

Information for applicants

Any questions regarding an advertised position can be directed to the contact person listed. This information is located on the bottom of the advertisement.

How to Apply

- Cover Letter
- Title and reference number of the position you are applying for
- Full name, address, email and day time contact number
- Statement addressing the requirements set out in the Position Description, if required

Resume

- Relevant work experience (including a brief summary of achievements and responsibilities)
- Education and training achievements, include any education currently being undertaken and professional memberships held
- Names and contact numbers of three current referees (at least one should be a current/recent manager or supervisor and your referees must have knowledge of your work experience).
- Any other information that you feel is relevant to your application

Submitting your Application

Before starting your application online please ensure that you have your Cover letter and Resume ready to upload in either Microsoft Word (.doc /.docx) or Adobe Acrobat (.pdf) format.

All applications are to be submitted online via eRecruit. However in the event that you are unable to submit your application via eRecruit, please check that you have activated your account via the email sent upon registration. If this has not rectified the issue you experienced please contact the advertising manager listed within the position or Workforce Planning and Resourcing – Bendigo Health on 03 5454 8398 or via email recruitment@bendigohealth.org.au

Our team will endeavour to respond to you as soon possible.

Please Note: Applications close at 11:45pm on the advertised closing date

Complete online application on Erecruit

External applicants

If you have not registered for Erecruit to apply for positions at Bendigo Health, you must register online via Bendigo Health, via the 'register' button.

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.

Internal Applicants

All current Bendigo Health employee automatically are registered for Erecruit. You will enter your Bendigo Health email address and select *Forgot your password*. You will then receive an email prompting you to reset your password. You will need to ensure you apply for all internal Bendigo Health positions with your Bendigo Health email address Erecruit account.

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.

Short Listing

The position selection panel assesses all applications against the Key Selection Criteria and will shortlist for interview those who best meet the criteria.

Interview

You will be advised of the interview date, time, venue and panel members upon acceptance of attending the interview. Interview details will be communicated verbally by the recruiting manager or via the interview set up within Erecruit (email).

Pre-Employment Check

Your pre-employment check may include

- Right to Work in Australia Documentation
- Qualification relevant to your position
- Professional Registration evidence
- Professional Credentialing with scope of practice (for relevant positions)
- National Police Check (requested by Bendigo Health via Fit2Work or existing Police Check issued within 12 months of commencement date)
- International Police Check (for relevant applicants)
- Working with Children Check (for relevant positions)
- National Disability Insurance Scheme Check (for relevant positions)
- Immunisation Status (Evidence of COVID-19 and Flu Vaccination mandatory at on boarding)
- ID Photo
- Reference checks

Notification

Once a decision has been made, the successful applicant will be offered the position verbally initially and then in writing within your employment agreement.

After the successful applicant has accepted the offer, interviewed applicants will be notified of the outcome of their application verbally.

Unsuccessful applicants (non-interview) will be notified via email within the Erecruit system.

Please note that 'free' email accounts e.g. hotmail, yahoo may automatically filter emails into your junk/spam box – please ensure that you check these folders.