



# North Western Mental Health Graduate Mental Health Nurse Program Application Form

## Instructions to applicant

At The Royal Melbourne Hospital we believe in diversity, inclusion and equality and are committed to ensuring that our workplaces are a reflection of the Victorian community. We recognise the benefits that diversity and inclusion brings, and we encourage talented people from all cultural backgrounds, abilities and identities to apply for our vacancies. We strongly encourage Aboriginal and Torres Strait Islanders and people with a disability to apply.

Applicants must submit the following documents and application form to Royal Melbourne Hospital Mercury E-recruit position #56060: **(Only word or pdf documents to be uploaded)**

1. Cover letter
2. Resume - including all tertiary and/or nursing qualifications, employment history, all nursing experience (include dates)
3. Certified copy of academic transcript - Most recent (grading system codes provided)
4. Certified copy of year 2 & 3 clinical evaluations (mental health and medical/surgical), we only require the formative and summative parts of the clinical appraisals. We are aware that **COVID-19 has impacted clinical placements so if you do not have these available please attach the most recent clinical appraisals**

## Applying via E-recruit

### Submitting your application

- All documents must be in Microsoft Word document (.doc or .docx) or Adobe PDF format. All applications must be submitted by 11:30 pm on the advertisement's closing date
- Only applications via Mercury e-recruit will be accepted

*\*Please note that prospective Victorian undergraduate nurses must apply through PMCV Computer Match AND NorthWestern Mental Health (Mercury eRecruit). If you are applying for this program, you need to list North Western Mental Health as one of your preferences in the Computer Match*

## Selection Process

### Short listing/Interview

A selection committee assess all the applicants against the selection criteria and will shortlist for interview those who best meet the criteria. If your application meets the key selection criteria of the position and you are shortlisted for interview, you will be contacted by Graduate coordinator via email in early August.

You will also be advised of any documents you need to provide at the interview.



**Please affix  
one passport  
photo in this  
box**

**Type of application**

Computer Match       Direct

**Personal Details**

Mr    Mrs    Ms    Miss    Other:

<b>Surname:</b>	<b>Computer Match number:</b>
<b>Given names:</b>	<b>Date of Birth:</b>
<b>Do you have a drivers licence?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Address for correspondence:</b>	
<b>Suburb:</b>	<b>Post code:</b>
<b>Telephone:</b>	<b>Mobile:</b>
<b>Email address (personal email required):</b>	
<b>Email address (University email - optional):</b>	
<b>Are you currently registered as and Enrolled Nurse:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are you an Australian Citizen or Permanent Resident?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If no, what is your Visa status?</b>	
<b>Visa type:</b>	<b>Expiry:</b>
<b>Passport Number:</b>	

<b>Have you previously been employed at Melbourne Health / North Western Mental Health?</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position:</b>
<b>Dates employed:</b>
<b>MH email address:</b>

**Academic qualifications**

<b>Undergraduate program:</b>
<b>Qualification:</b>
<b>Academic Institution:</b>
<b>Student ID:</b>
<b>Date(s):</b>
<b>Did you study a mental health major?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Any previous graduate year program/first year post registration experience? (If applicable)</b>





NorthWestern Mental Health is a multi-site program. In order to provide the highest quality Graduate Nurse Program, we utilise the full range of services from within NWMH. These services are located in Area Mental Health Services across a large portion of Melbourne’s western and northern localities, and are attached to the major hospital for those areas.

Graduates may rotate from one Area Mental Health Service to another within the course of the Mental Health Graduate Nurse Program. To assist with your clinical placements please print your name, and number the boxes to identify your preferred placements.

You must select preferences in all THREE lists. Availability of clinical rotations is subject to many variables and as such your allocated rotation may vary from the selections you make. NWMH will make every effort to accommodate your higher preferences, but cannot guarantee your preference.

<b>Clinical Venues (Acute)</b>		<b>Indicate preference number</b>
Indicate your preferences by numbering the boxes from <b>1 through 5</b> 1 being your MOST preferred and 5 being your LEAST preferred		
Royal Melbourne Hospital	Acute Adult Inpatient Unit (John Cade 1)	
Sunshine Hospital	Acute Adult Inpatient Unit (SAAPU)	
Broadmeadows Health Service	Acute Adult Inpatient Unit (BIPU)	
Northern Hospital	Acute Adult Inpatient Unit (NPU)	
Orygen Youth Program	Young Persons’ Acute Inpatient Unit (Western Hospital Footscray Campus)	
<b>Clinical Venues (Sub Acute)</b>		<b>Indicate preference number</b>
Indicate your preferences by numbering the boxes from <b>1 through 5</b> 1 being your MOST preferred and 6 being your LEAST preferred		
Northern Area Mental Health Service		
Mid West Area Mental Health Service		
North West Area Mental Health Service		
Inner West Area Mental Health Service		
RoyalMelbourne Hospital	Neuropsychiatry/Eating Disorders	
Sunshine Hospital	Adult Mental Health Rehabilitation Unit	



<b>Clinical Venues (Aged)</b>		<b>Indicate preference number</b>
Indicate your preferences by numbering the boxes from <b>1 through 2</b> 1 being your MOST preferred and 2 being your LEAST preferred		
Sunshine Hospital	Aged Persons' Acute Inpatient Unit	
Broadmeadows Health Service	Aged Persons' Acute Inpatient Unit	

**Declaration**

I acknowledge that this application is submitted and received on the understanding that NorthWestern Mental Health may obtain official records with respect to me from any other institution currently or previously attended by me or from my current employment agency.

I declare that to the best of my knowledge the information supplied herein is current and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application may result in the withdrawal by NorthWestern Mental Health of any place that may be offered.

Signature of applicant:

Date: