lauder tlauder@bendigohealth.org.au or Anthony Lunney alunney@bendigohealth.org.au or Phone 54547612
- Midwifery – Maree Lines midwiferyeducator@bendigohealth.org.au
- All other streams –netp@bendigohealth.org.au

Application Checklist	ACTIONED Y/N
I have assessed my eligibility for Allocation and Placement Service - Postgraduate Medical Council of Victoria (PMCV)	
I have registered with Allocation and Placement Service (PMCV) (from 6th June 2022)	
I have reviewed the PMCV website re: the specific Bendigo Health Graduate Nurse/Midwife Programs I am interested in	
I have selected one or more Bendigo Health Graduate Nurse/Midwife Programs as a choice for my graduate year in the candidate priority list for PMCV	
I have registered my personal details on eRecruit via Bendigo Health website www.bendigohealth.org.au	
I have reviewed the Bendigo Health Graduate Nurse/Midwife Programs position description in the advertisement (available from the 6th June – 8th July 2022) and I am eligible to apply	
I have prepared my cover letter, resume, preference list and key selection criteria response, academic transcript and 3 clinical placement reports (as above)	
I have ensured my referees know that I am using their name and they are contactable August/September 2022 (Preferable to have at least one referee from the relevant stream you are interested in and there is no need for an academic referee to be included)	
I have the original academic transcript for presentation at interview if requested	
I have clicked on 'Apply Now' and have accurately completed all necessary fields	
I have uploaded all relevant PDF's on eRecruit (word documents may not upload due to size, pdf preferred) and I have completed the Key Selection Criteria fields provided within eRecruit.	
I have saved and submitted my application (online) and now await a response from Bendigo Health	