



The Royal Melbourne Hospital

Mental Health Services

2026 Graduate Mental Health Nurse Program

Application Form

Instructions to Applicant

At The Royal Melbourne Hospital Mental Health Services (RMH MHS) we believe in diversity, inclusion and equality and are committed to ensuring that our workplaces are a reflect 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.

The Royal Melbourne Hospital uses an online recruitment system where all applications are submitted electronically. Applicants must submit the following documents and this application form to the Royal Melbourne Hospital Mercury Success Factor Portal Position ID 3158:

- 1) Cover Letter.
- 2) Curriculum Vita/Resume – Including all tertiary and/or nursing qualifications, employment history in (dated) chronological order, all nursing experience (must include dates).
- 3) Certified copy of academic transcripts – Most recent (including grading system codes).
Certified copy of 2nd & 3rd year clinical evaluations (mental health and medical/surgical).
NOTE: We only require the formative and summative parts of the clinical appraisals.

Applying via Success Factors

Submitting your application

- All documents must be in Microsoft Word format (.docx) or Adobe PDF format.
- All applications must be submitted by 5:00 pm on the advertisement's closing date.
- Only applications via the Royal Melbourne Hospital's Success Factors Portal will be accepted.

Please note that prospective Victorian undergraduate nurses must apply through the PMCV Graduate Nursing and Midwifery Program Match system and The Royal Melbourne Hospital Success Factors portal. If you are applying for this program, you need to list RMH Mental Health Services as one of your preferences in the PMCV Match system.

Selection Process

Short listing/interview

A selection committee assess all the applicants against the key selection criteria and will shortlist for interview those who best meet the criteria. If your application meets the criteria of the position and you are shortlisted for interview, you will be contacted by a Graduate Mental Health Nurse Program (GMHNP) Coordinator via email in mid July.

You will also be advised of any additional documents you need to provide at the interview.

1. Type of Application

PMCV Match

Direct

2. Personal Details

Ms

Mr

Mrs

Miss

Other:

Surname:

PMCV Match No.:

Given names:

Date of birth:

Do you have a driver's licence?

Yes

No

Do you identify as Aboriginal and/or Torres Strait Islander?

Yes

No

Address for correspondence:

Suburb:

Postcode:

State:

Mobile number:

Email - personal (required):

Email – university (optional):

Are you currently registered as an Enrolled Nurse?

Yes

No

Are you an Australian Citizen or a Permanent Resident?

Yes

No

If no, what is your visa status?

Visa type:

Visa expiry:

Passport No.:

3. Previous Employment

Have you previously been employed at the Royal Melbourne Hospital?

Yes

No

Position:

Dates employed:

RMH email address:

4. Academic Qualifications

Qualification:

Commenced on:

Institution:

Completed on:



5. Describe in your own words what you consider to be the “Essence of Mental Health Nursing.” Do not exceed 400 words.



The Royal Melbourne Hospital Mental Health Services is a multi-site program. In order to provide the highest quality GMHNP, we offer clinical rotations in both inpatient and community settings. Graduates may rotate from one clinical program to another within the course of the GMHNP. To assist with the allocation of your clinical rotations please number the boxes to identify your preferred placements.

Availability of clinical rotations is subject to many variables, therefore your allocated clinical rotations may vary from your selected preferences. However, the RMH MHS GMHNP Coordinators will make every effort to accommodate your preferences.

6. Clinical placement preference form

Clinical Venues		Indicate preference number
Indicate your preferences by numbering the boxes from 1 through 3 1 being your MOST preferred and 3 being your LEAST preferred		
Royal Melbourne Hospital	Acute Adult Inpatient Unit (Parkville)	
Royal Melbourne Hospital	Norfolk Terrace Community Care Unit (Flemington)	
Royal Melbourne Hospital	Eating Disorders/Neuropsychiatry Inpatient Unit (Parkville)	

7. Declaration

I acknowledge that this application is submitted and received on the understanding that the Royal Melbourne Hospital Mental Health Services may obtain official records with respect to me from any other institution currently or previously attended by me or from my current employment agency.

I declare that to the best of my knowledge the information supplied herein is current and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application may result in the withdrawal by the Royal Melbourne Hospital Mental Health Services of any place that may be offered.

Full name of applicant:

Signature of applicant:

(Adobe digital signature)

OR

(manual signature)

Date: