

Thank you for your interest in the Casual Nursing and Midwifery roles with Monash Health.

Please note that we utilize a three-step digital application process.

To apply for the Monash Health Bureau Nursing and Midwifery positions you are required to:

## **Step One: Complete and download the digital [Nursing and Midwifery Casual Bank Application Form](#).**

Complete the Monash Health Casual Nursing and Midwifery Digital Application Form at <https://forms.office.com/r/qTZkuus9UJM>.

Once you have submitted your form you will be given the option to generate a PDF copy of your completed form. You will need to download this and submit it as part of your eMercury application in Step 3. Please see further instructions for generating the PDF in the Step-By-Step Guide on the next page of this document.

## **Step Two: Go to the Monash Health eMercury website and create an account.**

Go to the Monash Health eMercury online recruitment system at <https://monashhealth.mercury.com.au/> and create an account.

You will need to use a personal email such as Outlook or Gmail.

## **Step Three: Submit your application to the job advertisement on the Monash Health eMercury website.**

You will need to apply to the Nursing and Midwifery Casual Bank job advertisement through Monash Health eMercury.

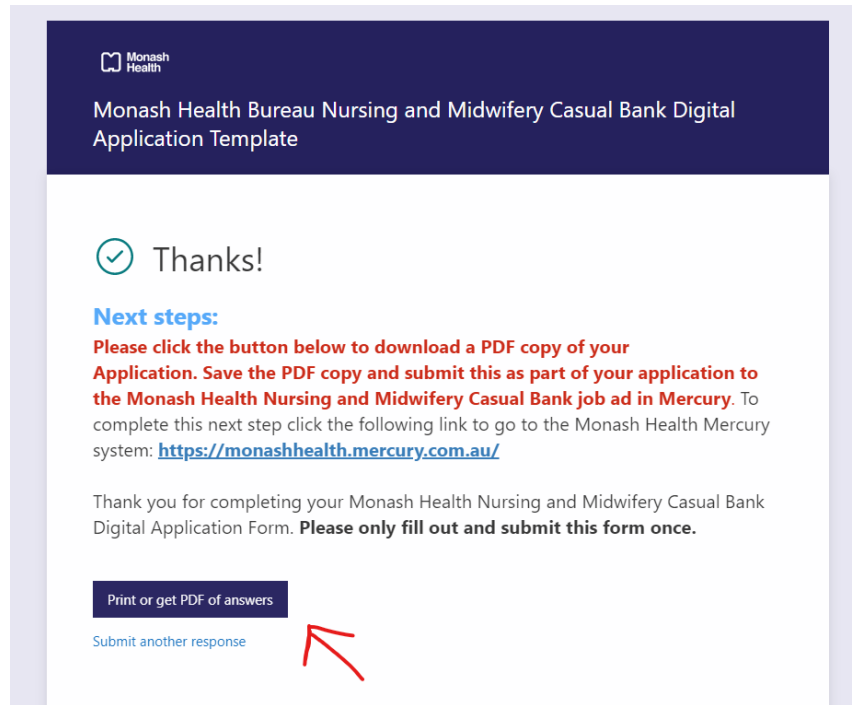
Your application must include:

- The completed PDF copy of your digital Casual nursing and Midwifery Application Form. Please submit this under the 'Digital application form' field in eMercury when you lodge your application documents.
- A scanned copy of your Working with Children's Card (WWCC)
- A copy of your COVID vaccination evidence

**Please note that this documentation does not need to be certified.**

## Step-by-Step Guide: Downloading a PDF copy of your completed digital Casual Nursing and Midwifery Application Form

1. Go to <https://forms.office.com/r/qTZkuus9UM>, complete all fields and submit your application form. After you have clicked to submit you will see the following screen confirming that your response has been successfully recorded. Click the 'Print or get PDF of answers' button.



2. A dialog box will open, showing a print version of the form. To download a copy of your completed form, click on the 'Printer' dropdown menu and select the 'Microsoft Print to PDF' option. Then click the 'Print' button.



3. Save the PDF file to a place on your computer where you will be able to find it again after you have closed your web browser. **You will then need to submit the PDF as part of your application to the job advert in Monash Health eMercury (see Step Three).**

