2025 Registered Nursing and Midwifery Graduate Program

Application Portal Guide

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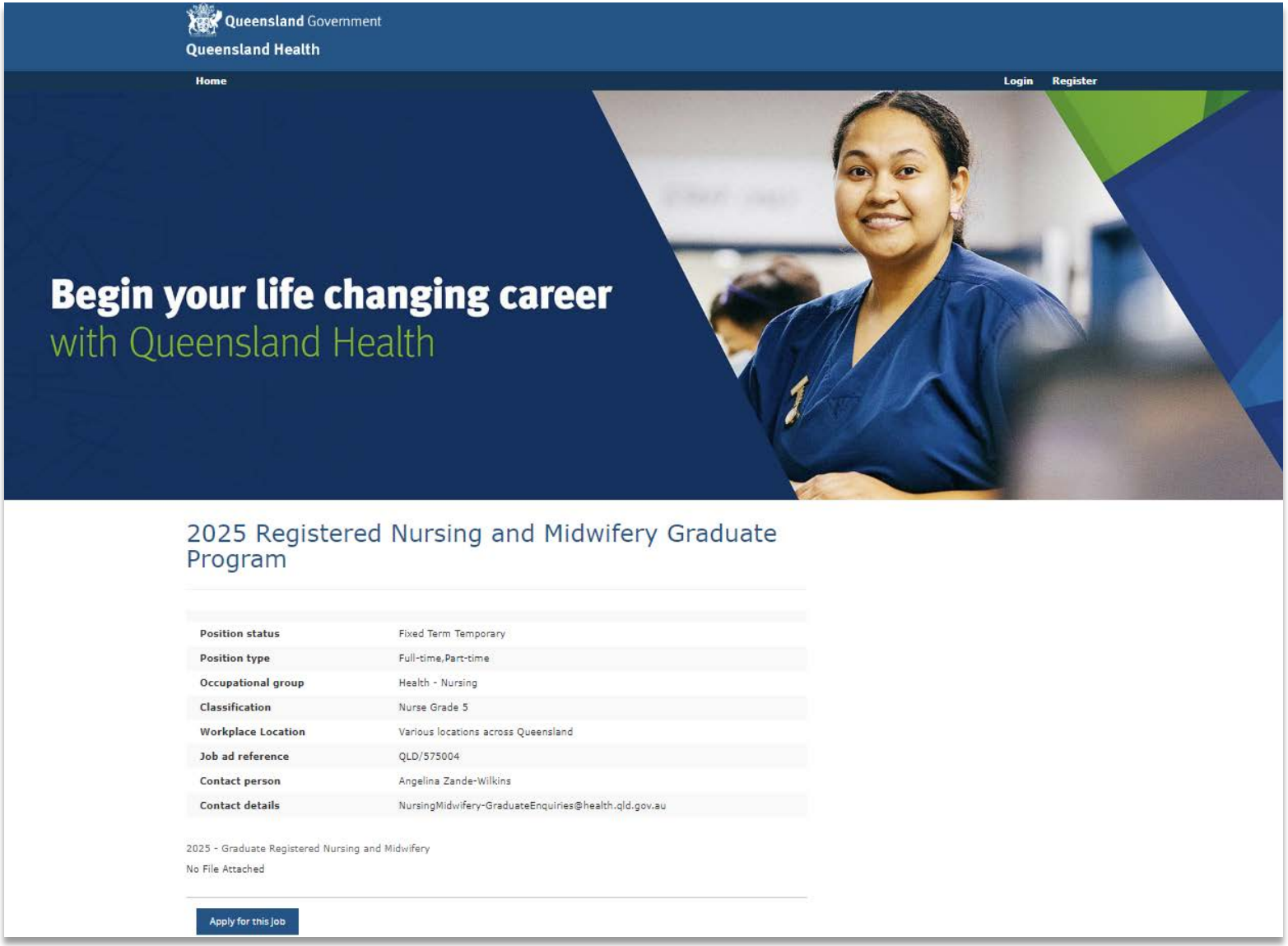

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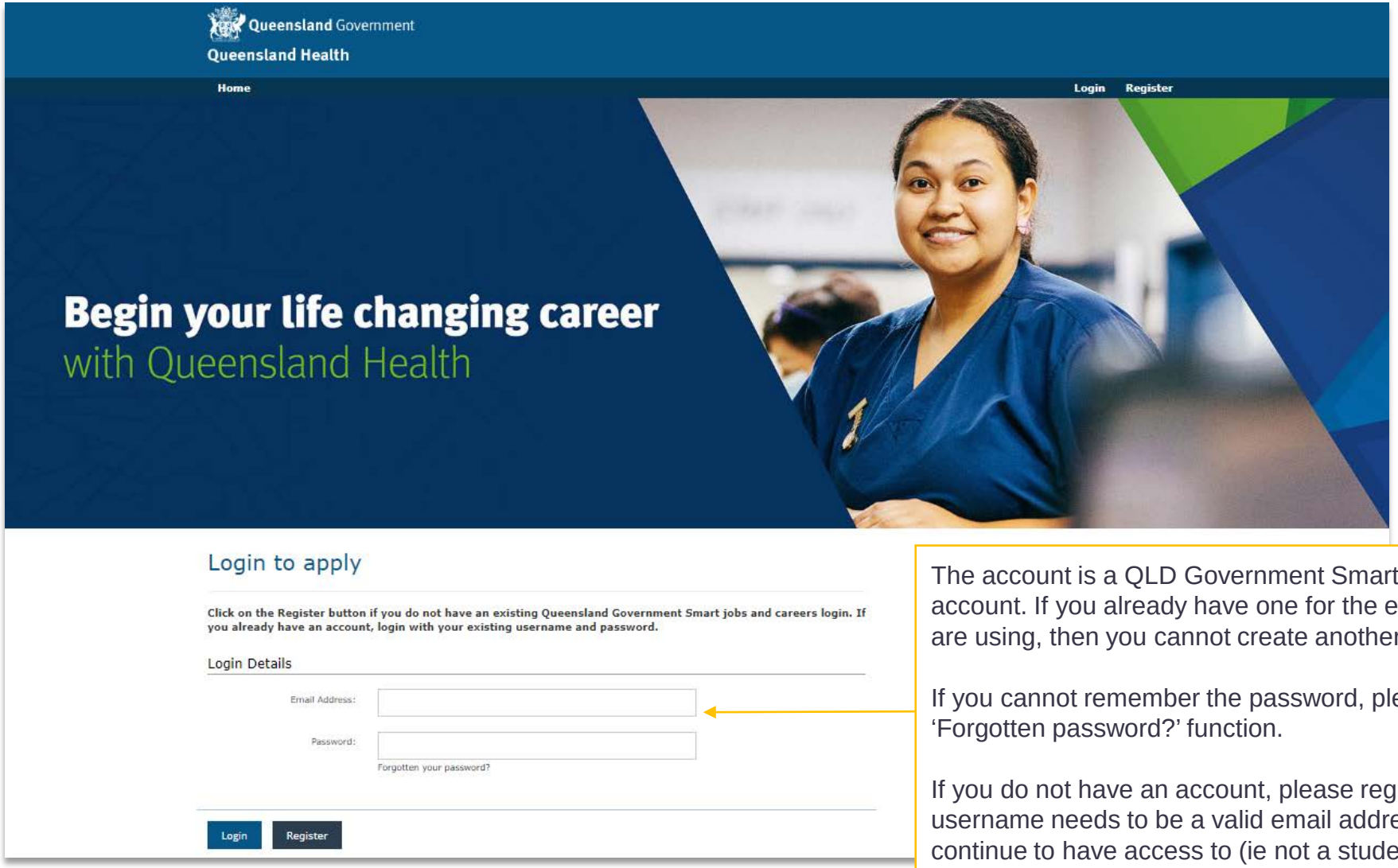

The account is a QLD Government Smart Jobs and Careers account. If you already have one for the email address you are using, then you cannot create another.

If you cannot remember the password, please use the 'Forgotten password?' function.

If you do not have an account, please register for one. The username needs to be a valid email address that you will continue to have access to (ie not a student email address)

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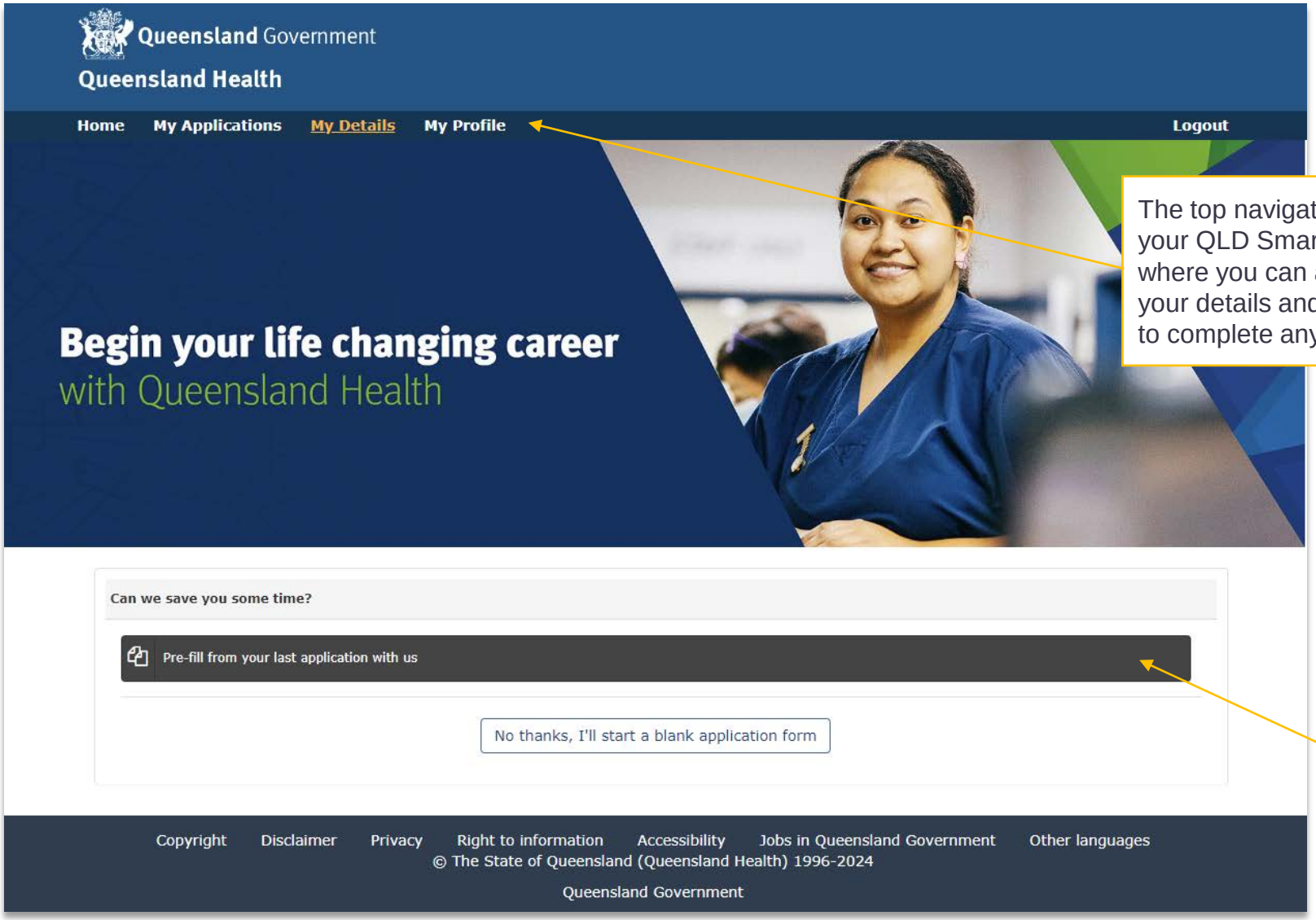

The top navigation links will take you to your QLD Smart Jobs and Careers account where you can access past applications, your details and profile. You **DO NOT** need to complete anything here.

If you have completed applications before, you may receive this option. You can choose the option that suits you.

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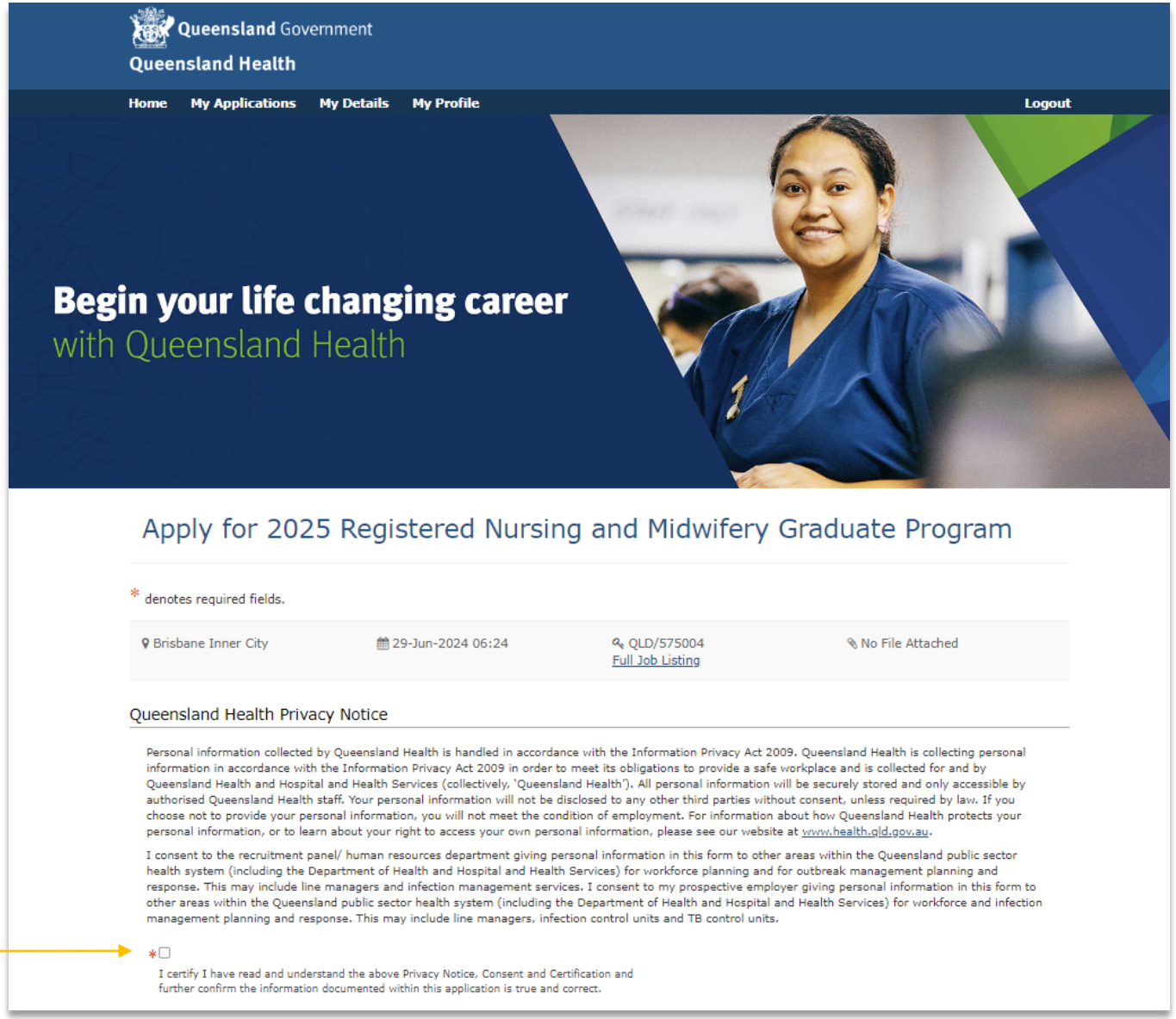

On the first page there is a privacy notice that explains why we collect personal information and how we use it. You must acknowledge this by selecting the check box at the bottom.

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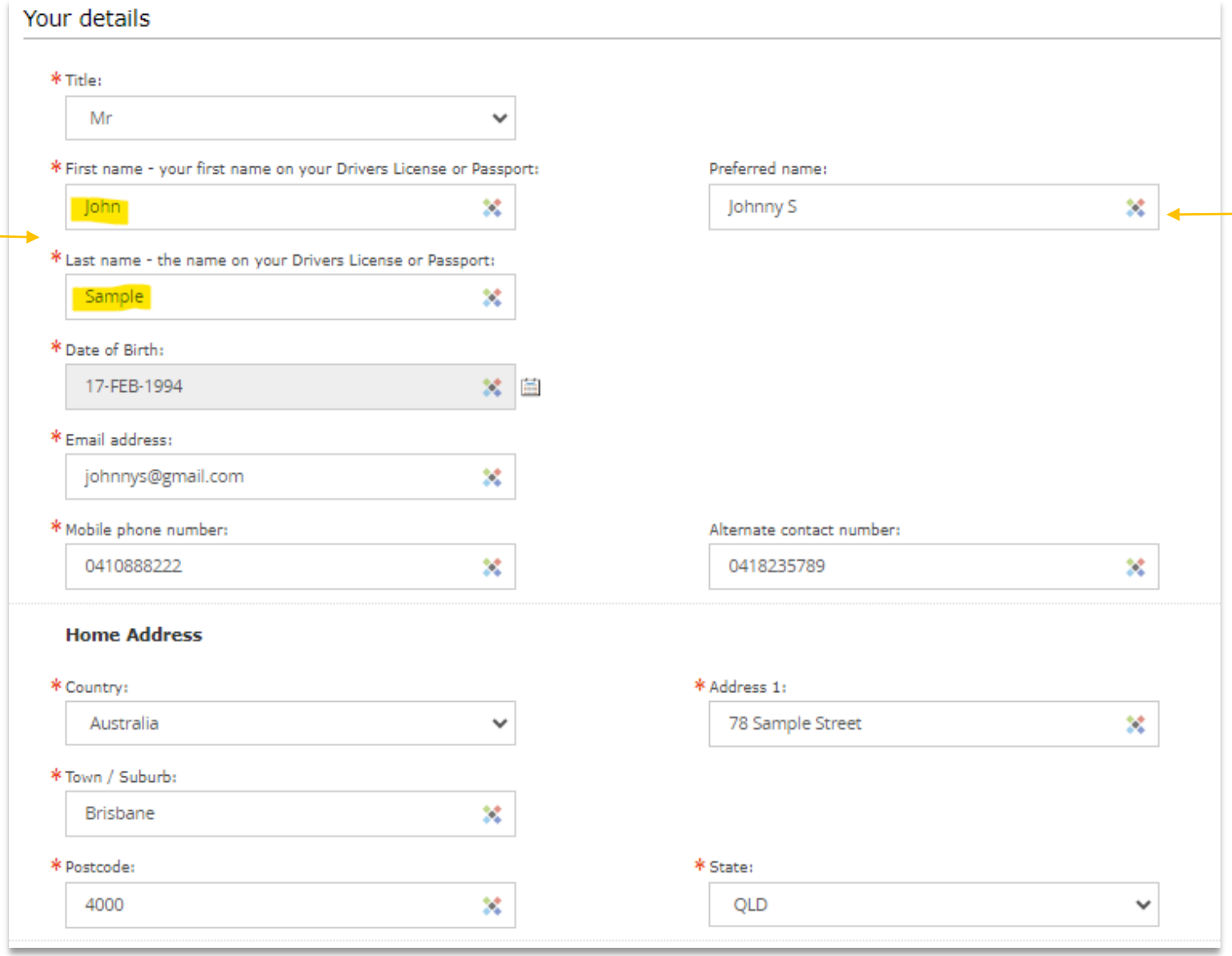
Please enter your legal first name and last name as they would appear on a passport or drivers' license.



You can enter a name that you preferred to be called here.

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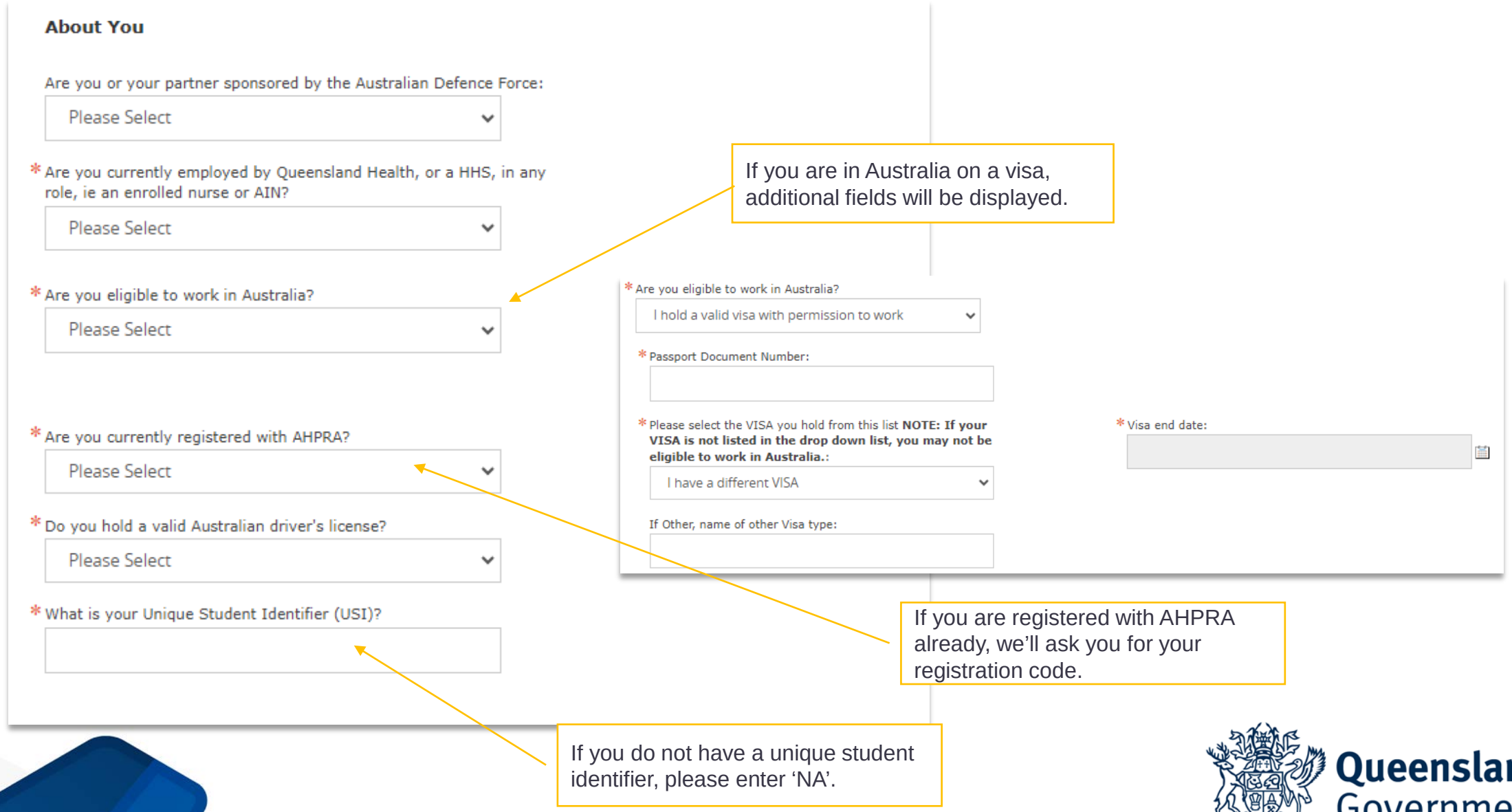
Please select the most appropriate responses for your circumstances.



If you are in Australia on a visa, additional fields will be displayed.

If you are registered with AHPRA already, we'll ask you for your registration code.

If you do not have a unique student identifier, please enter 'NA'.

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First Nations Peoples

* Do you identify as an Aboriginal or Torres Strait Islander person?

Yes

* Do you prefer to work on Country

Please Select

If you identify as an Aboriginal or Torres Strait Islander, you can also indicate if you would like to work ‘on country’. If you select ‘Yes’, then a text box will appear and ask for the name of the location. This is a free text box.

Diversity information

* Do you identify as someone who comes from a non-English speaking background?

No

* Gender:

Prefer not to respond

* Do you identify as a person with a disability?

Prefer not to respond

* Do you have any special requirements for interview? (e.g. wheelchair access or interpreter services)

Yes

If you select ‘Yes’, then a text box will be displayed, and you can let us know how we can help you.

* Please tell us how we can help you

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Your Resume

We want to know about your qualifications, your clinical placements and working history including volunteer work.

Your Qualifications

* Your Principal midwifery or nursing qualification
Not Listed

* Qualification Name:

* Institute issuing award:
I qualified overseas

* Other Institute:

* What is your GPA? (Or other grading)
Other

* Alternate GPA:

* Approximate course commencement date:

* Approximate completion or expected completion date:

Other Qualifications

Other relevant qualification:

Institute issuing the award:

Approximate completion or expected completion date:

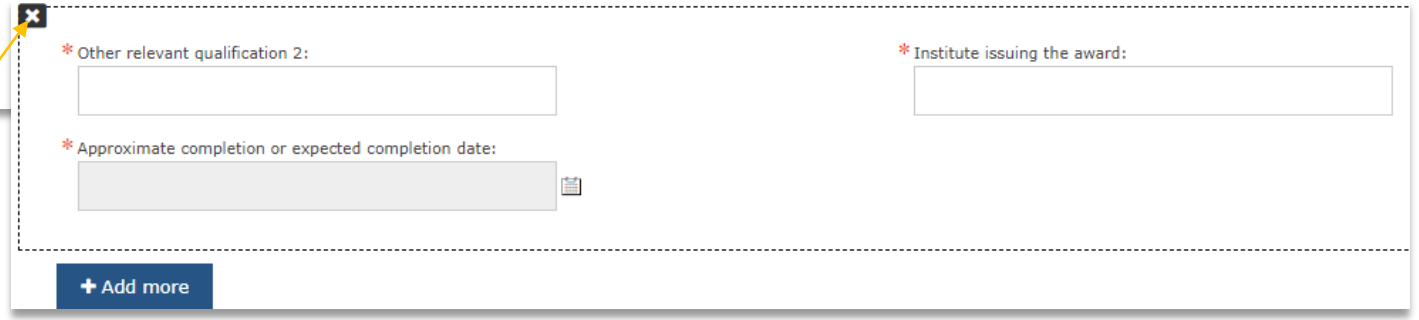
+ Add more

All Australian qualifications are listed. If you studied overseas, you can select not listed and a free text box will display, and you can enter the name of your qualification.

All Australian institutions are listed. If you studied overseas, you can select I studied overseas, and a free text box will display where you can enter the institution name.

GPA and other known gradings are listed. If not, at the bottom of the list, is an 'other' option for an alternate GPA.

If you qualify after December 2024, you are ineligible for this round, you can apply in the next round in February 2025.



You can '+ Add more' qualifications. You can remove additional unused sections by clicking X.

Clinical or Work-based Placements

For each clinical or work-based placement, please include the education year the placement aligns to; the clinical type of unit, ward or service; the host facility (hospital or organisation name); and the period of the placement (in weeks).

Please enter placements from the earliest study year (Year 1) to the latest study year (for example: Year 3).

Placement 1

Placement year: Please Select

Clinical unit, ward or service:

Facility:

Placement Period: Please Select

Placement 2

Placement year: Please Select

Clinical unit, ward or service:

Facility:

Placement Period: Please Select

Placement 3

Placement year: Please Select

Clinical unit, ward or service:

Facility:

Placement Period: Please Select

Placement 4

Placement year: Please Select

Clinical unit, ward or service:

Facility:

Please select the educational year that your placement relates to. Please start from Year 1 and end with the final year.

The placement period is selected in weeks. Where you have been placed on a part time basis or less than one week, calculate the weeks (placement hours divided by 40). For example, 100 hours of clinical placement over 10 weeks is 100/40=2.5 (round up to 3). You would enter 3.

You can enter up to 15 clinical placements. If you have less than 15 clinical placements, leave the remainder empty. If you have had more than 15, you can enter a summary of the remaining placements after the 15th placement.

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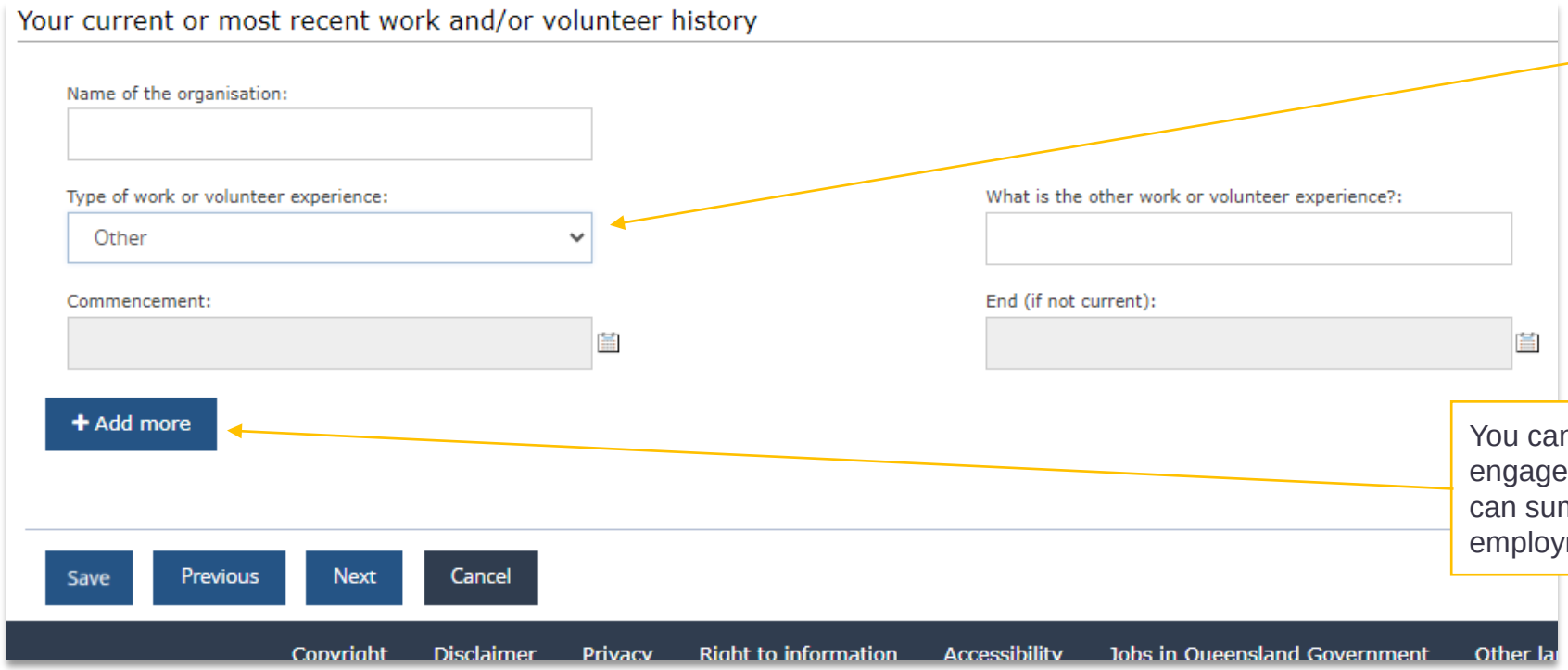

If the type of work or volunteering is not listed, you can select ‘other’ and then enter the type in the text box displayed.

You can add two more employment or volunteer history engagements. If you have more than three in total, you can summarise this in the text box after the third employment or volunteer history engagement.

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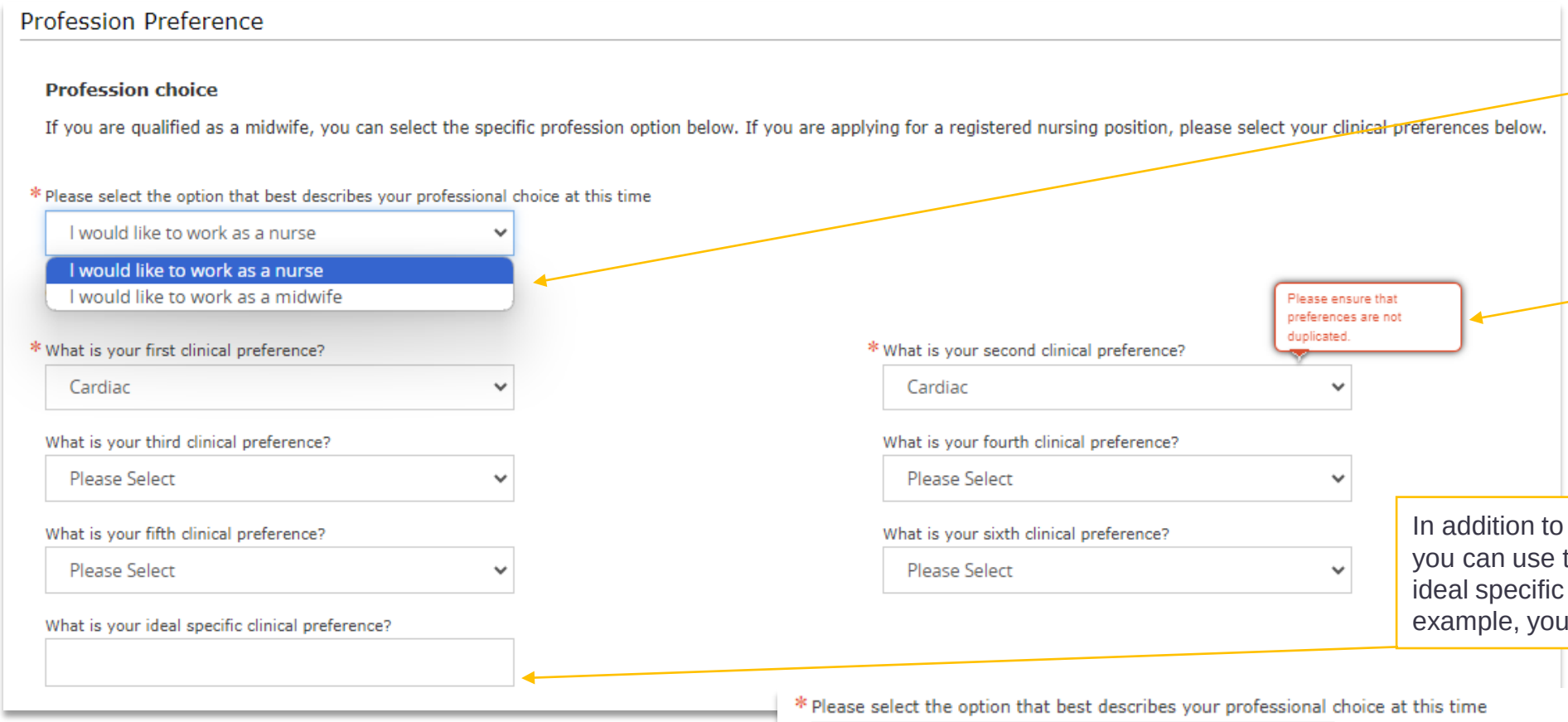


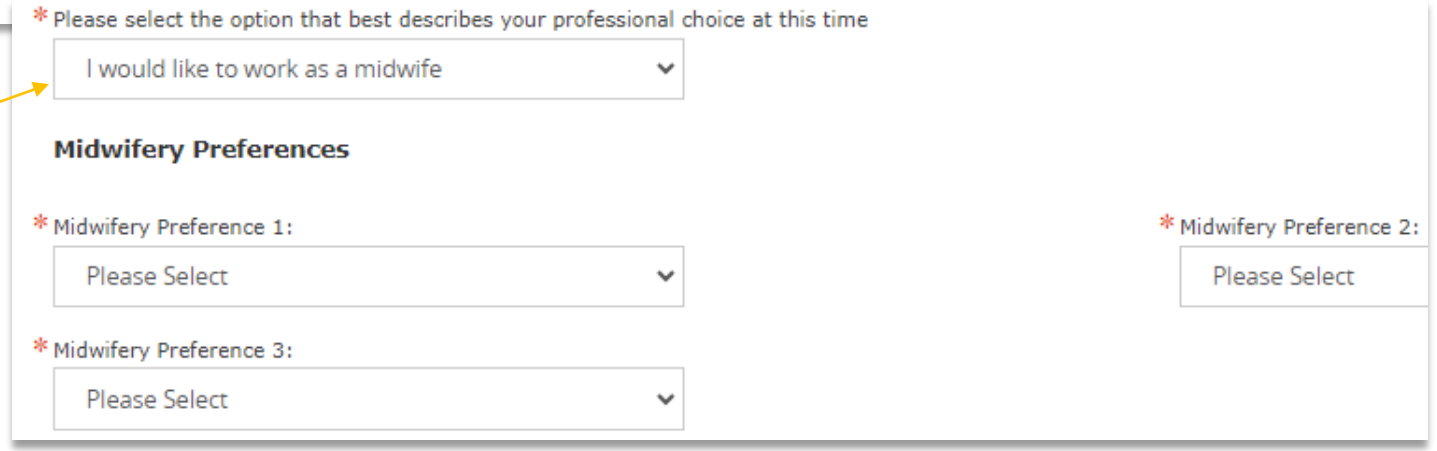
If you are dual qualified, you must select a professional choice. Queensland Health does not have any dual profession graduate programs.

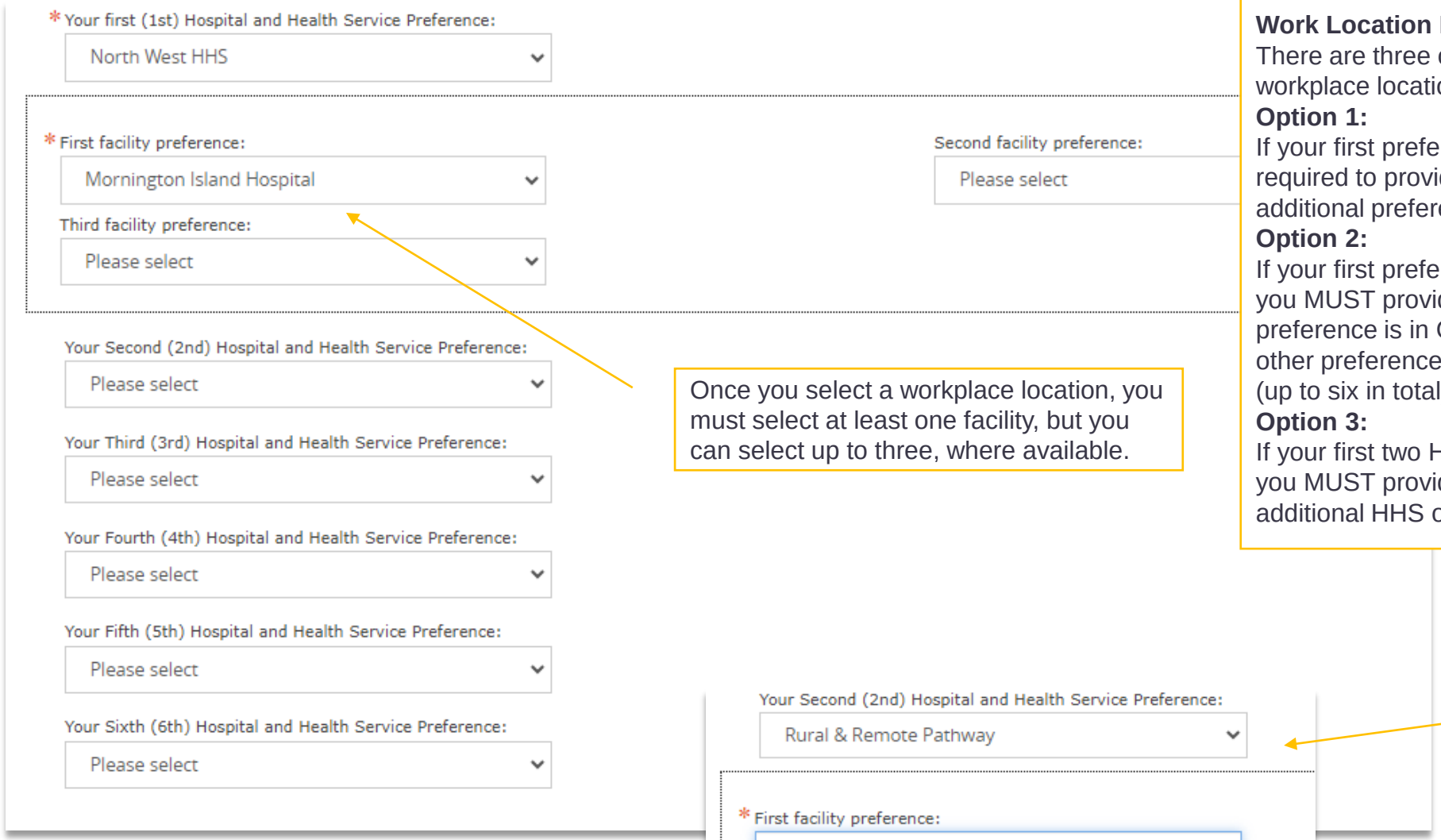
You cannot select duplicate preferences.

You must select two, but you can select all six.

In addition to clinical preference selection, you can use this free text box to enter your ideal specific clinical preference. For example, you could enter: 'ED at Ipswich'

If you select the midwifery profession, then you must select the midwifery model of care preferences, where preference 1, is the model of care you would most like to work in, and 3 is your lowest preference.





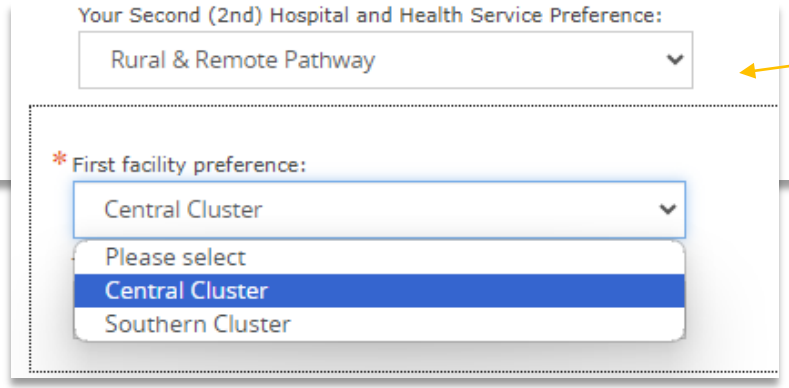
Once you select a workplace location, you must select at least one facility, but you can select up to three, where available.

Work Location Preferences
There are three options that are possible when selecting workplace locations.

Option 1:
If your first preference is a HHS in Group A, you are not required to provide any other preferences, but you can provide additional preferences (up to six in total).

Option 2:
If your first preference is a HHS in Group B or the RRP, you MUST provide a second preference. If your second preference is in Group A, you are not required to provide any other preferences, but you can provide additional preferences (up to six in total).

Option 3:
If your first two HHS or RRP preferences are from Group B, you MUST provide a third preference, but you can provide additional HHS or RRP preferences (up to six in total).



If you are interested in the Rural and Remote Pathway (RRP), you can select southern and/or central clusters.
NOTE: the RRP is a rotation and not a career in rural or remote. If you want to work in rural and remote, please select a rural and remote HHS.

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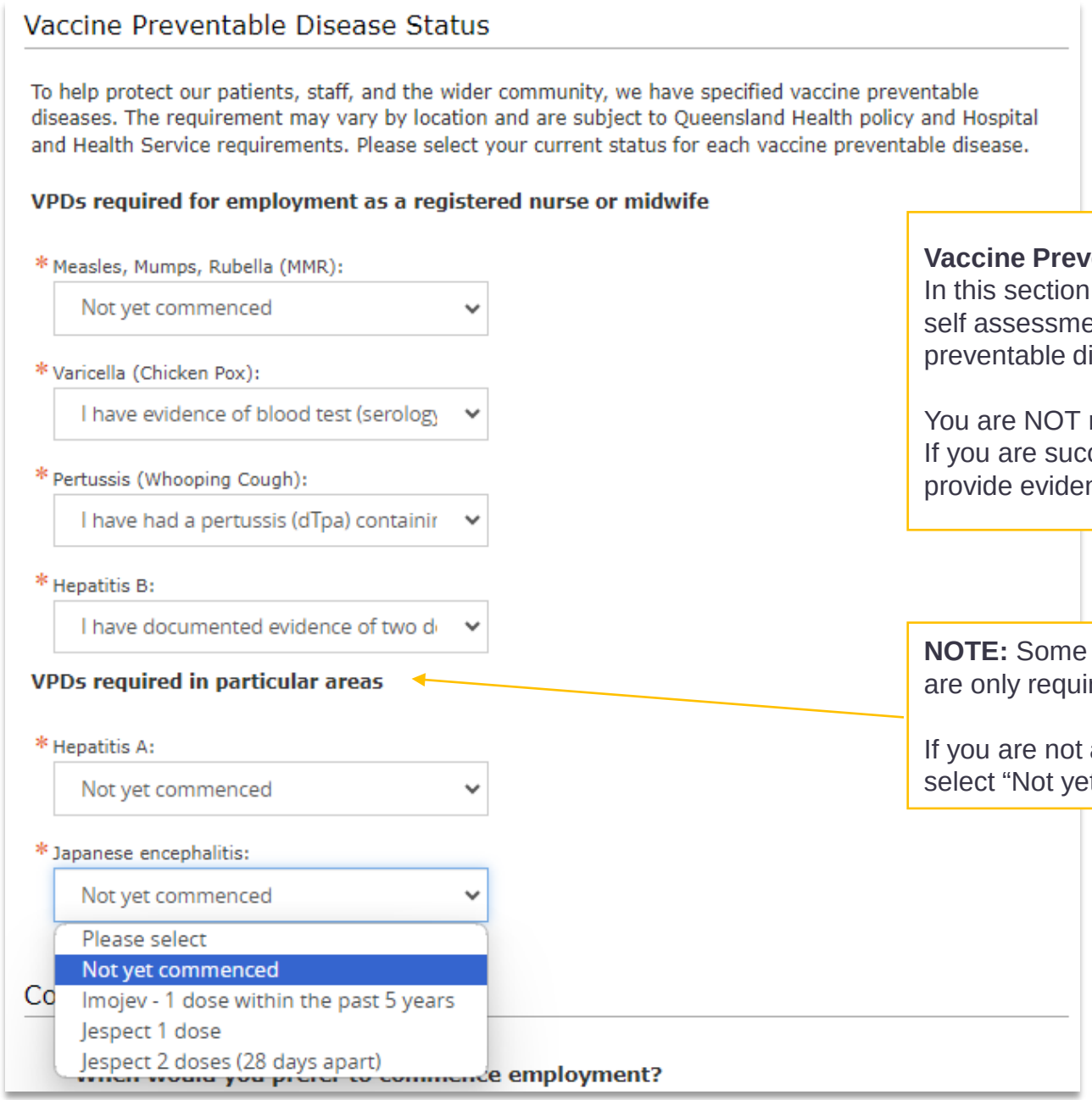

Vaccine Preventable Diseases
In this section we require you to complete a self assessment of your status for six vaccine preventable diseases.

You are NOT required to upload any evidence. If you are successful, a HHS will require you to provide evidence of your status at a later point.

NOTE: Some vaccine preventable diseases are only required in particular areas.

If you are not aware of your status, please select “Not yet commenced”.

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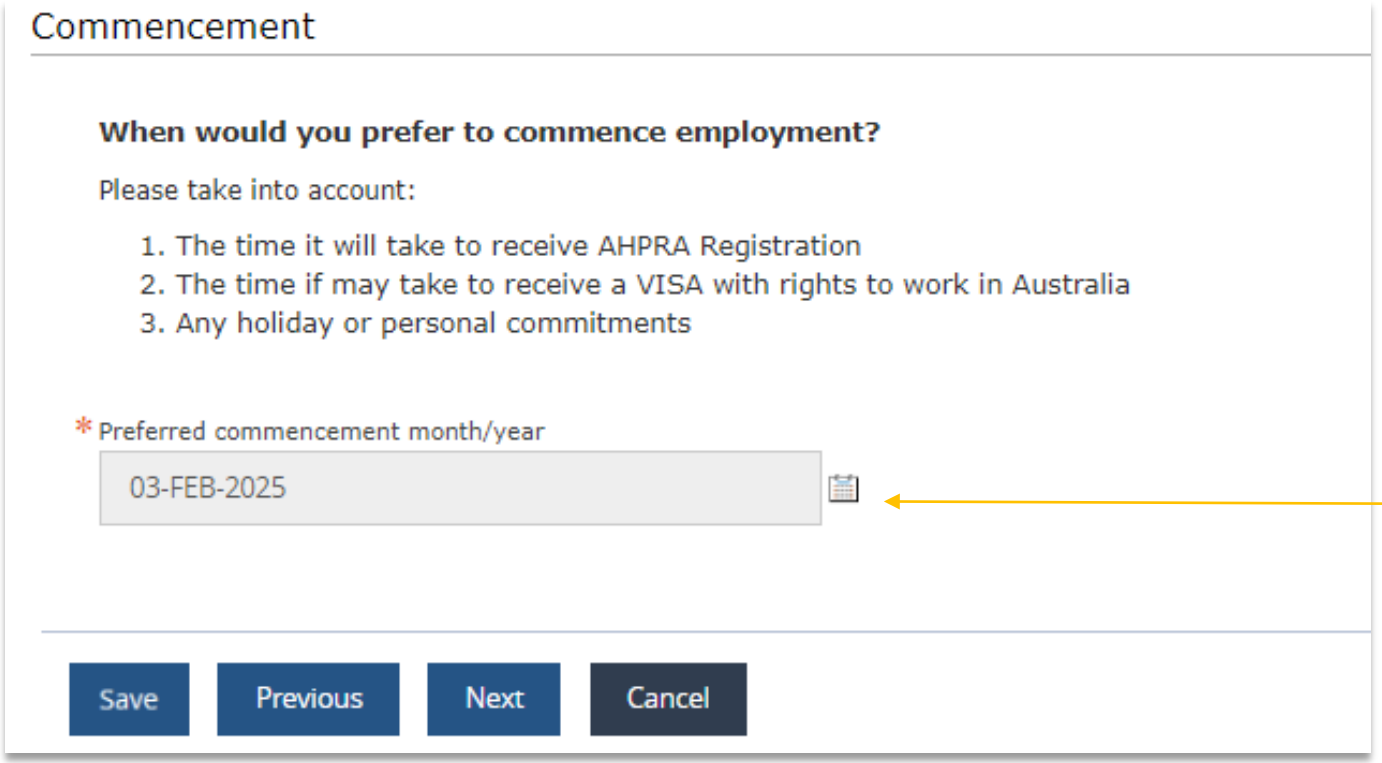

You must indicate your preferred commencement date, taking into account factors that may delay your commencement, such as registration with AHPRA or any holiday or travel plans that you may have.

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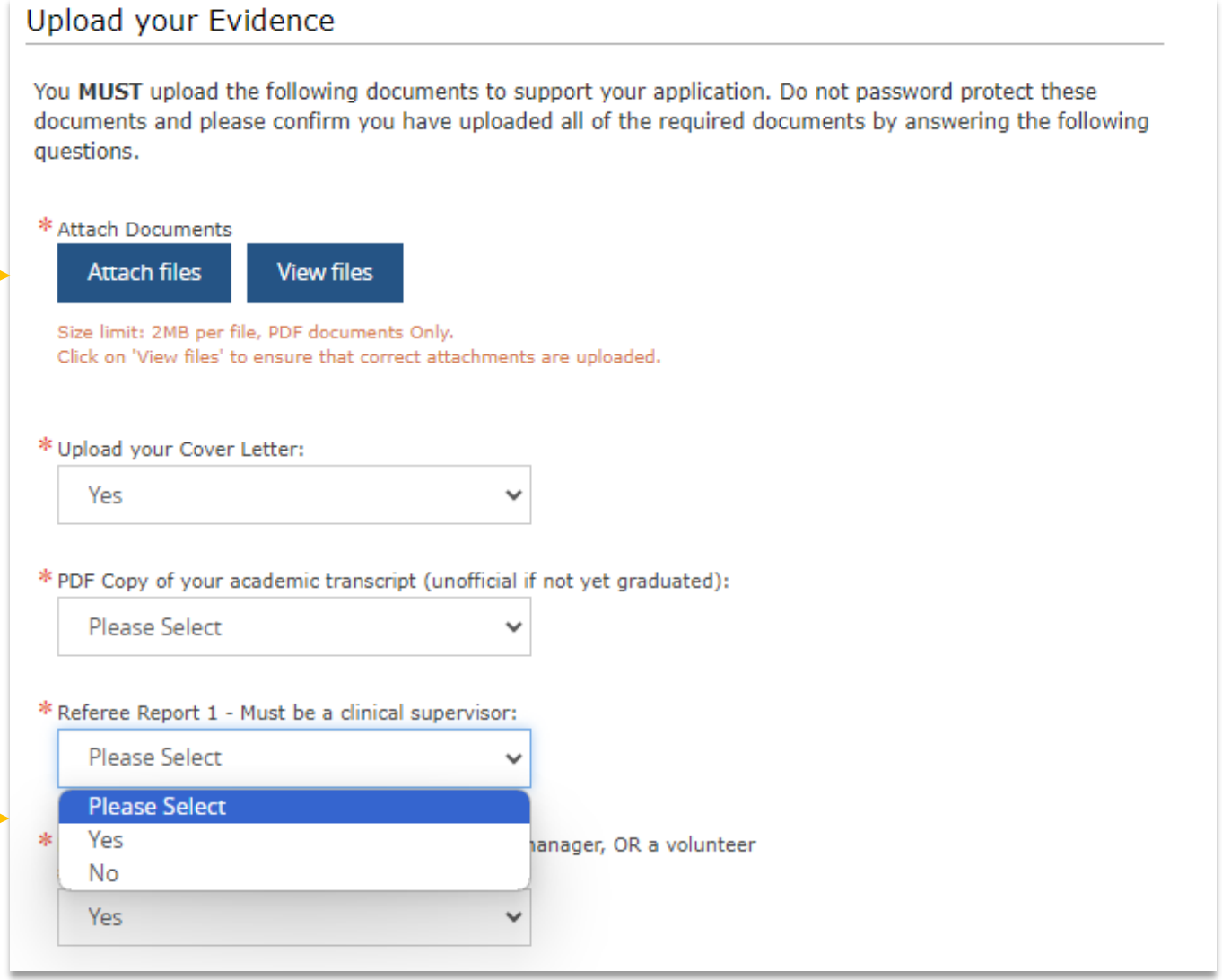
When you click ‘Attach files’ an upload files function will display.

Please see next pages for instructions.

You must select ‘Yes’ for each of the related questions. This is a reminder check for each document required.



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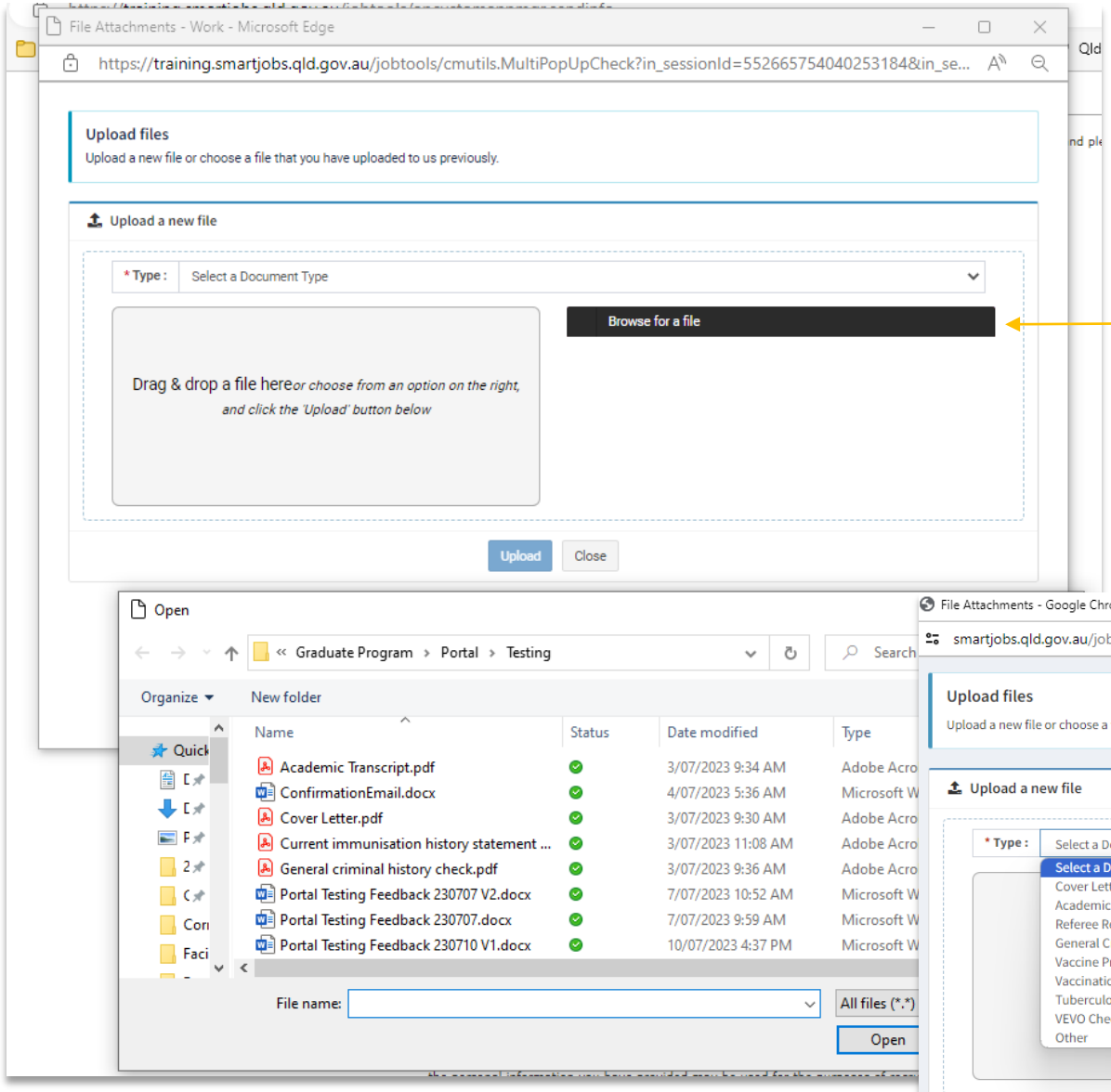
Note: You are **NOT** required to upload:

1. A resume or CV
2. Any photo ID documents
3. Any immunisation history

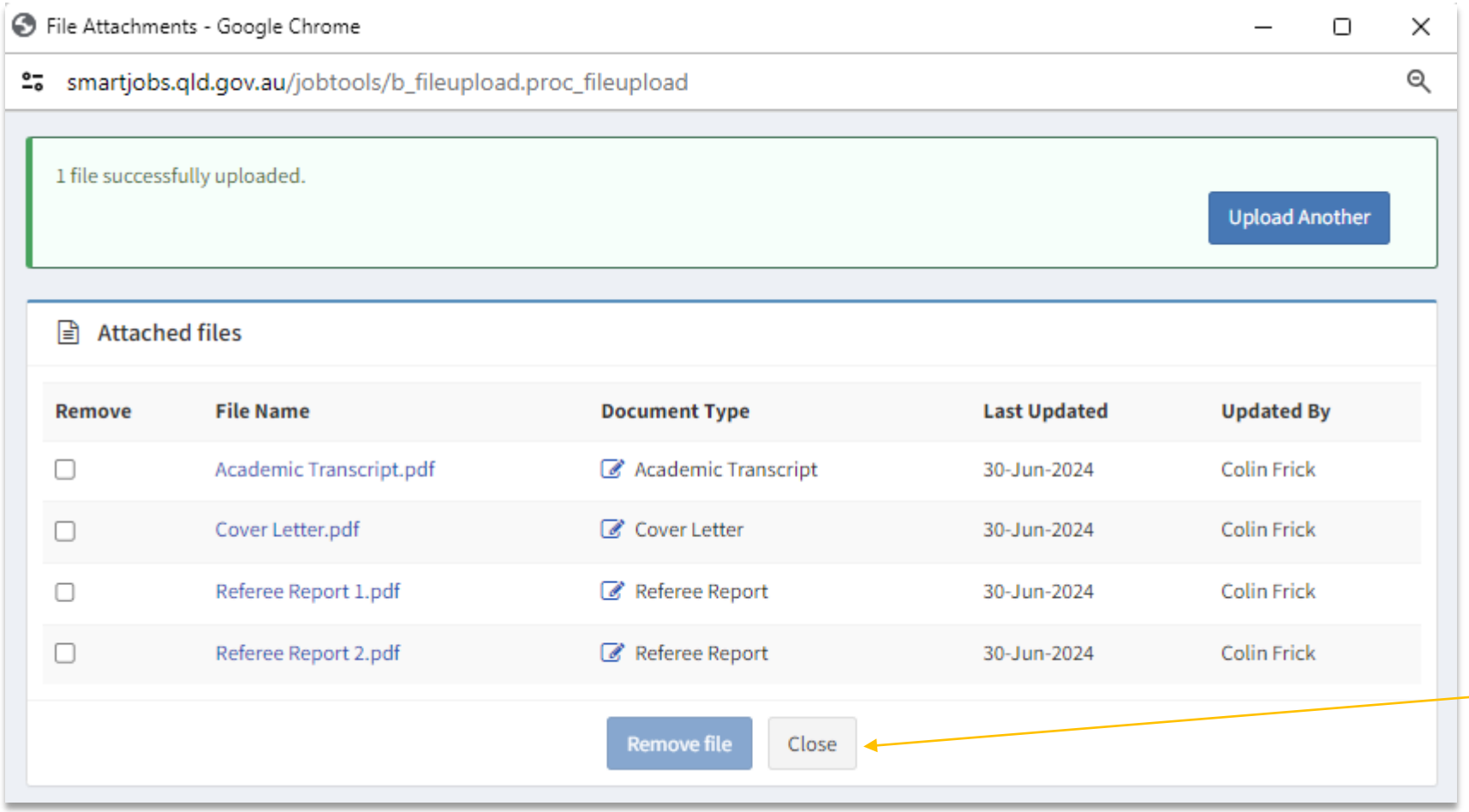


1. Click on browse for a file. Navigate to the file and select it.

You can only upload one file at a time.

2. Select the type of file you are uploading.

3. Select upload and then repeat the process for other files, or select ‘Close’



The uploader will list the files that you have uploaded.

You can choose to remove files or add files as needed. When complete, click “Close”.

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Once your documents are uploaded, they will be listed here.

Upload your Evidence

You **MUST** upload the following documents to support your application. Do not password protect these documents and please confirm you have uploaded all of the required documents by answering the following questions.

* Attach Documents

Attach files | View files

4 document(s) attached –

- Academic Transcript.pdf
- Cover Letter.pdf
- Referee Report 1.pdf
- Referee Report 2.pdf

Size limit: 2MB per file, PDF documents Only.
Click on 'View files' to ensure that correct attachments are uploaded.

* Upload your Cover Letter:

Yes

* PDF Copy of your academic transcript (unofficial if not yet graduated):

Yes

* Referee Report 1 - Must be a clinical supervisor:

Yes

* Referee Report 2 - Must be an employment line manager, OR a volunteer supervisor, OR a second clinical supervisor:

Yes

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Declaration

By clicking 'Submit' and lodging this application you acknowledge and agree that:

- the personal information you have provided in this application is collected for and by Queensland Health and Hospital and Health Services (collectively, 'Queensland Health');
- the personal information you have provided may be used for the purposes of recruitment, selection and improving recruitment and selection processes
- if you are successful in obtaining employment through the recruitment and selection process, the personal information you have provided may be used in connection with your employment;
- Queensland Health may share the personal information you have provided including with its agents, other government agencies and contracted service providers for the purpose of recruitment, selection and improving recruitment and selection processes;
- personal information collected by Queensland Health in this application will not otherwise be disclosed without your consent, unless the disclosure is authorised or required by, or under law;
- you are not required by law to provide the requested personal information to Queensland Health, but if you do not provide some or all of the information required by the application, this may impact your prospects of being successful in the recruitment and selection process; and
- the information you have provided to Queensland Health is true and correct at the time of submission of this application.

Personal information collected by Queensland Health in this application will be securely stored and handled in accordance with the Information Privacy Act 2009 (Qld). For more information about how Queensland Health protects your personal information, or to learn about rights to access your own personal information, please see the Privacy Statement on our website.

Save | Previous | Submit | Cancel

You **MUST** 'Submit' your application if you want to complete your application.

Once submitted you will be able to see your application in your QLD Smart Jobs and Careers profile and you will receive a confirmation email.

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Modifying Your Application

Once you have submitted your application, if you need/want to modify it, it cannot be modified once submitted. To modify your application, you will need to:

1. withdraw your application on the application portal, then
2. click into your withdrawn application and scroll to the bottom of the first page, then
3. click on ‘delete’ to remove your application, then
4. use the link on the Apply now link on the home page to access the application portal again, then
5. resubmit your application with the updated information.

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Thank you

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