



In order to apply for a Graduate Registered Nurse or Enrolled Nurse Program, you need to register yourself on our electronic recruitment system using the steps below. *Please note, once you have registered you can apply for other suitable UnitingCare Health positions and you will also receive job updates via email.*

1. Click **Sign Up** in the top right of the screen. The **registration** screen appears.
2. Type your details into the fields on the screen, including whether you are a current UnitingCare Health employee or not.
3. Type in a username – choose something practical like your name.
4. Type in a password – it must be between 6 and 12 characters and contain at least one uppercase letter, one lower case letter and one number.
5. Type in your email address and click **Create Account**. The Registration screen will display a message confirming that you need to activate your account via an email that has been sent to you.
6. Go to your email inbox, open the relevant email and click the activation link. The UnitingCare Health eRecruit **Account Activation** screen should appear.
7. Type in your username and email address.
8. If you want to be notified by email about newly advertised positions, select the types of roles you are interested in hearing about and the geographic areas you want to work in, then click **Activate**.

You can change your password, email alerts or deactivate your account by signing into UnitingCare Health eRecruit and clicking on your name in the top right of the screen.

To apply for a Graduate Registered Nurse Program at UnitingCare Health, simply click on the position from the Vacancy list and select the **Apply Now** button at the bottom of the page. You will then be required to complete the Application steps below.

APPLICATION STEPS

1. Complete your **personal details and contact details**. Fields marked with a **red *** throughout the application are mandatory.
2. Complete your **employment details**. These are generic questions that are asked of all applicants when applying for any position with UnitingCare Health.
3. Upload the following **supporting documents** to your application:
 - Cover Letter
 - Resume
4. Complete the **selection criteria questions**. Please ensure you adhere to word limits where they apply.
5. Complete the **declarations**. These are generic questions that are asked of all applicants when applying for any position with UnitingCare Health.
6. **Submit** your application.
7. You may view, update or withdraw your application via the 'View Application History' screen, located in your member profile.



FURTHER INFORMATION

For further information about our Graduate Registered Nurse and Enrolled Nurse Programs, please visit our website: www.unitingcarehealth.com.au/careers/graduates-and-students

For general application enquiries please email the recruitment team -uch-recruitment@uhealth.com.au

For hospital-specific enquiries, please email the relevant clinical school contacts:

- **The Wesley Hospital:** Sally Epple sally.epple@uhealth.com.au
or Natalie Bailey natalie.bailey@uhealth.com.au
- **St Andrew's War Memorial Hospital:** Terri Knapp-Malcolm terri.knapp-malcolm@uhealth.com.au
- **The Sunshine Coast Private Hospital:** Alex Spencer alex.spencer@uhealth.com.au

NEXT STEPS

If your application is successful you will be contacted to progress through to the next stage of the selection process. For key dates refer to our website – www.unitingcarehealth.com.au/careers/graduates-and-students.

All communication from UnitingCare Health will be sent via email, so it is important to regularly check your emails over the next 2 months. Ensure the UnitingCare Health, TalentQ and Mercury (electronic recruitment system) email addresses with domains names of @uhealth.com.au, @talentgroup.com and @erecruit.com.au are set to 'safe', so emails from these domains don't go to your junk mail.