

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 will need 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).

CV and vaccination upload location (SuccessFactors):

The screenshot shows the 'My Documents' section of a SuccessFactors application portal. It lists required documents for upload, with yellow callout boxes providing instructions:

- CV and Cover Letter:** A yellow arrow points from the 'CV MZ.docx' document box to a yellow box that says 'Upload your CV here.'.
- COVID Vaccination:** A yellow arrow points from the 'COVID Vaccination - MZ.docx' document box to a yellow box that says 'Upload your COVID vaccination / Immunization History Statement here.'.
- Flu Vaccination:** A yellow arrow points from the 'Immunization History Statement - MZ.docx' document box to a yellow box that says 'Upload your flu vaccination / Immunization History Statement here (current year's flu vaccine).'

Other visible document boxes include 'Appraisal 1 - MZ.docx', 'Appraisal 2 - MZ.docx', and 'Transcript - MZ.docx'. A note at the top states: 'Accepted file types: DOCX, PDF, Image and Text (MSG, PPT and XLS file types are not accepted for CVs or cover letters)'.

Academic transcript, placement appraisals, and graduate application form upload location (via RedCap link):

Please upload your academic transcript, two placement appraisals, and graduate application form here:

<https://redcap.easternhealth.org.au/surveys/?s=7XTCAAFJ3L4JMHCE>

Thank you for your interest in Eastern Health's 2027 Graduate Enrolled Nurse recruitment.

Please have the following documents handy for this section:

- Current academic transcript or statement of results
- Recent acute summative placement appraisal
- Another summative placement appraisal
- Your completed [Graduate Application Form](#)

Please note, all the aforementioned documents must be completed to be considered for the EN Program.

1) First name:	
* must provide value	
2) Last name:	
* must provide value	
3) What is your preferred email?	
* must provide value	
4) Please upload your Academic Transcript here. Unofficial transcripts and statement of results are accepted. Documents do not need to be certified. The uploads must 1) include a grading key, 2) include student identification information (e.g. full name), and 3) not be a screenshot.	Upload file
* must provide value	
5) Please upload a recent acute / subacute summative placement appraisal (also known as ANSAT, clinical assessment tools, or placement feedback) here. Please ensure that the documents include your name, placement details (health service, type of placement, dates, etc.), scoring grid, and assessor's written feedback.	Upload file
* must provide value	
6) Please upload another placement appraisal here. Please ensure that the documents include your name, placement details (health service, type of placement, dates, etc.), scoring grid, and assessor's written feedback.	Upload file
* must provide value	
7) Please upload your completed Graduate Application Form here. Click here for the link to the form.	Upload file
* must provide value	

Submit

Example – Graduate Application Form

Graduate Enrolled Nurse Application Form



Personal Details

First Name: Preferred Name: Last Name:

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
HLTEN042	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
HLTEN041	APPLY LEGAL AND ETHICAL PARAMETERS TO NURSING PRACTICE		CO	2024
CHCDIV001	WORK WITH DIVERSE PEOPLE		CO	2024
HLTEN045	IMPLEMENT AND MONITOR CARE OF THE OLDER PERSON		CO	2024
HLTWHS002	FOLLOW SAFE WORK PRACTICES FOR DIRECT CLIENT CARE		CO	2024
HLTEN035	PRACTISE NURSING WITHIN THE AUSTRALIAN HEALTH CARE SYSTEM		CO	2024
HLTEN038	IMPLEMENT, MONITOR AND EVALUATE NURSING CARE		CO	2024
BSBTEC202	USE DIGITAL TECHNOLOGIES TO COMMUNICATE IN A WORK ENVIRONMENT		CO	2024
HLTEN047	APPLY NURSING PRACTICE IN THE PRIMARY HEALTH CARE SETTING		CO	2024
HLTEN068	PROVIDE END OF LIFE CARE AND A PALLIATIVE APPROACH TO NURSING PRACTICE		CO	2024
HLTEN036	APPLY COMMUNICATION SKILLS IN NURSING PRACTICE		CO	2024
HLTEN037	PERFORM CLINICAL ASSESSMENT AND CONTRIBUTE TO PLAN OF CARE		CO	2024
HLTEN044	IMPLEMENT AND MONITOR CARE FOR A PERSON WITH CHRONIC CONDITIONS		CO	2024
CHCDIV002	PROMOTE ABORIGINAL AND/OR TORRES STRAIT ISLANDER CULTURE		CO	2024
CHCPRP003	REFLECT ON AND IMPROVE OWN PROFESSIONAL PRACTICE		CO	2024
HLTWHS006	MANAGE PERSONAL STRESSORS IN THE WORK ENVIRONMENT		CO	2024

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

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

ACCEPTED

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, Maroondah 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

1. Functions in accordance with the law, policies and procedures affecting Enrolled Nurse (EN) practice					
• 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
2. Practices nursing to ensure rights, confidentiality, dignity and respect is upheld					
• 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
3. Accepts accountability and responsibility for own actions					
• 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
• Recognizes RN as the person responsible to assist EN decision-making	1	2	3	4	5
• Collaborates with RN to ensure delegated responsibilities are within scope	1	2	3	4	5
4. Interprets information from a range of sources to contribute to planning					
• 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
5. Collaborates with RN, the person receiving care and healthcare team					
• 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
6. Provides skilled and timely care whilst promoting independence and safety					
• 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
7. Demonstrates currency and competency in the safe use of healthcare equipment					
• 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
8. Provides nursing care that is informed by research evidence					
• 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
9. Practices within safety and quality improvement guidelines and standards					
• Contributes and consults in analyzing risk and implementing strategies to minimise 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
10. Engages in ongoing development of self as a professional					
• 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:	Yes	No	Additional Paperwork (clinical tool book):	Yes	No	Satisfactory	Unsatisfactory
Date:	30/03/26		Print Name and Designation/Title:	Minnie Mouse, RN		Signature:	Minnie Mouse

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

ACCEPTED

Example – Placement Appraisals / ANSAT continued...

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

ASSESSOR FEEDBACK:	
1. Functions in accordance with the law, policies and procedures affecting EN practice	No issues - Donald has been practicing in accordance with the law, and within their scope
2. Practises nursing to ensure rights, confidentiality, dignity and respect is upheld	No issues - See attached.
3. Accepts accountability and responsibility for own actions	Donald seeks feedback actively and holds accountability for their actions.
4. Interprets information from a range of sources to contribute to planning of care	Donald has been referring to medication guide books and researching patient diagnoses.
5. Collaborates with RN, the person receiving care and healthcare team	Donald prioritizes workload in accordance with care plans, and seeks clarification from RN as needed.
6. Provides skilled and timely care whilst promoting independence and involvement	Very proactive, no issues.
7. Communicates and uses documentation to inform and report care	Documentation has been clear and communication has been appropriate to inform and report care.
8. Provides nursing care that is informed by research evidence	Donald refers to the appropriate guides and research articles to provide care.
9. Practises within safety and quality improvement guidelines and standards	Donald practices within the guidelines and standards.
10. Engages in ongoing development of self as a professional	Donald has sought and accepted feedback appropriately to develop their nursing practice.
ASSESSEE COMMENTS:	
Signature: <u> <i>D. D.</i> </u>	Date: <u> 30/03/26 </u>
ASSESSOR COMMENTS:	
Donald has done well in their placement. Wishing them all the best in their nursing career.	
Signature: <u> <i>Minnie Mouse</i> </u>	Date: <u> 30/03/26 </u>

Example – Evidence of Vaccinations



Australian Government
Services Australia



Immunisation history statement

As at: 03 September 2025

For:

Date of birth:

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 is not guaranteed by the Australian Immunisation Register. The accuracy of vaccination information is the responsibility of information provided by vaccination providers.

Please contact your vaccination provider if any of the vaccination history statements are not correct. Vaccination providers can provide updated vaccination information.

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

Vaccinations obtained overseas

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

ACCEPTED

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) 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 and RedCap. If you require assistance, contact the TTP Administrative team (ttp.admin@easternhealth.org.au).

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

Please refer to the image above.

- 4. I submitted my application, but I need to make a change (i.e. attach a new document). How do I update my application?**

To submit an updated academic transcript, placement appraisal, or graduate application form, simply submit a new response to RedCap.

To change answers to job application questions, please follow the instructions below:

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:* 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”

By continuing to use and navigate this website, you are agreeing to the use of cookies.

Accept Close

Eastern Health

About Us Jobs By Function ▾

View profile Employee Login

Search by Location

Search Jobs Clear

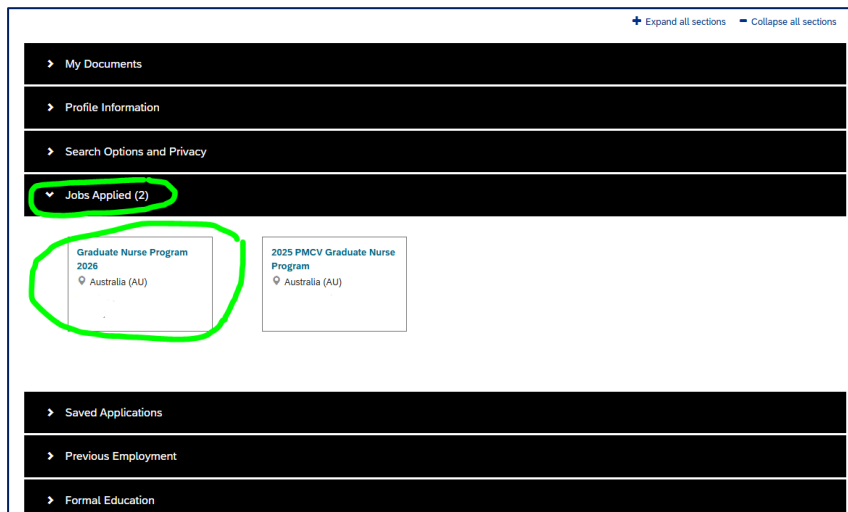
Featured Jobs

Allied Health Corporate & Support Services Medical

Mental Health Nursing & Midwifery 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.