

Application Guide

To help you navigate the JMPH online application process



Thank you for your interest in working at Jessie McPherson Private Hospital (JMPH).

To be considered for a vacancy at Jessie McPherson, please submit your application via the online Mercury e-Recruit system.

Register - for the first time

- For you to apply for a job vacancy at Jessie McPherson, please register in the Monash Health (Monash Health is the JMPH parent entity) e-Recruit system.
- You only need to register once. Once registered you then 'sign in' to apply for job vacancies.
- If you are already a Monash Health employee, please apply as an external applicant by using a private email address not your MH email address.

Sign In - already registered

To apply for a job vacancy, 'sign in' to your e-Recruit account, go to the job advertisement, click the 'Apply Now' and complete your application.

If you are a Monash Health employee applying for a Jessie McPherson role please apply as an external applicant by using a private email address not your MH email address.

If you need any guidance on setting this up, please contact Recruitment Services on 8572 5605 (option 3).

Your Application

Every job vacancy will ask you to upload a cover letter and resume. You will also be required to upload evidence of your covid-19 vaccination status. Other documentation may be requested depending on the requirements of the role (these may include evidence of qualifications).

Cover Letter

The purpose of the cover letter is to highlight you and your resume. Your cover letter should be brief and include:

- Position title and reference number
- Your full name, email and contact number
- Ensure the letter is addressed to the hiring manager / position owner
- A statement outlining the requirements of the role you are applying to

Resume

The role of your resume is to provide a summary of your skills, abilities, and accomplishments. Your resume should include:

- Relevant work experience and educational achievements as aligned to the position
- Other information you feel is relevant to support your application for the role

Declaration Responses

In addition to uploading your documentation you will also be asked to respond to a number of questions to support your application.

Submit Application

All job advertisements will have a closing date and your application must be submitted by 11.45pm on the due date. Only applications via Mercury e-Recruit will be accepted.

Acknowledgement/ Correspondence/ Status of Application

Your application will be acknowledged via email immediately following the submission of your application and subsequent correspondence will be provided by the Hiring Manager to you via email or phone as listed in your application.

Next Steps

All applications will be reviewed by the Hiring Manager, however only those candidates who meet the key selection criteria of the position will be progressed to the next stages of the process. Next stages may include:

Interview

- Online Pre-Recorded Video
- Face-to-Face interview in-person
- Face-to-Face interview via video link

Pre-employment Checks

To support your application, you may be invited to complete pre-employment checks, including but not limited to; criminal history check, working with children check (employee status), eligibility to work in Australia, visa verification, registrations and qualifications, and reference checks.

Please note, the request to conduct pre-employment / probity checks does not guarantee that an offer of employment will be made.

Right to Work in Australia

You must be eligible to work in Australia to work at Jessie McPherson. Evidence of this will be requested and subsequently verified prior to an offer being made.

Notification

Regardless of the outcome of your application you will be contacted to advise the status of your application:

- If you are the successful candidate – you will be contacted to be offered the role. Once you have verbally accepted an employment contract and new starter information / paperwork will follow.
- If you are not successful in obtaining the role – the hiring manager will notify you by phone or email (depending on your progress through the recruitment process).

Covid-19 Vaccination Evidence

Under the Victorian Public Health orders, all employees working within the Public Health system must be fully vaccinated against COVID-19 are required to provide acceptable evidence of their vaccination status. The current orders require evidence of three doses for COVID-19.

All applicants to positions with Jessie McPherson and Monash Health will need to upload acceptable evidence of full vaccination against COVID-19 as part of their application. Acceptable evidence is a copy of your Immunisation History Statement which can be accessed via myGov. For international candidates, acceptable evidence is documentation issued by the relevant government authority.

Offers of employment will only be made to candidates who can provide evidence that they meet full vaccination status.

Good Luck

Thank you for your interest in working with Jessie McPherson. Good Luck with your application.

Have a specific question regarding the role? Contact the person listed in the job advertisement

Need help using e-Recruit? Contact Recruitment Services on [\(03\) 8572 5605](tel:0385725605) (option3) or recruitment@monashhealth.org