Enrolled Nurse Graduate Program - Application Instructions

Step 1 - Register on Bendigo Health eRecruit

Register Bendigo Health 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 "Sign up" (top right corner) 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 can keep manually checking eRecruit for the Enrolled Nurse Graduate Program vacancy

Step 2 – Preparing your Application for Bendigo Health

- Prepare your **application cover letter** outlining your reasons for applying for this position.
- Prepare your answers to the **key selection criteria**. Please refer to the Position Description for key selection criteria. You will need to respond to the mandatory criteria listed which are the core requirements, knowledge and skills required for Bendigo Health's graduate program. ***Please be aware of character limits for your answers.***

INSTRUCTION: *Save your **application cover** letter as a PDF document* **(PDF one)**

- 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)
- Obtain contact details (name, phone and email addresses) of **two professional referees**. The details of a supervisor from a recent clinical placement is required. Please note if you have had a clinical placement at Bendigo Health we reserve the right to contact your clinical coach/facilitator for reference.

INSTRUCTION: *Save your **resume** as a PDF document* **(PDF two)**

- Prepare your **supporting documents** to include with your application.
- You will need to provide a copy of your **Academic Transcript*** and **Diploma of Nursing Certificate*** from your education provider, including code/legend. (**If available at time of application*)
- Provide copies of your last **2 clinical placement reports**
- Provide evidence of your **AHPRA registration** (*If available at time of application*)

INSTRUCTION: *Scan your clinical placement reports into one document and save as a PDF document* **(PDF three).** *If available, scan your academic transcript, certificate, and AHPRA Registration evidence in to one document and save as a separate document* **(PDF four)**

Step 3 - Applying

- Apply online any time before applications close on the listed closing date/time.
- On eRecruit follow the prompts and complete all fields when applying.
- You can "save" your application details until ready to "submit"
- In the ***Cover Letter*** field upload *PDF one*
- In the ***Resume*** field upload *PDF two*
- In the ***Clinical Placement Report*** field upload *PDF three*
- In the ***Academic Transcript*** field upload *PDF four* *if available at time of application*
- Complete Key Selection Criteria within eRecruit (keep in mind character limits of 500 characters per response)
- When ready "submit" your application
- You will receive e-mail correspondence from Bendigo Health from this point onwards so ensure e-mail details are correct and active. This should be a personal email address **NOT** a university provided email address.

For advice contact
- Erin Broad – 0427 811 104 or email NETP@bendigohealth.org.au

Application Checklist	ACTIONED Y/N
I have read, understood and followed the instructions in this ***Application Checklist*** to ensure I submit a complete and comprehensive application	
I have registered my personal details on eRecruit via Bendigo Health website www.bendigohealth.org.au	
I have reviewed the ***Bendigo Health Enrolled Nurse Graduate Program*** position description in the advertisement and I am eligible to apply	
I have prepared **PDF one, PDF two, PDF three** and **PDF four** as instructed in Step 2	
I have ensured my referees know that I am using their name and they are contactable during September 2022	
I have clicked on ***'Apply Now'*** and have accurately completed all necessary fields	
I have uploaded my **4 X PDF's,** prepared as described in Step 2	
I have completed Key Selection Criteria fields provided on eRecruit.	
I have saved and submitted my application (online) and now await a response from Bendigo Health	