

# 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 recent flu vaccinations
- Evidence of COVID vaccinations (if applicable)

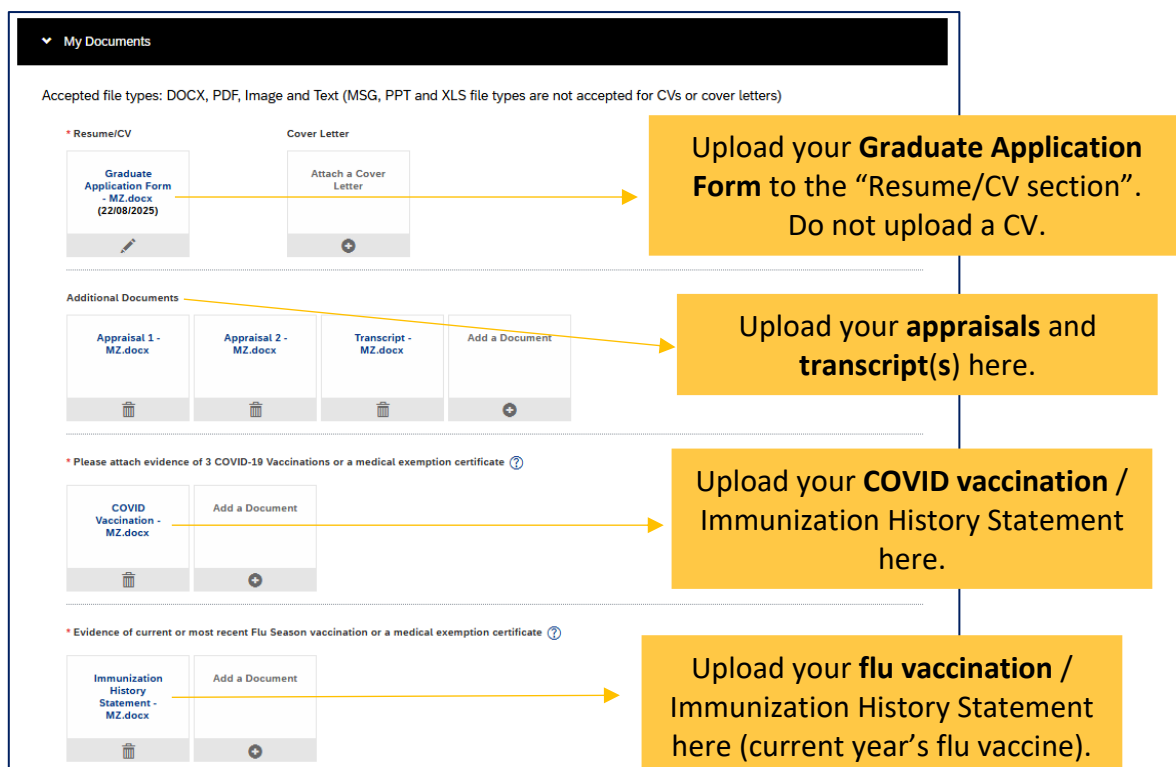
## Current Eastern Health employees:

If you are a current employee, please apply via the internal job portal. Applying via the external portal is not recommended, as you may be required to reapply as an internal candidate.

## Application instructions:

Please ensure that you have uploaded the documents shown below in the *Job Application* section (not the *Candidate Profile* section).

## Document upload locations:



The screenshot shows the 'My Documents' section of an application portal. It lists several document upload slots with corresponding callout boxes:

- Resume/CV section:** A slot for 'Graduate Application Form - MZ.docx (22/08/2025)' and a slot for 'Attach a Cover Letter'. A callout box states: "Upload your **Graduate Application Form** to the 'Resume/CV section'. Do not upload a CV."
- Additional Documents:** Slots for 'Appraisal 1 - MZ.docx', 'Appraisal 2 - MZ.docx', and 'Transcript - MZ.docx'. A callout box states: "Upload your **appraisals and transcript(s)** here."
- COVID-19 Vaccinations:** A slot for 'COVID Vaccination - MZ.docx'. A callout box states: "Upload your **COVID vaccination / Immunization History Statement** here."
- Flu Vaccination:** A slot for 'Immunization History Statement - MZ.docx'. A callout box states: "Upload your **flu vaccination / Immunization History Statement** here (current year's flu vaccine)."

## Example – Graduate Application Form

### Graduate Enrolled Nurse Application Form



Please upload this form in lieu of a Resume/CV as part of your Eastern Health application.

#### Personal Details

First Name: Donald Preferred Name: Last Name: Duck

#### Clinical Placements table

Provide a list of up to 8 most recent clinical placements, completed as per the example in the first row.

Dates	Placement type	Location (Health Service, Campus)	Ward (including type)	Duration (in weeks)
29/04/2025 – 19/05/2025	Acute	Eastern Health, Maroondah	2 North, Medical	3 weeks
10/03/2026 - 30/03/2026	Acute	Eastern Health, Box Hill	2.2 Cardio and Respiratory	4 weeks
12/01/2026 - 24/01/2026	Sub-acute	Eastern Health, Maroondah	2 East, Geriatric Rehab	2 weeks
01/12/2025 - 13/12/2025	Mental Health	Eastern Health, Maroondah	IPU1	2 weeks

#### Education Experience

Education Provider	ABCD University
Course commencement date	31/01/2025
Estimated course completion date	20/06/2026

#### Work/Volunteer Experience

Provide a list of work/volunteer experience as per the example in the first row.

Duration	Company	Location	Role
March 2022 - Current	Target	Doncaster	Customer Service
June 2024 - August 2024	Disneyland	Anaheim, California	Mascot

## Example – Graduate Application Form continued...

### Graduate Enrolled Nurse Application Form



#### Short Answer Question

Please tell us in less than 200 words, why are you applying to the Eastern Health Enrolled Nurse Graduate Program?

I'm especially excited about the different clinical experiences and the support Eastern Health gives graduates through mentorship, ongoing education, and opportunities for growth. I'm committed to providing safe, respectful, and person-centred care, and I believe Eastern Health would be a wonderful place for me to grow my nursing skills and make a positive difference for patients and their families

#### Optional

Is there any further information you would like to share with us? (for example: subject mark pending due to placement)?

#### Clinical Appraisal Guide

We required **two** clinical appraisals from your most recent placements.

**Appraisal 1:** 1 x Acute

**Appraisal 2:** 1 x Acute OR 1 Subacute

Please ensure each appraisal document includes:

- Cover page with dates, location, placement type
- Grading against the Enrolled Nursing Standards (if available)
- Clinical Educator/Facilitator/Preceptor comments
- Your comments

Thank you for your interest in Eastern Health and taking the time to complete this application form.

For more information, follow us on social media @easternhealthgraduates and visit our [TTP Learners website](#)

Best wishes for your application process and the remainder of your studies.

Example - Academic Transcripts



ABCD University

STATEMENT OF RESULTS

Donald Duck  
5 Arnold Street  
Box Hill VIC 3128

Student ID: 10000001

Unit Code	Unit Description	Mark	Result	Year
HLTAAP002	CONFIRM PHYSICAL HEALTH STATUS	80	PC	2024
HLTAAP003	ANALYSE AND RESPOND TO CLIENT HEALTH INFORMATION	92	DI	2024
HLTENN042	IMPLEMENT AND MONITOR CARE FOR A PERSON WITH MENTAL HEALTH CONDITIONS	88	PC	2024
HLTINF006	APPLY BASIC PRINCIPLES AND PRACTICES OF INFECTION PREVENTION AND CONTROL		CO	2024
HLTENN041	APPLY LEGAL AND ETHICAL PARAMETERS TO NURSING PRACTICE		CO	2024
CHCDIV001	WORK WITH DIVERSE PEOPLE		CO	2024
HLTENN045	IMPLEMENT AND MONITOR CARE OF THE OLDER PERSON	85	DI	2024
HLTWHS002	FOLLOW SAFE WORK PRACTICES FOR DIRECT CLIENT CARE			
HLTENN035	PRACTISE NURSING WITHIN THE AUSTRALIAN HEALTH CARE			
HLTENN038	IMPLEMENT, MONITOR AND EVALUATE NURSING CARE			
BSBTEC202	USE DIGITAL TECHNOLOGIES TO COMMUNICATE IN A WORK			
HLTENN047	APPLY NURSING PRACTICE IN THE PRIMARY HEALTH CARE S			
HLTENN068	PROVIDE END OF LIFE CARE AND A PALLIATIVE APPROACH I			
HLTENN036	APPLY COMMUNICATION SKILLS IN NURSING PRACTICE			
HLTENN037	PERFORM CLINICAL ASSESSMENT AND CONTRIBUTE TO PL			
HLTENN044	IMPLEMENT AND MONITOR CARE FOR A PERSON WITH CHRO			
CHCDIV002	PROMOTE ABORIGINAL AND/OR TORRES STRAIT ISLANDER C			
CHCPRP003	REFLECT ON AND IMPROVE OWN PROFESSIONAL PRACTICE			
HLTWHS006	MANAGE PERSONAL STRESSORS IN THE WORK ENVIRONME			

Student Id : 10000001  
 Course : Diploma of Nursing  
 Internal Course Code : HC544  
 National Course Code : HLT54121  
 Date of Issue : 23/10/2025  
 RTO Code : 0000

Result Codes  
 CO Completed  
 DI Pass with Distinction  
 PC Pass with Credit

- ✓ Student's full name
- ✓ Student identifier (e.g. birth date or student ID number)
- ✓ Grade / marks
- ✓ Institute name
- ✓ Grading key
- ✓ Certification not required

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## Example - Placement Appraisals / ANSAT

### ANSAT for EN – Australian Nursing Standards Assessment Tool for Enrolled Nurses



Student Name:	Donald Duck	Student ID:	100000001
Course Name / Code:	Diploma of Nursing	Level/stage:	Sub-acute
Clinical Setting/ Ward:	Eastern Health, Marooondah Hospital	Placement Dates:	10/03/2026 - 30/03/2026
Assessment types/ Date: E.g. Interim	Summative	Completed Hours:	140 hours
1	Expected behaviours and practices not performed. Continuous verbal &/or physical direction required. Not achieving minimum acceptable level of performance within scope; Demonstrates behaviours infrequently or rarely		
2	Expected behaviours and practices performed below the satisfactory standard. Frequently verbal &/or physical direction required; Demonstrate behaviours inconsistently; Needs guidance to be safe; requires close supervision		
3	Expected behaviours and practices performed at a satisfactory/pass standard. Occasional supportive cues required; Demonstrates behaviours consistently to a satisfactory & safe standard; This is the passing standard.		
4	Expected behaviours and practices performed at a proficient standard. Infrequent supportive cue required; comfortable & performs above the passing standard; Practises at a safe standard; Consistent, reliable and confident.		
5	Expected behaviours and practices performed at an excellent standard. Supportive cue rarely required; well above the passing standard; Demonstrates greater independence on practice with a high safety priority; Exhibits a level of excellence / professionalism		
Assessment Item - Circle one number			
<b>1. Functions in accordance with the law, policies and procedures affecting Enrolled Nurse (EN) practice</b>			
• Demonstrates knowledge and understanding of the implications of the NMBA EN standards and complies with practices according to relevant legislation and local policy, codes and guidelines	1	2	3 4 5
• Fulfills duty of care within EN scope of practice to ensure safe outcomes	1	2	3 4 5
• Identifies and clarifies EN responsibilities for aspects of delegated care in collaboration with RN	1	2	3 4 5
<b>2. Practices nursing to ensure rights, confidentiality, dignity and respect is upheld</b>			
• Practices culturally safe care for Aboriginal and Torres Strait Islander people and other cultures	1	2	3 4 5
• Demonstrates respect for others regardless of values and beliefs and accommodates needs as required	1	2	3 4 5
• Provides care maintaining privacy, dignity, confidentiality; Also, ensures provision of care equitable	1	2	3 4 5
• Clarifies with RN and healthcare team when interventions are unclear or inappropriate	1	2	3 4 5
<b>3. Accepts accountability and responsibility for own actions</b>			
• Practices within the EN scope of practice relevant to competence, knowledge and skills	1	2	3 4 5
• Demonstrates responsibility and accountability for nursing care provided	1	2	3 4 5
• Recognises RN as the person responsible to assist EN decision-making	1	2	3 4 5
• Collaborates with RN to ensure delegated responsibilities are within EN scope of practice	1	2	3 4 5
<b>4. Interprets information from a range of sources to contribute to planning</b>			
• Uses range of skills including technology that accurately collects, interprets and communicates information	1	2	3 4 5
• Collaborates with RN to develop, monitor and maintain plan of care	1	2	3 4 5
<b>5. Collaborates with RN, the person receiving care and healthcare team</b>			
• Develops and promotes positive professional relationships with members of the healthcare team	1	2	3 4 5
• Manages and prioritises workload in accordance with plan of care	1	2	3 4 5
• Contributes to and collaborates with multidisciplinary health care team to plan care.	1	2	3 4 5
<b>6. Provides skilled and timely care whilst promoting independence and safety</b>			
• Provides care to people who are unable to meet own physical and psychological needs	1	2	3 4 5
• Participates with RN to evaluate person's progress toward expected outcomes	1	2	3 4 5
• Exercises time management and workload prioritisation as per level of care	1	2	3 4 5
• Demonstrates currency and competency in the safe use of health technologies	1	2	3 4 5
<b>7. Communicates and uses documentation to inform and report care</b>			
• Uses a variety of communication methods to, report on and handover, patient cares and status to RN and healthcare team	1	2	3 4 5
• Collects data, reviews and documents accurately and clearly to enable informed decision making by the multidisciplinary team	1	2	3 4 5
<b>8. Provides nursing care that is informed by research evidence</b>			
• Seeks assistance and additional knowledge and information when presented with unfamiliar situations	1	2	3 4 5
• Incorporates evidence for best practice as guided by RN and healthcare team	1	2	3 4 5
• Demonstrates problem solving and analytical skills to plan, provide and evaluate care	1	2	3 4 5
<b>9. Practices within safety and quality improvement guidelines and standards</b>			
• Contributes and consults in analyzing risk and implementing strategies to minimize risk	1	2	3 4 5
• Reports and documents unsafe care safety breaches and hazards as according to legislative requirements and institutional policies and procedures	1	2	3 4 5
• Demonstrates willingness to participate in quality improvement programs and accreditation standards relevant to accreditation	1	2	3 4 5
<b>10. Engages in ongoing development of self as a professional</b>			
• Participates in ongoing professional development of self and others	1	2	3 4 5
• Identifies learning needs through critical reflection and consideration of evidence-based practice in consultation with the RNs and the multidisciplinary healthcare team	1	2	3 4 5
Discussed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Additional Paperwork (clinical tool book) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Satisfactory / Unsatisfactory
Date: 30/03/26	Print Name and Designation/Title: Minnie Mouse, RN		Signature: <i>Minnie Mouse</i>

- ✓ Summative appraisal only
- ✓ Student's name
- ✓ Placement location, dates, and assessor's name
- ✓ Assessment item scoring grid
- ✓ Assessor's written feedback

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Example – Evidence of Vaccinations


Australian Government  
Services Australia


### Immunisation history statement

As at: 03 September 2025

For: [Redacted]

Date of birth: [Redacted]

Date given	Immunisation	Brand name given
15 Apr 2021	COVID-19	Comirnaty
11 May 2021	COVID-19	Comirnaty
18 Jun 2021	Influenza	Afluria Quad
08 Feb 2022	COVID-19	Spikevax
20 May 2022	Influenza	Afluria Quad
19 Jun 2023	Influenza	Afluria Quad
10 May 2024	Influenza	Afluria Quad
16 May 2025	Influenza	Afluria Quad

**Notice/s**

**Disclaimer**

The Australian Immunisation Register is a national register that records vaccinations given to people of all ages in Australia. Vaccinations given before 1 January 1996 are not displayed on the immunisation history statements.

Every effort is made to ensure that personal information contained on the Australian Immunisation Register is correct. The accuracy of vaccination information of information provided by vaccination providers.

Please contact your vaccination provider if any of the vaccination history statements are not correct. Vaccination providers can (and should apply) to provide updated vaccination information.

If you have any questions about this immunisation history statement, contact the Australian Immunisation Register on 1800 653 809.

**Vaccinations obtained overseas**

- ✓ English translation
- ✓ First / last name matches the name(s) on the application

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## Frequently Asked Questions

### 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](mailto:graduates.talentacquisition@easternhealth.org.au)) and include:

- A screenshot of the error message
- The beginning of the URL (if possible)

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

Candidates are required to upload their own documents via SuccessFactors. If you require assistance, contact the Talent Acquisition Team - [graduates.talentacquisition@easternhealth.org.au](mailto:graduates.talentacquisition@easternhealth.org.au)

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

Please refer to the image above.

### 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

Eastern Health About Us Jobs By Function ▾

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.

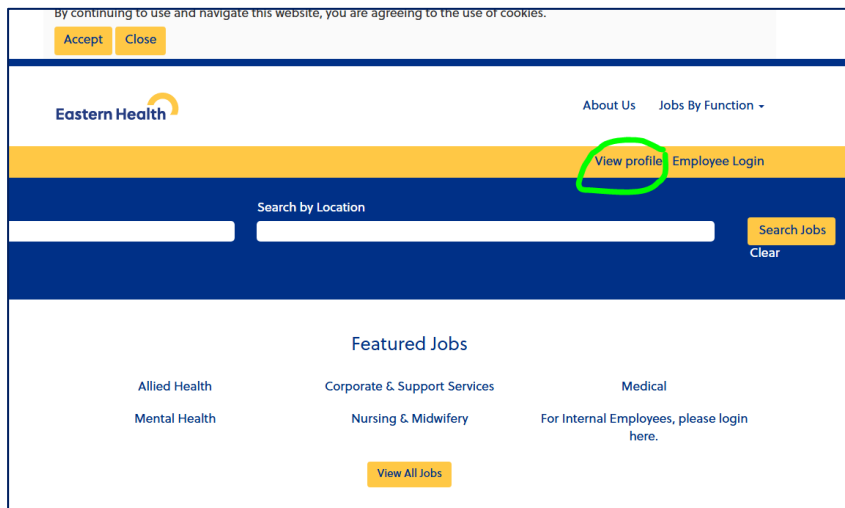
Email Address:\*  An email address is required.

Password:\*   A password is required.

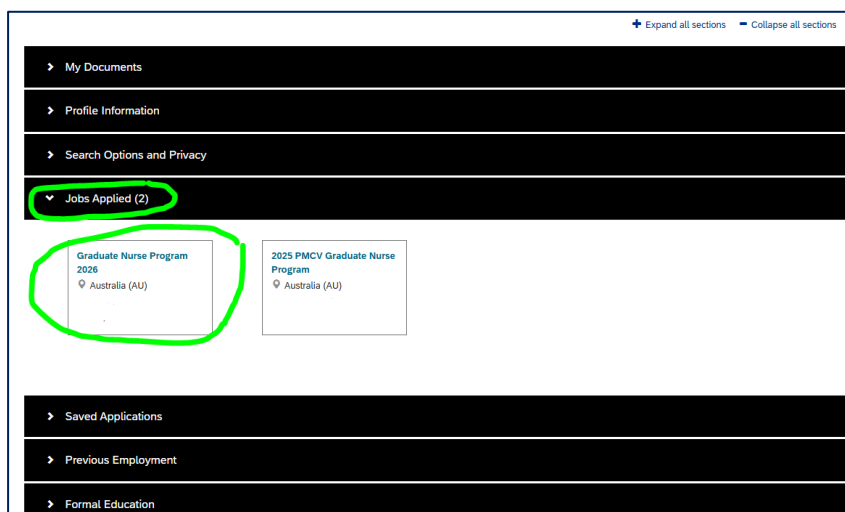
[Forgot your password?](#)

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

## 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](mailto:ttp.admin@easternhealth.org.au)) if you are unsure whether your changes have been captured.