



Excellent Care. Every Person. Every Time.

## Enrolled Nurse Graduate Program - Application Instructions

### Step 1 - Register on Bendigo Health SuccessFactors

Register with Bendigo Health Careers via SuccessFactors

- Go to the Bendigo Health website [www.bendigohealth.org.au](http://www.bendigohealth.org.au)
- Click on 'Careers' on the top toolbar
- Scroll down to 'Apply Now'
- Click on 'Register' (top right corner) and complete your current details for SuccessFactors (*use your Bendigo Health email address if you are a current employee*)
- 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 SuccessFactors to notify you of new positions or you can keep manually checking SuccessFactors 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 **resume** (please include name, contact phone number, email address, academic history, relevant employment experience and dates and locations of undergraduate clinical placements including future placements, extra qualifications, career goals, hobbies or interests)
- Include on your resume the 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.
- 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*) **NOTE: Include both documents together in Academic Transcript upload within SuccessFactors**
- 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  
If available, scan your academic transcript, certificate, and AHPRA Registration evidence in to one document and save as a separate document***



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### Step 3 - Applying

- Apply online any time before applications close on the listed closing date/time.
- On SuccessFactors follow the prompts and complete all fields when applying.
- You can 'save' your application details until ready to 'submit'
- Upload each of the below documents in the relevant upload field
  - Cover letter
  - Resume including two professional referees
  - Academic Transcript, Diploma of Nursing Certificate & AHPRA registration
  - Clinical Placement reports (two reports)
- Complete the Key Selection Criteria fields provided within SuccessFactors
- When ready 'submit' your application
- Once your email is submitted, you will receive e-mail correspondence from Bendigo Health from this point onwards so ensure email details are correct and active. This should be a personal email address (or Bendigo Health email if you are a current employee), **NOT** a university provided email address.

For advice or more information regarding the 2024 Graduate Programs, please see [Bendigo Health Website - Nursing and Midwifery Graduate Programs](#)

Application Checklist	ACTIONED Y/N
I have read, understood and followed the instructions in this <i>Application Checklist</i> to ensure I submit a complete and comprehensive application	
I have registered my personal details on SuccessFactors via Bendigo Health website <a href="http://www.bendigohealth.org.au">www.bendigohealth.org.au</a>	
I have reviewed the <i>Bendigo Health Enrolled Nurse Graduate Program</i> position description in the advertisement and I am eligible to apply	
I have prepared my cover letter, resume, references, placement reports, *academic transcript and *AHPRA registration ( <i>if available at time of application</i> ) as described in Step 2	
I have ensured my referees know that I am using their name and they are contactable during May/June 2024	
I have clicked on 'Apply Now' and have accurately completed all necessary fields	
I have uploaded my documents as outlined in Step 3	
I have completed Key Selection Criteria fields provided on SuccessFactors.	
I have saved and submitted my application (online) and now await a response from Bendigo Health	