



Information for Applicants

Recruitment and selection at The Royal Melbourne Hospital

At The Royal Melbourne Hospital we believe in diversity, inclusion and equality and are committed to ensuring that our workplaces are a reflection of the Victorian community. We recognise the benefits that diversity and inclusion brings, and we encourage talented people from all cultural backgrounds, abilities and identities to apply for our vacancies. We strongly encourage Aboriginal and Torres Strait Islanders and people with a disability to apply.

Applicants

The Royal Melbourne Hospital uses an online recruitment system where all applications are submitted electronically. By applying online, you receive a notification when your application is received, and can track the progress of your application throughout the recruitment process. You can also elect to be notified when certain positions become available in the future.

There are mandatory declarations that must be completed by all applicants. We recommend reading this document before submitting your application to ensure you are aware of the requirements. Any questions regarding an advertised position can be directed to the contact person nominated at the bottom of the advertisement.

NOTE: All applications to positions at The Royal Melbourne Hospital must be made online via Mercury e-recruit.

Merit selection

All appointments within The Royal Melbourne Hospital are based on merit, with the most suitable applicant receiving an offer for the position. Recruitment decisions are based on the abilities, qualifications, experience, performance and capabilities of an applicant, as they are relevant to the position.

Interview panels at The Royal Melbourne Hospital are formed to ensure the selection process can be properly performed. Confidentiality will be maintained and the privacy of your application will be respected.

Verification of qualifications and credentials

All relevant information about qualifications, experience, registration status and previous work experience will be independently verified prior to an offer being made. If you are shortlisted for interview, you will be required to provide copies of your qualifications at interview.

Misleading information

Any statement in your application which is found to be deliberately misleading, including falsely claiming qualifications, may lead to dismissal.



Applying for a position

Your application

An application must be submitted for each position for which you wish to apply for at The Royal Melbourne Hospital, this includes internal staff members.

To ensure a fair and equitable process, we require the following documents are submitted as a part of the recruitment process;

1. Covering letter addressing the key selection criteria
2. Resume

Before preparing your application, you may wish to contact the hiring manager to discuss or clarify details of the position. It is recommended that prior to submitting an application with The Royal Melbourne Hospital you visit the Royal Melbourne Hospital website at www.thermh.org.au for information about our services.

Cover Letter

The role of your cover letter is to ensure your resume is 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

You are required to submit an up to date resume as part of your application. The role of your resume is to provide a summary of your skills, abilities and accomplishments. Your resume should include:

1. Your employment history in chronological order (most recent position first)
 - each position should include points highlighting your achievements / responsibilities
2. Your education and training
 - including any education currently being undertaken and professional memberships held
3. Names and contact numbers of two referees (or these can be supplied at interview)
4. Any other information that you believe is relevant to your application

Note: personal information such as age, marital status, and/or number of dependents are not relevant to your application and do not need to be included in your resume.



Applying via E-recruit

Submitting your application

- All documents must be in Microsoft Word document (.doc or .docx) or Adobe PDF format.
- All applications must be submitted by 11:30 pm on the advertisement's closing date.
- Only applications via Mercury e-recruit will be accepted.

External applicants

1. If you have not applied to a position before at The Royal Melbourne Hospital, you must register online via The Royal Melbourne Hospital Mercury e-recruit, via the 'sign up' button.
2. You must activate your account as first time user; a link will be sent to your email address to activate your account.
3. If you have applied to a position before at The Royal Melbourne Hospital, please click on 'sign in' to the Mercury e-recruit website if you are already a current MH jobseeker.
4. Complete online application on Mercury system.

Tips on registering as a first time user

- Your password must contain at least 8 characters, one digit and one upper case letter.
- To activate your account an automated email will be sent to your email containing a link, be sure to check your email, including your junk inbox/spam box in case the email ends up there.

Current The Royal Melbourne Hospital employees

Current Royal Melbourne Hospital employees applying for internal positions must sign up and apply for positions using their [Royal Melbourne Hospital email account](#). This ensures you can view and apply for internal only vacancies.

It is recommended that all Royal Melbourne Hospital employees are registered on e-recruit, so they are kept informed of opportunities across our services.

Forgotten password

The system will allow you 3 attempts to log in to your account.

On the third unsuccessful attempt, the system will block your account.

If you have forgotten your password, select 'forgot password', and a link will be sent to you via email to reset your password.

If you have any further issues, please contact People & Culture on (03) 9342 8055.



Selection Process

Short listing/Interview

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

You will also be advised of any documents you need to provide at the interview. The below documentation may be requested:

- Relevant qualification certificates / transcripts
- Professional registration (if required for the position)
- Employment Victorian Working with children check employment card
- Copy of current passport and visa (visa only if not a current Australian or New Zealand citizen/permanent resident)
- Two professional referee details

Notification

Once two successful reference checks have been completed, the successful applicant will be verbally offered the position via telephone. This will be followed by a formal offer prepared by Recruitment Services.

Unsuccessful, interviewed applicants will be notified of the outcome of their application by telephone.

All other unsuccessful applications will be notified via email (via the Mercury e-recruit system).

Pre-employment Checks

All new employees must provide an Australian National Police Check (no less than 12 months old from date of commencement) and complete an immunisation assessment. New employees are responsible for the cost of obtaining these checks.

Depending on your circumstances and role, you may also be required to provide the following:

- An Australian work eligibility check
- Victoria Working with Children Check
- Safety Screening Statutory declaration
- Disability Worker Exclusion Scheme clearance
- International Police Check
- Qualifications / Registration

Commencing at The Royal Melbourne Hospital

In order for you to transition to your new role within The Royal Melbourne Hospital, it is a requirement that all new employees take part in our Orientation Program. This is a structured program to include introductions with key contacts in the organisation, along with some of the mandatory training requirements.

Please contact The Royal Melbourne Hospital Recruitment Services team on 03 9342 8055 if you have any questions when submitting your application.