

## Enrolled Nurse Graduate Program - Application Instructions

### Step 1 - Register on Bendigo Health SuccessFactors

Register with Bendigo Health Careers via SuccessFactors

- Go to the Bendigo Health website [www.bendigohealth.org.au](http://www.bendigohealth.org.au)
- Click on 'Careers' on the top toolbar
- Scroll down to 'Apply Now'
- Click on 'Register' (top right corner) and complete your current details for SuccessFactors (*use your Bendigo Health email address if you are a current employee*)
- Would you like to receive automatic updates? Click Yes (this will update you when new jobs come on-line)
- You are now registered and can login at any time
- You can now either wait for SuccessFactors to notify you of new positions or you can keep manually checking SuccessFactors for the Enrolled Nurse Graduate Program vacancy

### Step 2 – Preparing your Application for Bendigo Health

- Prepare your **application cover letter** outlining your reasons for applying for this position.
- Prepare your **resume** (please include name, contact phone number, email address, academic history, relevant employment experience, dates and locations of undergraduate clinical placements including future placements, extra qualifications, career goals, hobbies or interests)
- Include on your resume the contact details (name, phone and email addresses) of **two professional referees**. The details of a supervisor from a recent clinical placement is required. Please note if you have had a clinical placement at Bendigo Health we reserve the right to contact your clinical coach/facilitator for reference.
- Prepare your **supporting documents** to include with your application.
- You will need to provide a copy of your **Academic Transcript\*** and **Diploma of Nursing Certificate\*** from your education provider, including code/legend. (*\*If available at time of application*) **NOTE: Include both documents together in Academic Transcript upload within SuccessFactors.**
- Provide copies of your last **2 clinical placement reports**
- Provide evidence of your **AHPRA registration** (*If available at time of application*)

**INSTRUCTION:** Scan your clinical placement reports into one document and save as a PDF document.

*If available, scan your academic transcript, certificate, and AHPRA Registration evidence in to one document and save as a separate document*

### Step 3 - Applying

- Apply online any time before applications close on the listed closing date/time.
- On SuccessFactors follow the prompts and complete all fields when applying.
- You can ‘save’ your application details until ready to ‘submit’
- Upload each of the below documents in the relevant upload field
  - Cover letter
  - Resume including two professional referees
  - Academic Transcript, Diploma of Nursing Certificate & AHPRA registration
  - Clinical Placement reports (two reports)
- Complete the Key Selection Criteria fields provided within SuccessFactors
- When ready ‘submit’ your application
- Once your email is submitted, you will receive e-mail correspondence from Bendigo Health from this point onwards so ensure email details are correct and active. This should be a personal email address (or Bendigo Health email if you are a current employee), **NOT** a university provided email address.

For advice or more information regarding the 2026 Graduate Programs, please see [Bendigo Health Website - Nursing and Midwifery Graduate Programs](#)

Application Checklist	ACTIONED Y/N
I have read, understood and followed the instructions in this <i>Application Checklist</i> to ensure I submit a complete and comprehensive application	
I have registered my personal details on SuccessFactors via Bendigo Health website <a href="http://www.bendigohealth.org.au">www.bendigohealth.org.au</a>	
I have reviewed the <i>Bendigo Health Enrolled Nurse Graduate Program</i> position description in the advertisement and I am eligible to apply	
I have prepared my cover letter, resume, references, placement reports, *academic transcript and *AHPRA registration ( <i>if available at time of application</i> ) as described in Step 2	
I have ensured my referees know that I am using their name and they are contactable during June 2026	
I have clicked on ‘ <i>Apply Now</i> ’ and have accurately completed all necessary fields	
I have uploaded my documents as outlined in Step 3	
I have completed Key Selection Criteria fields provided on SuccessFactors.	
I have saved and submitted my application (online) and now await a response from Bendigo Health	