

## Required Documentation

For your application to be considered you must submit in full via the workday site the following:

- Cover Letter
- CV - including details of two (2) referees
- Evidence of Australian Residency and/or visa status (if applicable)
- Evidence of English Requirement Test results (if applicable)
- The Mater will have 4 programs advertised. Please apply to one (1) only when completing the online application.
- The three (4) programs which will be offered are:
  - *Acute/General Care Program*
  - *Direct Entry Operating Theatres*
  - *Direct Entry Critical Care Nursing (Registered Nurses only)*
  - *Direct Entry Orthopaedics*
- Any application that does not include all documentation will not be accepted
- You will not be contacted or advised of missing documentation, or requested to provide it at a further date, so ensure your application is complete before submitting.
- Please ensure grammar and spelling is correct as this will be taken into account when shortlisting applications for interviews.

## Referees

It is compulsory to include two (2) referee details, according to the below criteria:

At least one (1) Referee must be:

- A university clinical supervisor from your 3rd year of study

And either

- A referee from a university clinical supervisor from your 2<sup>nd</sup> year 2<sup>nd</sup> semester or another referee from your 3rd year of nursing studies
- A preceptor who you have worked alongside within a clinical setting (greater than 3 shifts)
- A previous manager who had a direct supervisory role (within the past two years)

You must include their title, contact phone number and their email address

## Submitting your application

- Applications can only be accepted via the Mater workday site.
- Direct emailed applications to the Mater will not be considered
- Ensure you have the entire required documentation ready at the time of submission as incomplete applications will not be considered
- Make sure your application is submitted as early as possible and do not wait until the closing date to apply. An influx of applications on the final closing date could result in high level system demands and there is a risk of your application not being received
- Keep copies of all documents you have submitted as these cannot be returned to you
- Keep copies of all emails received acknowledging receipt of your application

## After submitting your application

- Applicants will not be contacted regarding their application until after the closing date
- Once you have submitted all of the required documentation, you will receive an automated email acknowledgement of your application.
- If you do not receive this notification within 24 hours, contact the graduate nurse recruitment team to confirm if your application has been received (02) 9900 7590.

## Offer of interview

If you are offered an interview, you will be contacted via email with the details of how to make a booking. If you would like to decline an interview, please contact the Learning & Development team as soon as possible.

If you are not short listed for an interview, you will be notified via email.

## Interview and Assessment

The interview will involve a panel interview. Please allow a minimum of 30 minutes for the interview. The purpose of this interview format is to allow participants to demonstrate competencies relevant to the successful performance in the graduate nurse role.

## What to bring to interview

- If you are shortlisted for an interview additional paperwork will be required. Please read your email carefully.

*Along with additional paperwork you will be required to bring originals and a photocopy of the following. Failure to bring this mandatory documentation with you at the time of your interview will result in you being unable to progress with your interview.*

- A current form of photo identification (100 point identification points-passport, drivers license, university identification) Refer to <http://www.health.nsw.gov.au/art/Documents/100-point-identification-check.pdf>
- A **NSW working** with Children Check (WWCC) clearance number for paid work. <https://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check> You will be required to enter the number into the online application
- NSW Police Check
- Evidence of current immunisation in accordance with NSW Health policy.
- Two (2) recent practical reports **or**
- Two (2) forms of documentation from your university clinical placement portfolio with evidence of your clinical experience and skills and comments from clinical supervisor and preceptor.
- You must bring with you the original and a photocopy of each report. If you are applying for a specialty program (such as critical care, cardiovascular, perioperative), and have attended clinical placement in the specialty you are applying for, please bring the original and a photocopy of the practical report.
- At interview you will be asked your preferred areas to complete your rotations.

## Offer of employment

The graduate recruitment team will contact you via email. You will be advised of the timeframe to "Accept" or "Decline" the offer in writing (email). If you are unsuccessful, you will be notified by email. Applicants who are considered eligible for employment at the Mater Hospital, but due to limited positions are unable to be employed, will be contacted via email and placed on a short list to be contacted should a position become available in the future.

## Acceptance of employment offer

After you accept an offer of employment and have confirmed in correspondence, you will receive an official letter of offer.

The letter of offer will outline the date that the letter must be signed and returned to the Mater Human Resources Department. Only the signed letter is due by this date, all other documentation can be returned three (3) weeks prior to your outlined start date. If the signed letter has not been returned by the due date, it will be assumed that your offer of employment has been declined and your offer will be withdrawn.

## Frequently Asked Questions

What should I include in my CV and cover letter?

### Your CV must include:

- Contact details (including a non-university email address)
- Education details
- Qualifications
- Professional memberships
- All clinical placement experience/work experience
- At least two clinical references with contact details including professional email addresses

### Your cover letter should include:

- Address the selection criteria
- Clarify which Mater New Graduate program you are interested:
  - Acute Care/General Graduate Nurse Program
  - Direct Entry Operating Theatres
  - Direct Entry Critical Care Nursing
  - Direct Entry Orthopaedics
- Identify areas where you excelled, or were particularly interested in pursuing a career
- Promote the skills you possess to fulfil the job requirement.

### To whom should I address my application?

As your application will be reviewed by several people, please address your cover letter to the Graduate Nurse Program Coordinators (e.g. Dear Graduate Nurse Program Coordinators).

### I am student on a student visa. Can I apply for a position on the Graduate Nurse Program?

Working rights Employer Nomination Sponsorship cannot be provided for those employed on the Mater Graduate Nurse Program. To be eligible, overseas students graduating from universities must have full working rights that allow them to work full time for a minimum of 12 months. Those graduates on student visas who would require sponsorship in order to take up a full time position are therefore not eligible to apply.

### I graduated more than 6 months ago, can I still apply?

Yes, to be eligible you must have recently completed or completed within the past 12 months an undergraduate degree in nursing; or are due to complete the same prior to the start date for the graduate program.

### Since graduating I have worked as an Enrolled / Registered Nurse, can I still apply?

Providing you have no more than 6 months' work experience as an Enrolled / Registered Nurse since graduation you can still apply.



### I applied for the last graduate program at the Mater Hospital but was unsuccessful; can I still apply for the 2021 program?

Yes, if you graduated within the past 12 months with a bachelor's degree or Diploma in nursing; and have no more than 6 months' work experience as an Enrolled / Registered Nurse since graduation.

### What happens if I submit a late application?

Applications lodged after the closing date will not be accepted.

### What happens if I am unable to attend an interview?

As the face-to-face interview is an essential component of the Mater interview process, if you are unable to attend an interview, we are unable to proceed with your application. If you are applying from interstate you will need to be available at the time of the interview. The graduate recruitment team will endeavor to contact you at the earliest possible time so that you can organise travel arrangements.

### How are preferences allocated?

If you are a successful applicant, your preferences will be considered. We endeavor to allocate candidates to their preferred programs or clinical area, but due to limited places in some areas this is not always possible. Your offer of employment will include the graduate program to which you have been allocated. If you choose a rotational program, your rotations cannot be allocated until all acceptances and numbers are finalised (which may take an extended amount of time). Your rotations will be given to you on your first day of orientation.

### Can I accept an offer prior to having registration?

We are aware that you may require some time to obtain registration prior to starting on the graduate program and the recruitment process is timed to allow registration to be in place prior to the start date.

### Is the program fulltime or part-time?

The 2021 Graduate Program can be fulltime or part-time (0.8).

### Who do I contact if I have questions about graduate recruitment?

If you have any questions about the Mater's graduate programs please contact:  
Learning & Development 02 9900 7590 or email: [Belinda.MacNamara@svha.org.au](mailto:Belinda.MacNamara@svha.org.au)