Mater Health Services Registered Nurse Graduate Program

Frequently Asked Questions

Is Mater Health Services a part of Queensland Health's Graduate Nurse Online Recruitment program (GNOR)?
The Mater Health Services Registered Nurse Graduate Program is not associated with Queensland Health's Graduate Nurse Online Recruitment program (GNOR), and is a private organisation founded by the Sisters of Mercy. Mater Health Services Registered Nurse Graduate Program is a separate program that covering the Mater Adult, Children's, Mothers' and Private Hospitals based on our South Brisbane campus.

What should I include in my CV and cover letter?
Please view the hints and tips on what to include in your CV specifically for a Graduate Program available under the Useful Information section of http://www.exceptional.org.au/vacancies/graduate/
Your CV must include:

- contact details (including a non-university email address)
- education details
- qualifications
- professional memberships
- all clinical placement experience/work experience
- at least two clinical references with contact details including professional email addresses

Your cover letter should:

- identify how your skills will benefit Mater Health Services and what strengths you will bring to the role
- include information that clearly defines your level of education
- clarifies which speciality/area you are interested in
- identify areas where you excelled, or were particularly interested in pursuing a career
- promote the skills you possess to fulfil the job requirements.

To whom should I address my application?
As your application will be reviewed by several people, please address your cover letter to the Graduate Committee members (e.g. Dear Graduate Committee members).

I am an Enrolled Nurse; can I apply for the graduate program?
Mater Health Services' Graduate program is only open to Registered Nurse graduates.

I graduated more than 6 months ago, can I still apply?
Yes, to be eligible you must have recently completed or completed within the past 12 months an undergraduate degree in nursing; or are due to complete the same prior to the start date for the graduate program.

Since graduating I have worked as a Registered Nurse, can I still apply?
Providing you have no more than 6 months work experience as a Registered Nurse since graduation you can still apply.

I applied for the last graduate program at MHS, can I still apply?
Yes, if you graduated within the past 12 months with a bachelor's degree in nursing; and have no more than 6 months work experience as a Registered Nurse since graduation.

I am a student graduating from a university outside of Queensland. Am I eligible to apply?
Mater Health Services has a responsibility to place Queensland graduates first to fill available positions. Therefore interstate and New Zealand (NZ) students will only be considered if we are unable to fill positions with Queensland applicants.

I am a student graduating from a university not in Australia; can I apply for the program?
Overseas graduates (with the exception of NZ graduates) are unable to be considered at this time.

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I am currently in Australia on a student visa, am I eligible to apply?
Applicants must provide proof at time of application of their working rights that allow them to work full time, for a 12 month period from the commencement date of the program.

Employer Nomination Sponsorship (457 Visa) cannot be provided for those employed on the Mater Health Services Graduate Programs, therefore to be eligible overseas students graduating from Queensland universities must have full working rights that allow them to work full time for a minimum of 12 months.

Those graduates on student visas who would require sponsorship in order to take up a full time position are therefore not eligible to apply.

What happens if I submit a late application?
Applications lodged after the closing date will not be accepted.

What happens if I am unable to attend an interview?
As the face-to-face interview is an essential component of the Mater interview process, if you are unable to attend an interview, we are unable to proceed with your application.

If you are applying from overseas or interstate you will need to be available in Brisbane at the time of the interview. The graduate recruitment team will endeavour to contact you at the earliest possible time so that you can organise travel arrangements.

How are preferences allocated?
If you are a successful applicant, your preferences will be considered. We endeavour to allocate candidates to their preferred programs or clinical area, but due to limited places in some areas this is not always possible. Your offer of employment will include the graduate program to which you have been allocated.

If you choose a rotational program, your rotations cannot be allocated until all acceptances and numbers are finalised (which may take an extended amount of time).

Can I accept an offer prior to having registration?
We are aware that you may require some time to obtain registration prior to starting on the graduate program and the recruitment process is timed to allow registration to be in place prior to the start date.

What happens after I have accepted the offer?
Once you have confirmed your acceptance of your offer of employment by email, the Graduate Coordinator for your program will notify the Mater HR Department of your appointment. HR will then endeavour to create your employment agreement and send your commencement pack to you as soon as possible. HR will also be in contact with you regarding several requirements which you must meet before commencing work (pre-commencement requirements.)

You pre-commencement requirements include:
- AHPRA Registration
- Completing an online Criminal History Check (CHC)
- Provide proof of mandatory immunisations relating to her role
- Returning your contract of employment

What is a commencement pack?
The commencement pack includes all documentation that must be complete, and outlines all required documents, including:
- tax file number declaration form
- commencement notification form
- signed letter of appointment/contract
- employment equity form
- proof of immunity form
- eight or 10 hour shift break agreement
- criminal history check

If you are not an Australian Citizen or Permanent Resident, you will also need to provide (as outlined in the commencement pack):
- copy of Passport and working rights visa
- evidence of Health Insurance

Who do I contact if I have questions about graduate recruitment?
If you have any questions about Mater's graduate programs please contact the graduate support team by emailing graduatenurse@mater.org.au or phone the Mater HR Helpdesk on 07 3163 8511.