



Table of contents

- **3** Acknowledgement and Recognition Statement
- **4** Job Application Pack
- **5** Submitting Your Application

Acknowledgement

Eastern Health acknowledges the Wurundjeri people of the Kulin Nation, the Traditional Owners of the land on which its services operate, and pay respect to their Elders past, present and emerging. We also pay respect to the cultural authority of all Aboriginal and Torres Strait Islander peoples from other areas of Australia who reside in our region. Eastern Health acknowledges the colonisation of country and the continuing impact on all Aboriginal and Torres Strait Islander peoples.



Recognition statement

Eastern Health is committed to achieving equality in health status between Aboriginal and Torres Strait Islander peoples and non-Indigenous Australians.

Eastern Health strives to be an inclusive healthcare service.



Job Application Pack

The Job Application Pack for Aboriginal Candidates has been developed to support all Aboriginal and Torres Strait Islander peoples apply for vacancies at Eastern Health.

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 was released in February 2023. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways.

Should you require further information regarding any Eastern Health position or support to complete an application, please contact the Recruitment Manager listed on the position advertisement or Eastern Health's Aboriginal Employment Coordinator at <u>Aboriginal.Workforce@easternhealth.org.au</u>

This guide will take you through each step to register and submit your online application.

Eastern Health only accepts applications submitted online.

To submit your application:

- 1. Register online via Eastern Health e-mercury as first time user
- 2. Activate your account as first time user
- 3. OR Sign in to e-mercury website if already a current user
- 4. Complete online application on e-mercury system



Registering as a first time user

- The Password you use needs to contain at least 8 characters, including one digit and one uppercase letter.
- To activate your account an automated email will be sent to your email containing a link, be sure to check your email & sometimes junk inbox/spam folder in case the email ends up there.

If you forget your password

The system will allow you to make 3 attempts, on the third unsuccessful attempt the system will block your account, so it is recommended on 2nd attempt you click '**Forgotten password on username**' and wait for an automated email to be sent containing a link & temporary password.

Remember to have your Cover Letter, Resume and Key Selection Criteria ready to upload.



If you have submitted an application to Eastern Health in the past click on Login & Apply.

Registering as a First Time User

If you haven't submitted an application to Eastern Health before, click on **Register** as a first-time user.

Apply for Position	
Position Details	
Reference Number	31252
Position Title	Aboriginal and Torres Strait Islander Cadet Program
Employment Type	Temporary Part Time
Location	Peter James Centre
	To apply for this position you need to be signed in to the system.

Click on Upload Resume.

ļ	Angularation
	If you would like to apply for a vocancy with Eastern Health or register Interest to be notified of future suitable roles, please complete the registration form below. Once you have validated your registration by clicing on an activation link within a confirmation email, you will be able to update your notification preferences.
	You may also select to submit an expression of interest for future roles within a particular job category.
	encoding your mixed but we can extract details to prefil certain aspects of your registration.
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Clicking on this button will open your file explorer.

Navigate to your document, and click **Open**

							×
	> Job Application			v ð	,P Search Job	Application	
 New folder 						🖬	0
Name	Date modified	Туре	Size				
Cover Letter	14/09/2023 12:52 PM	Microsoft Word D	12 KB				
Resume	14/09/2023 12:51 PM	Microsoft Word D	12 KB				
File name: Resume					- Files		v
File name: Resume					- ATFiles	Canad	>
File name Resume					Open	Cancel	
File name Resume					Open	Cancel	
File name Resume					Open	Cancel	
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File name: Resume					Open	Cancel	
File name: Resume					Open	Cancel	
File name: Resume					Open	Cencel	
File name: Resume					Open	Cancel	

By loading your resume first, Eastern Health's e-mercury system can extract the following details to prefill your online registration:

- Name
- Email address
- Home Phone Number
- Mobile Phone number
- Business Phone Number

If the e-mercury system hasn't populated this information, enter your details for the following sections:

1. Personal Details (Ensure all fields with a red * are completed)

Personal Details		
* Title	Please Select	•
Given Names		
Preferred Name		
* Surname		

The **Employment Details** section allows you to indicate if you currently, or have previously, worked at Eastern Health.

- If you are a current employee, select Yes.
- If you are not a current employee, select No.
- If you select Yes, enter your Employee Number, and your Work Area.
- If you have worked at Eastern Health in the past, select Yes.
- If you have not worked at Eastern Health in the past, select No.
- If you select Yes, enter your Work Area and approximate employment Start and End date.

Employment Details	
* Are you a current employee of Eastern Health?	CURRENT EASTERN HEALTH EMPLOYEES ONLY You are not required to 'Register' as a Mercury account has been created for you. Please go to the 'Login' page and log in using your employer number (eg. 000) as the 'Username' and select ' <u>Forgotten password or user name</u> '. A system generated email will be sent to your EH email address with a generic password so you can log in.
Have you previously worked at Eastern No V Health (not including clinical placements)?	

The Sign-In Details section allows you to create a Username and Password.

Sign-In Details	
* Username	
* Password	
* Confirm Password	
* Email	
* Confirm Email	

Select a **Username**. When selecting a Username:

- Make it memorable: While you don't want it to be easy to guess, you also want to make sure that your secure username is something that you'll remember each time you go to log in.
- Simple is better: Your secure password shouldn't be simple, but your secure username absolutely should.
- Consider anonymity: Leave out personal identifiers, such as your name, date of birth, where you live.

Your **Password** needs to contain at least 8 characters, including one digit and one uppercase letter.

You must enter an **Email Address.** Once you have registered, an automated email will be sent to your email address containing a link to activate your account.



Forgotten Password Tip

The system will allow you to make 3 attempts, on the third unsuccessful attempt the system will block your account, so it is suggested on 2nd attempt your click forgot password, wait for an automated email to be sent containing a link & temporary password.

Read the Privacy Collection Statement and check the box.

You are not required to consent to being sent information regarding additional Equifax services and products.

I consent to Equifax (providers' of this service) sending me information regarding additional products and services from time to time I have read and understood the Privacy Collection Statement. Privacy Collection Statement	Privacy Collection	n Statement		
I have read and understood the Privacy Collection Statement. <u>Privacy Collection Statement</u>		consent to Equifax (providers' of this service) sending me informa	ation regarding additional product	s and services from time to time.
		have read and understood the Privacy Collection Statement.	Privacy Collection Statement	

Click on I am not a robot, then click on Create Account

Provide state			
I'm not a robot	reCationA.		
		C	👗 Create Account

When you click on the **Create Account** button, you will receive a message advising an **Account Activation** email has been sent to the email address you provided when you registered.

Re	egistration
	Thank-you for registering.
	An activation email has been sent to the email address you supplied. Please note: For security reasons, your registration will not be active until you respond to the activation email.
	Please check your email to activate your account.
	If this email does not come through within the next 5 minutes please check your spam / junk folder.

You will receive the following email:

Thank you for registering with Eastern Health online recruitment system.

The username registered for this email address is : Aboriginal#04

To activate your account, please click on the link below, or copy and paste the full link into your browser's address bar.

https://eh.mercury.com.au/ActivateMember.aspx?code=38366d7c-e226-4e0d-a115-e855ac9146c9

Kind regards,

Recruitment and Onboarding

This email was sent from an unmanaged email account. Please do not reply to this email

Click on the link to activate your account.

The following screen will open. Here you can indicate if you would like to receive email alerts about positions advertised in a particular workforce category.

Ø Tankon.	_
Vour account has now been activated.	
Conception of the second se	
Did you know that you can apply for positions via any mobile device? First, ensure you have loaded any documents you may require for an application against your profile, and you will then be able to apply to positions no matter what device you use to access your effectuit profile. To manage your documents, log into your profile, click "My Profile" in the menu, and then select "My Documents".	
Application Tips	
 Keep your contact and referee details up to date in your profile to save you time when applying for positions Access "by Profile" once you have logged into your profile to view a history of positions you have applied for; correspondence sent and received, manage your job alerts, and your password and login details. 	_
f you would like to be notified when new positions are advertised, please select from the email alert categories below	
	- /
	_
- Alled Health Assistant	
⊨ □ Intercenter	
- Medical Imaging Technologiat	
Nuclear Medical Technologist	
lick Continue	
inck Continue	

When you click on the **Continue** button you will be directed to the **Member Login** screen. This means you have successfully registered and activated your account.

The Login screen will display. Click on the Login button. If you have forgotten your password,





If you have forgotten your password, you can click on **Forgotten password or username?** link (in the screen shot above) and can enter your email address to receive your **Username** via email as well as a link to reset your password.

Forgotten Password / Username
Forgotten your password or username? Pfease enter your email address below to receive your username via email, as well as a link to reset your password.
Reset Password Email Address:
I'm not a robot
Canada

You are now ready to submit your application.

Navigate to the Job Advertisement.

Click on Apply Now 🕞 at the bottom of the page.

There are several sections that you must complete to apply for the position.

REMEMBER: You can save your application at any point and return to it at any time

by clicking on 😑 Save and Exit

Personal Details

These details should be populated from the information you entered when you registered. Check that these details are accurate.

Click Next >

Address Details

Check your Address details are up-to-date. If your Residential Address is the same as your Postal Address, check '**Same as Residential Address**'

Click

Employment Details

In the Citizenship status section, check **Yes**

If you are not an Australian Citizen or Permanent Resident, contact Eastern Health's Aboriginal Employment Coordinator at <u>Aboriginal.Workforce@easternhealth.org.au</u>

If you are Registered with Ahpra, or hold any other health registration, click on and enter your registration details. The following dialog box will open:

 Registration Type 	Please Select			٣
• Registration Number				
Issue Date		1		
Expiry Date		m		
Registration Status	Please Select		*	

Enter the **Registration Type**, **Registration Number**, **Issue Date**, **Expiry Date**, and **Registration Status**, Click on **Save**.

You can add multiple registrations in this section. Once you have saved your registration details and return to the Employment Details screen, click on **Hadd registration**



Click on Supporting Documents.

Supporting Documents		
Document Type	Required/Optional	Document Name
Resume	Required	(select)
Cover Letter	Required	(select)
COVID-19 & Flu Vaccination Evidence/Immunisation History	Required	(select)

You will see a list of documents to upload. These documents will be listed as Required or **Optional**.

Click on Select to upload your Supporting Documents.



Add Referees

It is not mandatory to complete this section at this stage, however, if you have your Referee details at this stage, enter them now.

To add a new Referee, click on 🕂 add new referee

You can add as many Referees as you want. Indicate the referees you want to include with this application by ticking the check box next to the referee name.



The Selection Criteria section allows for you to indicate that you meet key criteria for the position.

Indicate that you meet the Selection Criteria by selecting Yes.



You are required to complete the Equal Employment Opportunities section for EEO legislation compliance.

In this section, you indicate your Country of birth, and your Aboriginal and/or Torres Strait Islander status.

It is very important that you indicate your Aboriginal and/or Torres Strait Islander status. This will ensure you receive information about support available to you throughout the recruitment, selection and on-boarding experience.



The final section you are required to complete to submit your application is the **Declarations** section.

You are required to make a number of declarations, including:

- To ensure that you can perform the position safely, can you please confirm that you have read and understood the physical and inherent requirements of the supplied position description and can you confirm that you can perform the position safely.
- Do you have work / non-work-related medical conditions, past or present, which may create risks in undertaking the requirements of this position? (Please be advised that if you do not declare your inability to perform the inherent requirements of the position, this may prevent you from obtaining employment or may result in any offer of employment being withdrawn).
- Have you accepted a Voluntary Departure Package (VDP) in the last 3 years? If Yes, please provide details?
- An offer of employment will be contingent upon a satisfactory result of a national criminal history check. Are you willing to undergo a national police history check?
- Are you willing to obtain a working with children check at your own cost, if it is a requirement of the role?
- Have you ever been charged or convicted or found guilty of an offence of any nature in Australia or overseas?
- Have you resided outside of Australia for a continuous period of 12 months or more in the past 10 years? If Yes, you will be required to provide the relevant overseas Police Check document if you are successful in your application.
- Eastern Health is committed to protecting personal information collected from you throughout the recruitment and selection process. Your personal information collected or generated as a result of this application is protected from access by unauthorised individuals. We will only ask for and record personal information that will help us to place you in the jobs best suited to you, and we will not pass on any personal information without your consent. Can you confirm that you have read this statement?

Check the box next to the statement:

I declare all the information relating to my application, including qualifications I have asserted to have, is genuine and acknowledge that false claims may lead to my dismissal and/or prosecution for any relevant offence.

If you are unsure abour how to respond to any of these statements, contact Eastern Health's Aboriginal Employment Coordinator at <u>Aboriginal.Workforce@easternhealth.org.au</u>

Undergo a Police Check

• All appointments are made subject to a satisfactory Fit2Work Check, where preferred candidates will be required to complete a Criminal History Check at the expense of Eastern Health.

As part of the application process, you are required to provide Eastern Health with consent to conduct a National Criminal Record Check.

If you have a Criminal Record, you are not automatically precluded from a job or placement. You are strongly advised to declare if you have a criminal record.

In the National Criminal Record Check - Online Consent section, click on

Read and Accept

Submit Application 2

Make sure you read and understand the Online Consent form. Once you have done this, click on the viconsent button.

Where you heard about the Position

Indicate where you first saw or heard information about the position for which you are applying. If you saw or heard about the position from a source not included in the list, select '**Other**' and provide details of where you saw or heard about the vacancy.

Providing this information helps Eastern Health to ensure vacancies are advertised in places where you will see them.

Finally, complete the **Privacy Collection Statement**, and click on

You will receive the following message:

Thank you. Your application has been successfully submitted. This application will be considered in keeping with Eastern Health's policy.

Published by Employee Experience, People and Culture Directorate Contact: <u>Aboriginal.Workforce@easternhealth.org.au</u>

