



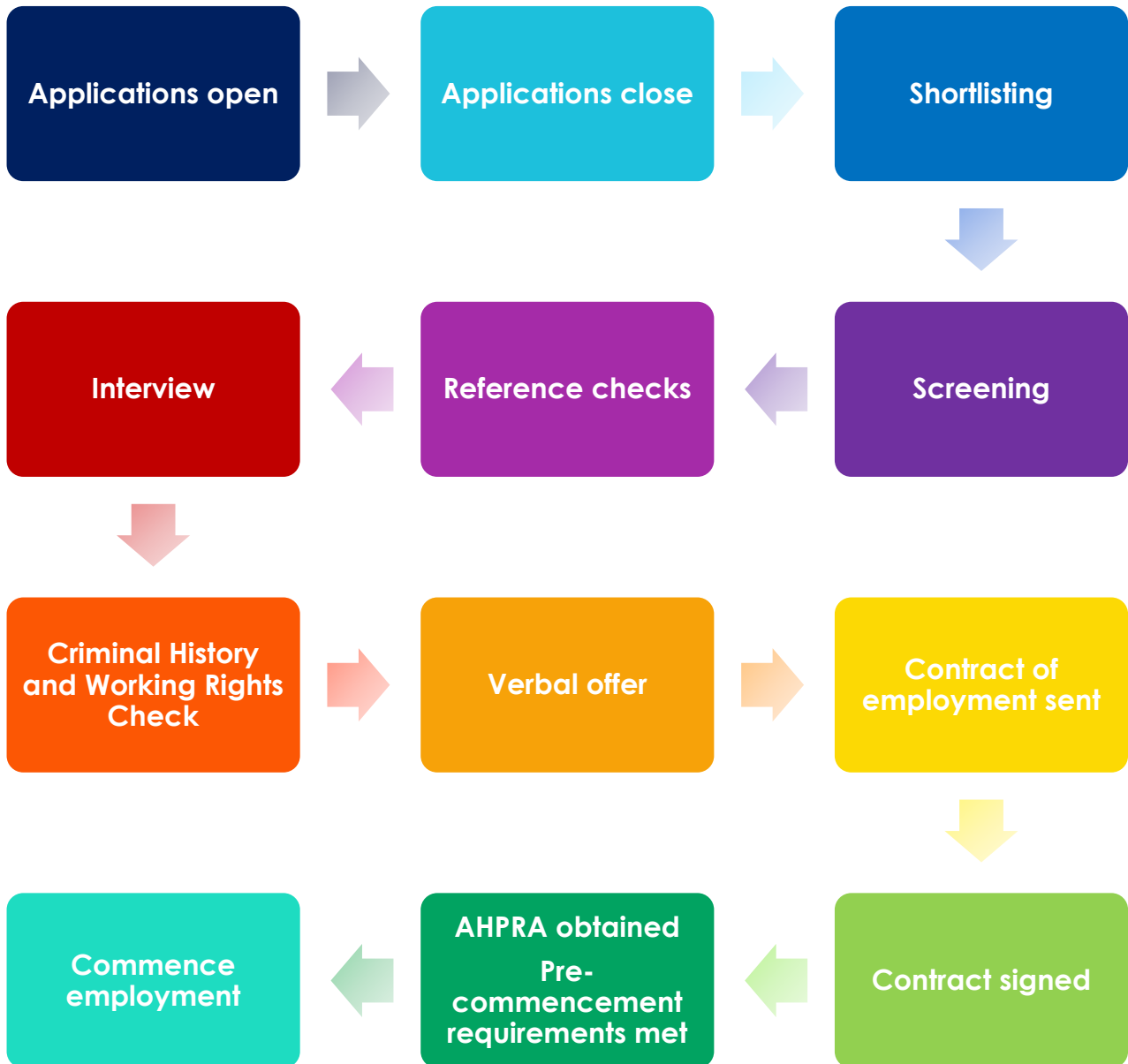
How to Apply

Mater Graduate Nursing & Midwifery
Transition to Professional Practice

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Recruitment process



Eligibility

To be considered for Mater's graduate program you must meet the following criteria:

<p>1. Qualification</p>	<ul style="list-style-type: none"> • Have completed a qualification in nursing and/or midwifery within 12 months of the program start date <ul style="list-style-type: none"> ➤ Applicants who have completed their qualification more than 12 months prior to the start date of the graduate program are not eligible to apply ➤ Applicants who will not complete their qualification until after the start date are not eligible for this intake and should apply to a future intake
<p>2. Work experience</p>	<ul style="list-style-type: none"> • Have no more than six months full time work experience as a nurse or midwife since graduation <p>OR</p> <ul style="list-style-type: none"> • Have worked no more than 900 hours since graduation if employed full time or casually
<p>3. Registration</p>	<ul style="list-style-type: none"> • Meet all requirements and eligibility to obtain AHPRA registration <p>AND</p> <ul style="list-style-type: none"> • Hold registration prior to the employment date of commencement <ul style="list-style-type: none"> ➤ If you require an International English Language Testing System (IELTS) to satisfy AHPRA registration requirements these test results must be submitted with your application
<p>4. Working rights</p>	<ul style="list-style-type: none"> • Be an Australian citizen or hold a working visa that allows full-time ongoing permanent employment in Australia <ul style="list-style-type: none"> ➤ Sponsorship is not available for graduate positions.

Application

For your application to be considered you must provide:

- Resume
- Preference details
- Completed Application form via the Mater Careers page
- ANSAT / Clinical Placement reports (optional)

Clinical Placement reports

- If you wish to provide Clinical Placement reports such as SPOT feedback, ANSAT etc) from each placement you have completed, this can be uploaded at the time of submitting your application as *additional documents*.
- Documents should be uploaded as one file with your full name in the title (10MB limit).

*At Mater, we take our responsibility to the environment very seriously, and therefore **all documents must be emailed.***

Preferences

When submitting your application, you will be asked to select your preferences from those offered for the intake you are applying for.

We recommend that you review our **Program information booklet** (found on the Mater Graduates website: <https://www.mater.org.au/group/careers/graduate-recruitment>) thoroughly before selecting your preference options.

Applying online

To access the relevant job application please go to either:

Mater RN Graduates website: <https://www.mater.org.au/group/careers/graduate-recruitment>

Mater's careers page: <https://careers.mater.org.au> and go to Apply Now within the job advertisement. You will then be asked to log in or register in the system to submit your application.

Mater EN Graduates website (Mater Education Students only):

<https://www.mater.org.au/group/careers/graduate-enrolled-nurse-recruitment> - Only Mater students will be eligible to apply for our EN graduate programs.

References

- All applicants are required to provide two references if they are successful following a face-to-face interview.
- References need to be emailed within 1 week of the interview being completed.
- References must be emailed **from your referee** direct to Graduates@mater.org.au ensuring your full name is included in the document name.
- It is your responsibility to have your nominated referees complete the reference forms

References to be provided

- One clinical reference
- One employer reference (paid or unpaid work) or another clinical reference
- A clinical referee must be a person working in a clinical supervisor role, such as an RN/ CN who supervised you or a NUM/MUM, CNC/CMC, CNE/CME or clinical facilitator

Interviews

Video Screening

Video screening is a new form of pre-screening interview in which you, the applicant, are guided through a short online interview process through a user-friendly online portal.

This video pre-selection screen can be completed at any time within the dates provided, that is suitable to you via any camera enabled device (i.e. smart phone, tablet, computer).

You will be asked questions and your answer is recorded in front of your webcam. You will have one attempt at all the questions similar to that of a face-to-face interview. In order to prepare, there will be practice questions available to you, so you feel comfortable with the process before completing your screen.

Further information will be provided by the graduate recruitment team should you progress to video screening after application shortlisting is complete.

Face-to-face interviews

Interviews will be conducted by members of the Recruitment and Mater clinical teams and last approximately 20 - 30 minutes.

Where possible you will be interviewed by a manager from one of your preference areas.

Face-to-face interviews may be changed to a video or phone interview if a face-to-face interview is not possible and to ensure that health requirements are abided by.

Frequently asked questions

<p>Do I need to have completed clinical placements at Mater to be considered for a graduate position?</p>	<p>No, we do not require applicants to have completed placements at Mater.</p>
<p>Whom should my cover letter be addressed to?</p>	<p>A cover letter is not required however if included this should be addressed to Hayley Cutts, Graduate Recruitment Advisor (Nursing and Midwifery Graduates).</p>
<p>Is Mater a part of Queensland Health's Graduate Nurse/ Midwives Online Recruitment program (GNOR)?</p>	<p>Mater's graduate program is not associated with Queensland Health's Graduate Nurse Online Recruitment program (GNOR), and is a private organisation founded by the Sisters of Mercy.</p>
<p>I graduated more than six months ago; can I still apply?</p>	<p>Yes, to be eligible you must have recently completed, or have completed within 12 months of the program commencement date, a qualification in nursing and/or midwifery; or are due to complete the same prior to the start date for the graduate program.</p>
<p>Since graduating I have worked as a nurse and/or midwife, can I still apply?</p>	<p>Providing you have no more than six months' (or 900 hours) work experience as a registered nurse or midwife since graduation you can still apply</p>
<p>I applied for the last graduate program at Mater, can I still apply?</p>	<p>Yes, if you graduated within 12 months of the program commencement date in nursing and/ or midwifery; and have no more than six months' (or 900 hours) work experience as a registered nurse or midwife since graduation you can apply.</p>
<p>Can I submit a late application?</p>	<p>NO, Applications cannot be lodged after the closing date and late applications cannot be accepted. If you email your CV to the graduate team at any stage, this will not be accepted as all applications must go via the career portal.</p>
<p>Where can I get a Mater reference form?</p>	<p>Reference forms will be made available to those who complete a face-to-face interview and are progressed to next stage.</p>
<p>Can I provide a Qld Health reference?</p>	<p>No, Mater requires applicants to provide references on our own templates.</p>

<p>What happens if I am unable to attend an interview?</p>	<p>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.</p> <p>If you are applying from overseas or interstate and you have been selected to progress to an interview you will be contacted by the recruitment team to discuss an online video interview via Microsoft Teams.</p>
<p>Will I receive feedback following my application?</p>	<p>Verbal feedback is only provided to those who have been through a face-to-face interview process. Unfortunately, we are unable to provide feedback if you do not progress to interviews. Feedback is also not provided after unsuccessful initial applications and video screening.</p>
<p>How are preferences allocated?</p>	<p>We endeavour to allocate candidates to their preferred programs or clinical area, but due to limited places in some areas this is not always possible.</p>
<p>Can I accept an offer prior to having AHPRA registration?</p>	<p>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.</p> <p>You will be able to accept a contract prior to AHPRA registration with the understanding you will not be able to work under the RN/RM/EN scope until registration is achieved. Should you not receive your registration prior to the commencement date we will be in touch to discuss your placement.</p>
<p>What are pre-commencement requirements?</p>	<p>All new starters at Mater are required to meet requirements prior to commencement.</p> <p>These are:</p> <ul style="list-style-type: none"> • return a signed full copy of your employment contract • undertake and complete a criminal history and working rights check (this is paid for by Mater through CV Check) • meet your Mater Safety Health and Wellbeing (SHAW) requirements—return a medical history form and meet immunisation requirements. • Be fully vaccinated and remain vaccinated against Covid-19. Before commencement a proof of vaccination will be required.