



2017 Graduate Nurse Program General/Sub Acute

Application Guidelines

- **All applicants must be registered through Computer Match.**
- Computer Match opens on May 30th at <http://computermatching.pmcv.com.au>
- All applications to Peninsula Health programs must be made on-line at www.peninsulahealth.org.au
- Applications open on Friday June 17th and close at midnight on Friday July 22nd.

Step 1

- Register with Computer Match
- Select Peninsula Health as one of your preferences
- Please ensure you select the correct program/stream to match your application

Step 2

Ensure you have each of the following requirements:

- A one page covering letter outlining why you have selected Peninsula Health and the particular program.
- A concise Resume/CV of no more than 3 pages.
- For the **General/Sub-Acute Program**, you must organise 2 written references using the template provided. **Please note that the completed references must be forwarded by the Referee directly to Peninsula Health.**
- Most recent Academic Transcript with key to results. Where credit is given for previous studies, an Academic Transcript covering those subjects must be provided.
- 3 relevant and recent clinical appraisal summaries

Step 3

- From June 17th apply on-line for selected program
- **Please upload your Cover Letter and CV only**
- Cover letter should be addressed to
Maureen Habner
Director/Chief Nurse – Continuing Education and Development
- Academic Transcript and Clinical Appraisal Summaries will need to be posted to
The Continuing Education and Development Unit (CEDU)
Peninsula Health
PO Box 52
Frankston, VIC, 3199

Interview Guidelines

If you are selected for an interview you will receive an email inviting you to click on a link to self-select the date and time of your interview.

Please note the date and time of your interview below as the recruitment portal does not send an automatic confirmation. If you are unsure about your scheduled interview please call or email CEDU.

<i>My interview is scheduled for</i>	<i>Date</i>	<i>Time</i>
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The email will have the following attachments:

- A map of The Mornington Centre (interview venue)
- Personal Details Form – please complete and bring to interview
- Application Form – please complete and bring to interview with a colour passport-sized photograph
- Request for elective (specialty) rotation letter – please bring your response letter to your interview

Please plan to arrive at the interview location at least 10 minutes prior to the scheduled appointment. **You will need to bring some form of photo identification with you.**

If you are unable to attend your scheduled appointment please contact CEDU as soon as possible. It may be possible to re-schedule your interview.

Following Your Interview

At Peninsula Health we continually seek to improve our services. We would like your opinion about your experience in applying for the Graduate Program and your interview. We will email you a link to an anonymous survey a few weeks following your interview. We would appreciate your honest feedback so that we can assess the quality of our processes and value of improvements made following previous surveys.

Successful Applicants

If you are successfully matched to Peninsula Health on Tuesday October 11th we will contact you by phone (usually the same day).

You will receive an email invitation to Welcome and Information Day on October 17th. The email will also include the following documents to be completed:

1. Consent Form – fit2work
2. Immunisation Form
3. Position Description (with inherent requirements)

Please bring completed documents plus 100 points of identification (preferably already certified) and immunisation/serology details with you

For further information contact CEDU at cedu@phcn.vic.gov.au or 9784 7732