Eastern Health

www.easternhealth.org.au

Candidate Application Guide

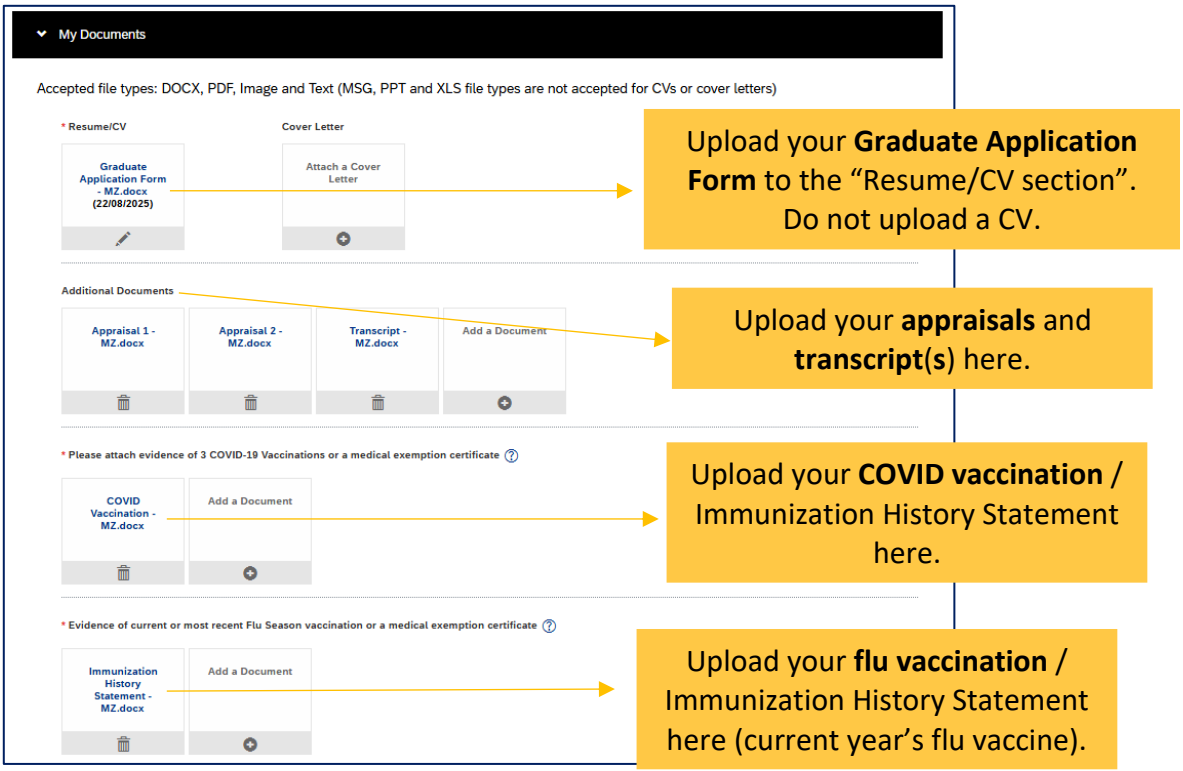
Enrolled Nurse Program

Please ensure that you have these documents handy before applying:

- Completed Graduate Application Form
- Academic transcripts
- Two acute / subacute placement appraisals
- Evidence of COVID vaccinations
- Evidence of recent flu vaccinations

Application Instructions:

Upload the documents shown below in the *Job Application* section (not the *Candidate Profile*). **Current Eastern Health employees, please use the *internal job portal*.**



Frequently Asked Questions

Enrolled Nurse Program

1. I'm a current employee, but I cannot log into the *internal applicant portal* to apply. Should I apply via the *external applicant* portal?

Many applicants resolved the issue by switching to another device. If that doesn't work for you, please email the Talent Acquisition Team (graduates.talentacquisition@easternhealth.org.au) with a screenshot of the error message and the beginning of the URL if you can.

Applying via the external applicant portal as an internal staff member is not recommended, as you may need to resubmit an application as an internal candidate later.

2. I'm not able to upload my documents. If I email them to the Team, can someone upload it for me?

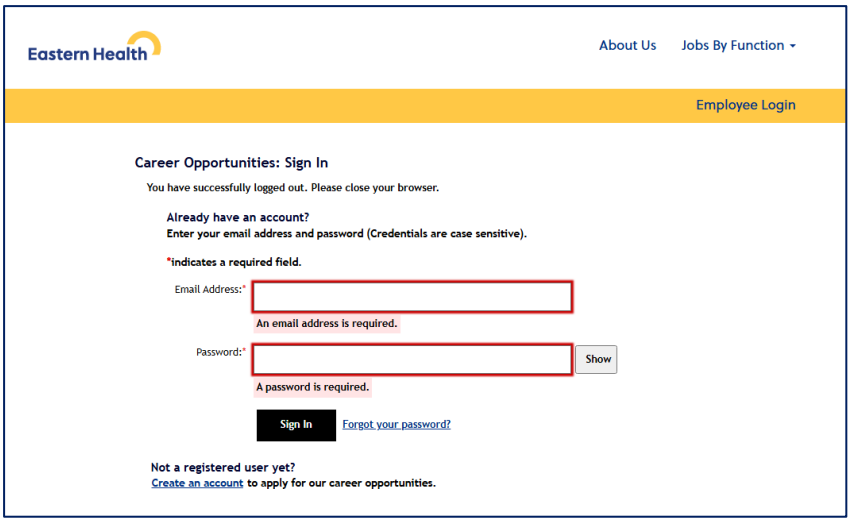
Candidates need to upload their own documents.

3. What sections do I upload each of my documents to?

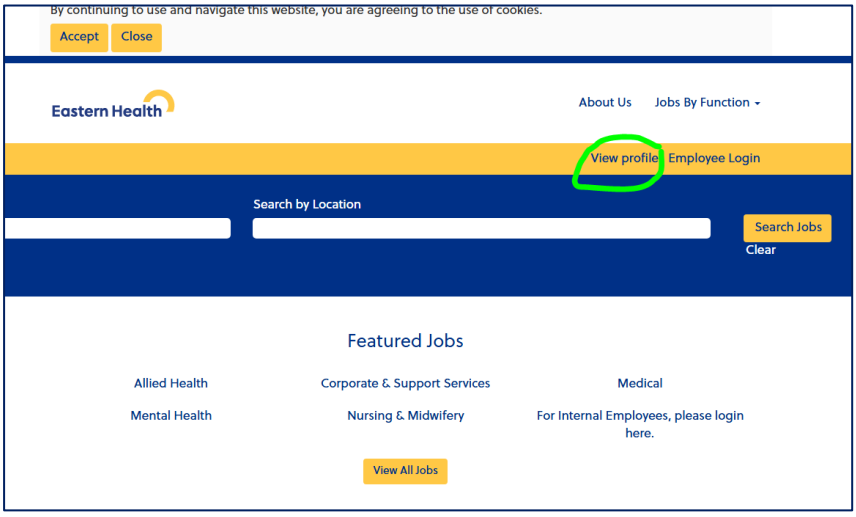
- Graduate Application Form – Upload it to the "CV" field
- Transcripts – Upload it to the "Additional Documents" field
- Appraisals – Upload it to the "Additional Documents" field
- COVID and influenza vaccination records – In the designated fields. Please note, these are *not required for current employees* who apply via the internal applicant portal.

4. I already submitted my application, but I need to make a change (i.e. attach an amended document). How do I update my application?

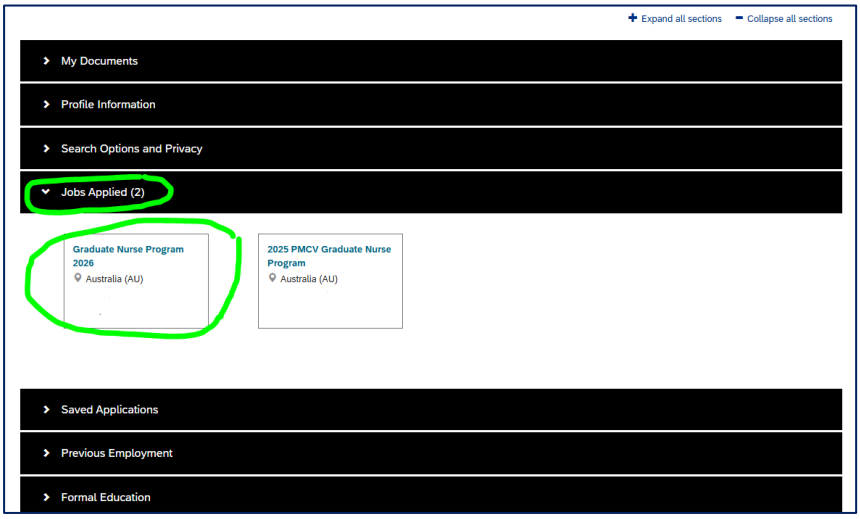
1. Log into your application



2. Click on “View Profile”



3. Scroll down to “Jobs Applied”. Click on the relevant job.



4. Make the change

5. Select “Update”. *Please note, this step is important in ensuring that your changes are captured*.

6. Check in with the Transition-to-Practice (TTP) Administration Team (ttp.admin@easternhealth.org.au) if you are unsure whether your changes have been captured.