



Epworth

Life's better when enjoy work.
Epworth. Better

APPLICATION GUIDE

(to help you navigate Epworth's online job application process)

Thank you for your interest in working at Epworth HealthCare.

All applications for job vacancies at Epworth must be submitted online using the Epworth eRecruit system.

Register – New User

In order to apply for a job vacancy at Epworth you must 'Register' in the Epworth eRecruit system.



You only need to register once, as you then 'Sign In' to apply for job vacancies.



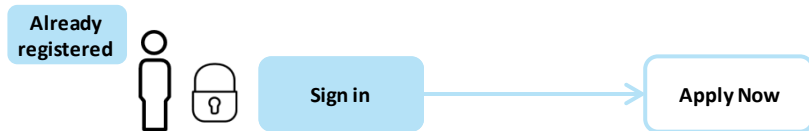
Tips

Your login will be your nominated email address

Password must be between 8 and 20 characters, with at least one uppercase letter and at least one number

Sign In – Already Registered

To apply for job vacancies 'Sign In', go to the job advertisement, click 'Apply Now' and complete your application.



Tips

Forgotten passwords can be easily retrieved by clicking 'Forgot password?'

Application – Cover Letter and Resume

Every job vacancy you apply for will require you to upload a cover letter and resume. If other documents are required, you will be alerted to this as you move through your application.

Cover letter

The role of your cover letter is to ensure your resume gets read. Your cover letter should include:

1. Position title and reference number
2. Your full name, address, email and contact number
3. A statement addressing the requirements detailed in the position description

Resume

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

1. Relevant work experience and educational achievements
2. Names and contact numbers for two referees (at least one should be a current / recent direct manager / supervisor)
3. Any other information that you feel is relevant to your application



Tips

Submit documents in either .doc, .docx or .pdf formats

File sizes must not exceed 3MB

Information about a specific job – person listed in the job advertisement

Help using the eRecruit system - Recruitment Service Centre on (03) 9936 8012 or recruitment@epworth.org.au

Submit application

All applications must be submitted by 11:59 p.m. on the advertisement's closing date.

Only applications via Mercury eRecruit will be accepted.

Acknowledgement / Correspondence / Status of Application

Your application will be acknowledged via email immediately following the submission of your application.

All correspondence will be sent to the email address you have provided in your registration.

Next Steps

Short listing / Interviewing

If your application meets the key selection criteria of the position and you are shortlisted for interview, you will be contacted by the hiring manager, via phone or email, to schedule the interview.

Pre-employment Checks

Epworth will, where necessary, perform (or require evidence of) pre-employment checks including but not limited to reference assessments from previous employers; criminal history (mandatory for all new staff); eligibility to work in Australia and visa verification; working with children; qualifications / registration.

Police record checks are conducted on all new employees to Epworth.

Right to Work in Australia

You must be eligible to work in Australia or hold a valid visa to work at Epworth. All successful candidates will be required to provide evidence of this on commencement.

Notification

Successful - you will be contacted by the hiring manager and once you have accepted, an employment contract will follow.

Unsuccessful - you will be notified by the hiring manager.

Information about a specific job (including the status of your application):

Contact the person listed in the job advertisement

Help using the eRecruit system:

Contact the Recruitment Service Centre - Phone: (03) 9936 8012 or Email: recruitment@epworth.org.au

Good luck with your application