

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*.**

The screenshot shows the 'My Documents' section of an application portal. It lists four categories of documents to be uploaded, each with a corresponding instruction box:

- Resume/CV:** A box labeled 'Graduate Application Form - MZ.docx (22/08/2025)' is shown. An instruction box states: 'Upload your **Graduate Application Form** to the "Resume/CV section". Do not upload a CV.'
- Cover Letter:** A box labeled 'Attach a Cover Letter' is shown. This category is covered by the same instruction box as the Resume/CV.
- Additional Documents:** Three boxes labeled 'Appraisal 1 - MZ.docx', 'Appraisal 2 - MZ.docx', and 'Transcript - MZ.docx' are shown. An instruction box states: 'Upload your **appraisals** and **transcript(s)** here.'
- COVID-19 Vaccination:** A box labeled 'COVID Vaccination - MZ.docx' is shown. An instruction box states: 'Upload your **COVID vaccination / Immunization History Statement** here.'
- Flu Vaccination:** A box labeled 'Immunization History Statement - MZ.docx' is shown. An instruction box states: 'Upload your **flu vaccination / Immunization History Statement** here (current year's flu vaccine).'

Accepted file types: DOCX, PDF, Image and Text (MSG, PPT and XLS file types are not accepted for CVs or cover letters)

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?

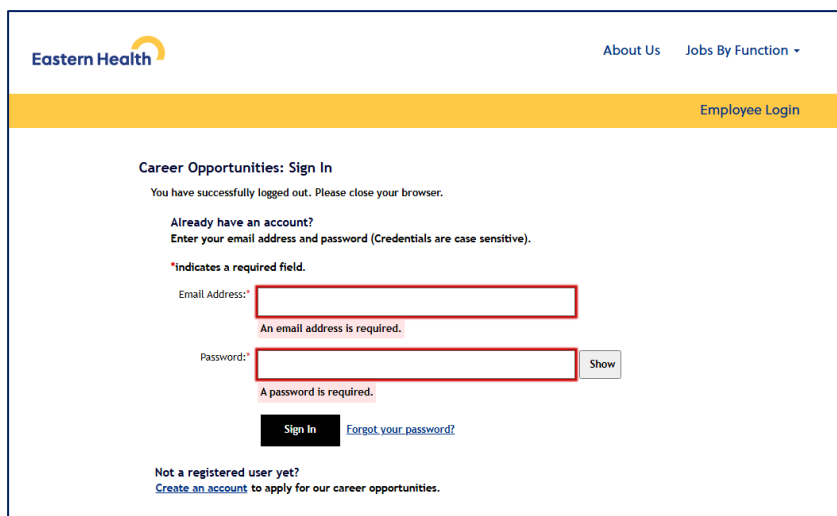
Candidates need to upload their own documents.

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



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Employee Login

Career Opportunities: Sign In

You have successfully logged out. Please close your browser.

Already have an account?
Enter your email address and password (Credentials are case sensitive).

*indicates a required field.

Email Address:*

An email address is required.

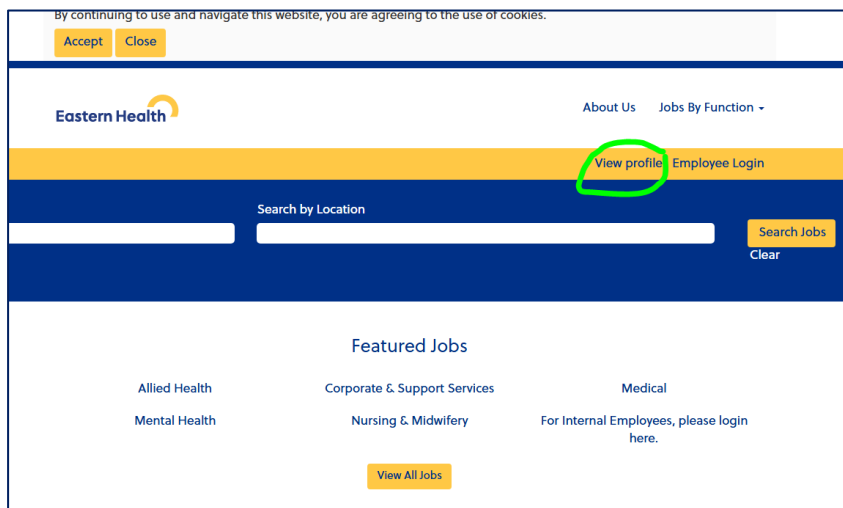
Password:* Show

A password is required.

[Sign In](#) [Forgot your password?](#)

Not a registered user yet?
[Create an account](#) to apply for our career opportunities.

2. Click on “View Profile”



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Featured Jobs

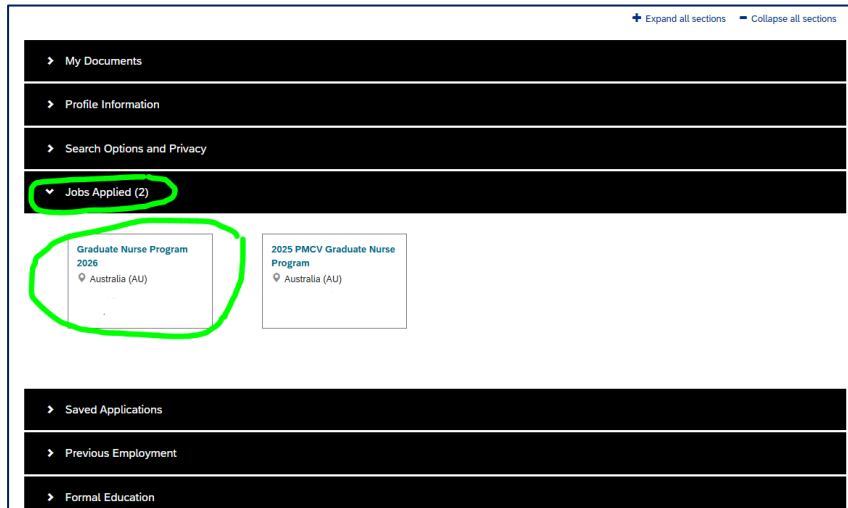
Allied Health
Mental Health

Corporate & Support Services
Nursing & Midwifery

Medical
For Internal Employees, please login here.

[View All Jobs](#)

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



Expand all sections Collapse all sections

- > My Documents
- > Profile Information
- > Search Options and Privacy
- > **Jobs Applied (2)**
 - Graduate Nurse Program 2026
Australia (AU)
 - 2025 PMCV Graduate Nurse Program
Australia (AU)
- > Saved Applications
- > Previous Employment
- > Formal Education

4. Make the change

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



Expand all sections Collapse all sections

View Profile **Update** Resubmit Application

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.