

Application Guide: Transition Programs

Cover Letter Requirements

Please note different requirements for Nurse Graduate and TSP Programs

Nurse Graduate Program

Please address the following questions in your cover letter:

1. Have you completed, within the past 12 months, a Bachelor of Nursing *or* Diploma of Nursing, *or* are due to complete your qualification prior to the start date of the SVPHS Graduate Program? Yes / No
2. If you have graduated and are currently working as a RN or EN, do your total hours worked equal less than 6 months full-time? Yes / No
3. Stream interest - Please indicate if you have a preference for medical/surgical, perioperative, mental health, ICU (RN only) or no preference
4. Why did you select Nursing as your chosen career? 100 words or less
5. Why do you want to join the SVPHS Graduate Nursing Program? 100 words or less

Transition to Specialty Practice (TSP) Program

Please address the following questions in your cover letter:

1. Year of graduating
2. Current Position / Facility (if currently working in a RN/EN role)
3. Stream interest - Please indicate if you have a preference for medical/surgical, perioperative, mental health or no preference
4. Why did you select Nursing as your chosen career?
5. Why do you want to join the SVPHS Transition to Specialty Practice Program?

Your Cover Letter should be 1 page maximum.

You must include a CV and cover letter to be considered for the application process.

References

Within your CV you need to include a minimum of 2 referees (we recommend 3 in case response from the first 2 are delayed). Applications without included references will not be considered.

One referee must be a university facilitator from your final year of study OR your current manager from a healthcare related role (e.g. AIN). The second referee should be a university facilitator, a preceptor you have worked alongside within a clinical setting (greater than 3 shifts), or a manager (does not need to be healthcare related role) who had a direct supervisory role within the past two years.

Referee details must include name, title, phone contact and email address (professional email addresses are preferred).

Ensure you have asked your referees permission and inform them they may be contacted.

If you need to update referee details, you are able to do this following interview.

Submitting Your Application

Applications that do not include all required documentation will not be progressed, so ensure your application is complete prior to submission.

Applications can only be accepted via the SEEK / Workday website. Applications emailed directly to HR or Learning & Development will not be considered.

Once you have submitted all of the required documentation, you will receive an automated email acknowledgement of your application. You can check status/progress in your job application. Updates may be several weeks after the closing date due to the time required to review and allocate all applications.

Interview

If you are successful to progress to interview, you will receive an interview email invitation with time, date and location. You must RSVP by the indicated date for your interview to be confirmed.

If you would like to decline an interview, please indicate this by responding to the email. We can then offer the interview position to other candidates on the waiting list.

Employment Offers

You will be contacted by email and given a timeframe to accept or decline the offer in writing (email). If we do not hear from you by the listed deadline, it will be deemed that you have declined your offer with us.

Applicants who are considered eligible for employment at SVPHS, but due to limited positions available missed out on first round offers, will be placed on an eligibility list. Should a successful candidate decline an offer, an offer will then be made to candidates on the eligibility list.

After you accept an offer of employment and have confirmed in correspondence, you will receive an official letter of offer. Employment offers are conditional on successful registration with AHPRA prior to program commencement date.

If you are unsuccessful, you will be notified by email.

More Information

If you have any specific questions please feel free to get in touch with our Learning & Development Team:

 SVPHS.LearningDevelopmentTeam@svha.org.au