



Guidelines for your application

All applications must be made online as application includes mandatory declarations that are required to be completed by the applicant.

Application Steps

1. Register online via Eastern Health e-mercury as first time user
2. Activate your account as first time user
3. **OR** Sign in to e-mercury website if already a current user
4. Complete online application on mercury system

Tips on Registering as a first time user:

- Password needs to contain at least 8 characters, one digit and one uppercase.
- To activate your account an automated email will be sent to your email containing a link, be sure to check your email & sometimes junk inbox/ spam box in case the email ends up there.
- Current Eastern Health staff are encouraged to sign up & apply for positions using their Eastern Health email account, as this will allow access to internal positions

Forgotten password tip:

- The system will allow you to make 3 attempts, on the third unsuccessful attempt the system will block your account, so it is suggested on 2nd attempt you click forgot password, wait for an automated email to be sent containing a link & temporary password.

If you have any questions about an advertised position, please telephone the contact person nominated at the bottom of the job advert.

1. What to provide with your application;

➤ A covering letter that should include:

- The title, reference number of the position you wish to apply for
- Your full name, address, contact phone numbers and email address
- A statement addressing the requirements set out in the position description or key selection criteria

➤ Your resume which should include:

- Relevant work experience (including a brief summary of achievements and responsibilities)
- Your education and training achievements, including any education currently being undertaken, and professional memberships held.
- Names and contact numbers of two referees (or these can be supplied at interview)
- Any other information that you believe is relevant to your application

2. Submitting your application;

- Before starting the online application, it is essential that you have your resume and cover letter ready to upload.
- All documents need to be in a Microsoft word document (.doc .docx) or adobe(pdf) format
- All applications need to be submitted online via e-mercury
- Applications close on close of business (COB) on the advertised closing date.

➤ **Uploading documents tips include:**

- Ensure your documents are originally created from a Microsoft word or adobe pdf program
- If a file name of a document contains 20 or more characters this can delay or can sometimes cause problems with the upload, ensure file names are short & concise
- Consider that large sized documents can take extensive time to upload/ download, to ensure the system accepts your file try to minimise the size of your documents.

3. Pre-Employment checks may include:

- Reference check
- Criminal record check
- Employment Victorian Working with children check
- An Australian work eligibility check
- Sighting and copying of photo identification
- Sighting and copying qualifications/ Registration
- Credentialing
- Assessment tests

4. Short listing:

A selection committee assess all applicants against the selection criteria and will shortlist for interview those who best meet the criteria.

5. Interview:

If you are selected for an interview, usually you will be contacted within 7 working days of the advertised job closing date. You will then be advised of date, time and venue. You will also be advised what documents you will need to provide at interview.

***Note:** Interviews for bulk recruitment (such as graduate programs) may have different timeframes for notification of interviews.*

6. Documentation to prepare for interview:

- Any relevant qualification certificates/ transcripts
- Professional registration (if required for the position)
- Fit to work consent form (contact manager on position for a copy)
- 100 points of identification all in same name (including a form of photo identification)
- Employment Victorian Working with children check employment card- if you hold one & required for the position applied for.
- Copy of current passport and visa (if not a current Australian or New Zealand citizen/ permanent resident)
- 2 Professional referee details; including name, relationship to applicant, organisational name, position and contact details.

7. Notification:

- The successful applicant will be verbally offered the position. This will be followed by a written offer.
- Unsuccessful, interviewed applicants will be notified of the outcome of their application by telephone.
- All other unsuccessful applications will be notified via email