



## 2019 Graduate Nurse Program General/Sub Acute Streams

### Application Guidelines

- **All applicants must be registered through Computer Match.**
- Computer Match opens on June 4<sup>th</sup> at <http://computermatching.pmcv.com.au>
- All applications to Peninsula Health programs must be made on-line at [www.peninsulahealth.org.au](http://www.peninsulahealth.org.au) Please note that you will need to sign up to use our electronic eRecruitment portal.
- Applications open on Tuesday June 5<sup>th</sup> and close at midnight on Friday July 20<sup>th</sup>.

#### 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.
- Your CV must contain details of your 2 clinical referees including place of employment, role, dates or placement or employment, email address and contact number
- 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 5<sup>th</sup> apply on-line for Graduate Nurse Program
- Cover letter should be addressed to  
Maureen Habner  
Director/Chief Nurse – Continuing Education and Development
- Cover letter must include your Computer Match candidate number and specify which stream/s you have nominated
- Academic Transcript and Clinical Appraisal Summaries may be:
  1. Uploaded in the remaining 'Application Documents' portal – please do not save documents in 'My Documents' as we cannot view or access them
  2. Emailed to [gnmp@phcn.vic.gov.au](mailto:gnmp@phcn.vic.gov.au) - Please include your name and program (general and /or sub acute) in the subject line
  3. Delivered in person or 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.

If selected for interview your referees will be sent an email requesting an on-line reference check to be completed

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><b>My interview is scheduled for</b></i>	<i><b>Date</b></i>	<i><b>Time</b></i>
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Approximately one week prior to your interview you will receive email confirmation which will have the following attachments:

- A map of The Mornington Centre (interview venue if required)
- 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 9<sup>th</sup> we will contact you by phone (usually the same day).

You will receive an email invitation to a Welcome and Information session on October 24<sup>th</sup>/25<sup>th</sup>. The email will also include the following documents to be completed:

1. Immunisation Form
2. Position Description (with inherent requirements)

Please bring completed documents plus immunisation/serology details with you

For further information contact CEDU at [gnmp@phcn.vic.gov.au](mailto:gnmp@phcn.vic.gov.au) or 9784 7732