

Application Portal User Guide

Intern2021



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Application Portal

To commence your application online please apply through the [application portal](#) on the Intern recruitment website and click on **'LOGIN TO THE APPLICATION PORTAL HERE'**

The screenshot shows the 'Intern application portal' page. A red box highlights the text 'Login to the application portal here' with a red arrow pointing to the link 'LOGIN TO THE APPLICATION PORTAL HERE' on the page. The page content includes a breadcrumb trail, a sidebar with 'Application Portal' selected, and a main area with instructions and a list of help topics.

Home > Employment > Work for us > Clinical staff > Medical recruitment > Medical recruitment campaigns > Intern recruitment > Intern application portal > Intern application portal

Intern application portal

[LOGIN TO THE APPLICATION PORTAL HERE](#)

- Review the documentation [checklist](#) (PDF 40KB) prior to proceeding with your intern application
- applications will only be accepted during the [campaign dates](#)
- you can [make amendments](#) to some details at different stages of the campaign
- you can always adjust your contact details. They need to be current and accurate in case we need to contact you about your application.

Help using the application portal

The [applicant user guide](#) (PDF 1,787KB) provides step-by-step instructions to help you with the application process including:

- registration
- passwords
- application, preferences, positions status report and submission process
- referees
- reviewing, editing and amending your application details
- printing a copy of your application
- accessing your existing application
- accepting an offer
- changing your preferences

Previous applicants

If you applied through the intern campaign last year you do not need to register again. Use your login details from last year to start your new application.

Preview Application form

Before commencing your application, you may view the questions you will be required to complete and the type of documentation you may be required to upload by clicking on **'Preview Application Form'**. A supporting documentation checklist can be found in the appendix of the [application guide](#).

The screenshot shows the 'How to apply' section of the application portal. A red box highlights the text 'Preview Application form' with a red arrow pointing to the link 'Preview Application Form' in the list. The page includes a header with 'Intern 2021 - UAT 1', navigation links, and a 'Begin' button.

Intern 2021 - UAT 1

My Applications ▾ Login Help

Intern 2021 - UAT 1

How to apply:

- Start your application by clicking the "begin" button.
- [Login to an existing account](#) or [reset your password](#)
- [Preview Application Form](#)

By choosing to continue, you agree to the privacy policy. [Show Privacy Policy](#)

Commence Application

If you applied through the intern campaign in previous years, please use the same login details. Click on **'Login to an existing account'**, or if you forgot your password click on **'reset your password'**

If you haven't applied through the intern campaign last year, please click on **'Begin'**

Login to an existing account or reset your

Intern 2021 - UAT 1 My Applications ▾ Login Help

Welcome to the Queensland Health Intern Campaign for the 2021 clinical year.

The Intern campaign is open to applicants who are eligible for the appropriate type of registration with the Medical Board of Australia (MBA) in order to work as an intern.

Before you submit your application There are a few things you should know about our online Intern campaign process:

- Email correspondence is our primary method of communication - please ensure the email address you supply in your application is correct and accessed regularly.
- Once you have submitted your application and supporting documentation, your application will be assessed.
- Eligible candidates may be considered by Queensland Health Facilities with available vacancies.
- **Please note:** submission of this application is not a guarantee that you will be offered employment with Queensland Health.
- If your situation changes and you are no longer available for job opportunities with Queensland Health, please withdraw your application online or contact the Intern Campaign Coordinator at Intern-Recruitment@health.qld.gov.au to keep our records up to date.

Important

- If you would like to complete your online application on a secure link, please enter an "s" after the http in the address line e.g. <https://>.
- If you experience any slowness with the system in a secured site, you could download Firefox (free download from the Internet) and use this web browser instead.

How to apply:

- Start your application by clicking the "begin" button.
- [Login to an existing account](#) or [reset your password](#)
- [Preview Application Form](#)

By choosing to continue, you agree to the privacy policy. [Show Privacy Policy](#)

Note: If you applied through the intern campaign last year you do not need to register again.

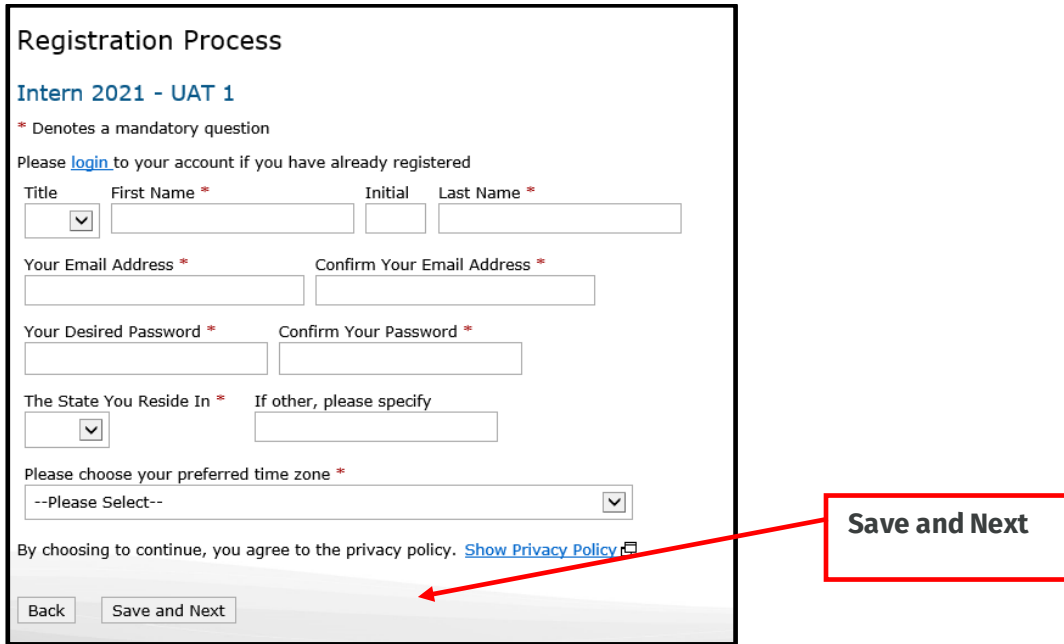
Note: If you are applying to the Queensland Rural Generalist Pathway campaign you will be required to complete a pre-application form to ensure you are eligible to apply to this pathway.

- Hold Australian or New Zealand Citizenship or Australian Permanent Residency status
- Successfully complete a medical degree from an accredited Australian university and be in the final year of study at time of application
- Hold an applicant group status of A or B. More information is available here: <https://www.health.qld.gov.au/employment/work-for-us/clinical/medical/recruitment/intern/applicant-categories/applicant-groups>
- Have received or be eligible upon graduation for provisional medical registration with the Medical Board of Australia.

Yes
 No

Registration process for new applicant

Once you have clicked 'Start New Application', you will be provided with an information page. You will then be directed to the registration page as detailed below: To proceed with your application, you must click 'Save and Next'. By choosing this you agree to the private policy/terms and conditions regarding your intern application.

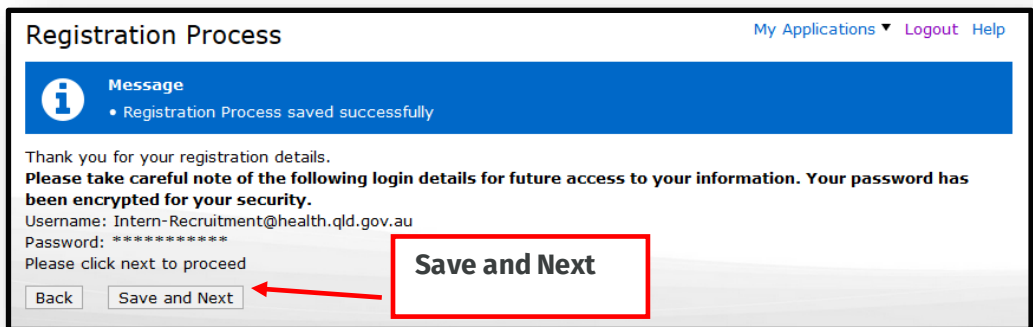


The screenshot shows a registration form titled "Registration Process" for "Intern 2021 - UAT 1". It includes fields for Title, First Name, Initial, Last Name, Email Address, Password, and State. A red box highlights the "Save and Next" button at the bottom right, with a red arrow pointing to it from the right side of the form.

Note: Throughout the application process a red asterisk (*) denotes a mandatory question – which must be completed to proceed. Also, **DO NOT** use CAPS lock when registering, please use **Title case only**.

- Complete this page by entering in the relevant information in each field.
- Once you have completed all mandatory fields, click on 'Save and Next' to proceed to the next screen

You will then be directed to the following registration process screen:



The screenshot shows a confirmation screen titled "Registration Process" with a blue message bar stating "Registration Process saved successfully". It provides the username "Intern-Recruitment@health.qld.gov.au" and a masked password. A red box highlights the "Save and Next" button at the bottom right, with a red arrow pointing to it from the right side of the form.

Take careful note of your username and password for future access to your application.

Click **'Save and Next'** to proceed to the next screen.

Note: For pre-existing applicants, to commence a new application, click **'Start New Application'**

Job Name	Closing Date	Time Remaining	Action
Queensland Rural Generalist Pathway 2021	26-Feb-2020 02:30 PM (AEST)	2 hours	<ul style="list-style-type: none">Start New ApplicationAccess Existing ApplicationPreview Application Form
Intern 2021 - UAT 1	04-Mar-2020 03:00 PM (AEST)	7 days	<ul style="list-style-type: none">Start New ApplicationAccess Existing ApplicationPreview Application Form

Start New Application

Starting the application

Once you complete the registration page, you will proceed to the start of the application process.

STEP 1 – Personal Details

Personal Details Screen:

Application Step 1 of 8

1 Personal Details 2 Educational Details 3 Other Details 4 Preferences 5 Referees 6 Curriculum Vitae (CV)

7 Employment Forms 8 Review and Edit

Personal Details

* Denotes a mandatory question

Please Note, "Do not" use CAPS Lock when completing this application. **Sentence Case Only.**

Title *

First Name: *

Last Name: *

Specify if you are known by another name or if you have a preferred name:

Please upload evidence (e.g. Marriage Certificate) if the name that appears on your qualification/s is different to your current name:

*Note: Complete the above page by entering the relevant information in each field. Once you have completed all mandatory fields, click **'Save and Continue'** to proceed to the next screen.*

Information required:

- Personal details (name, date of birth, gender)
- Address details
- Contact phone number
- Email address
- University student number
- Intern Placement Number – AHPRA
- Citizenship/Residency Status (type of visa if relevant)

Supporting documentation required:

- Visa (if relevant)
- Visa Entitlement Verification Online (VEVO) consent form (if relevant)

Note: A VEVO check shows the visa status and entitlements associated with some visa holders, such as work or study rights. A visa is a form of permission for a non-citizen to enter transit or remain in a particular country.

Complete this page by entering the relevant information in each field.

Once you have completed all mandatory fields, click **'Save and Continue'** to proceed to the next screen.

STEP 2 – Educational Details

You will be directed to the following Educational Details screen:

Application Step 2 of 8

1 Personal Details 2 Educational Details 3 Other Details 4 Preferences 5 Referees 6 Curriculum Vitae (CV)

7 Employment Forms 8 Review and Edit

Educational Details

*** Denotes a mandatory question**

Where did you/will you obtain your primary medical qualification? *

Australia (including AMC Accredited campuses - Monash Malaysian and UQ Oschner)
 New Zealand
 Other

Title of the medical qualification you will complete (or have completed): *

--Please Select--

Have you completed your medical qualification? *

Yes
 No

Please list any further relevant academic qualifications

Are you able to commence work at the beginning of the medical year - normally January? *

Yes
 No

Have you ever been registered as a health practitioner in Australia and/or with an overseas authority? *

Yes
 No

Specify which State/Territory/Country you completed senior schooling/year 12 in: *

--Please Select--

Complete the above page by entering the relevant information in each field. Once you have completed all mandatory fields, click **'Save and Continue'** to proceed to the next screen.

Information required:

- Medical School details
- Country of Qualification (if outside of Australia and New Zealand)
- Date able to commence employment if not able to start by January 2021
- Jurisdiction where you undertook secondary schooling
- Queensland Rural Generalist Pathway application selection criteria (if applying for the pathway)

Supporting documentation required:

- AMC documentation (international medical graduates only)
- Medical degree (if complete)

STEP 3 – Other Details

You will then be directed to the following Other Details screen:

Other Details

** Denotes a mandatory question*

For Applicant Group A candidates only.

Only Group A applicants are eligible to apply for these processes. If an applicant other than a Group A applies, their application will be deemed invalid and will not be considered.

For further information regarding Aboriginal and Torres Strait Islander Intern Allocation Initiative, Special Consideration or Joint Ticket, please check the [Intern campaign website](#) .

Are you applying for: *

Aboriginal and Torres Strait Islander Intern Allocation Initiative

Joint Ticket

Special consideration

Not applying for Aboriginal and Torres Strait Islander Intern Allocation Initiative / Joint Ticket / Special consideration

Which facility would you like to work at (your most preferred facility)?

Note: A list of the facilities can be found [here](#) . Please ensure that the facility you nominate here is also your first preference in the preferences section below. In the event that there are more eligible applicants under this initiative than positions available at a particular facility we will contact applicants directly to discuss options.

Note: *Soon after applications close, you will receive an email with instructions on how to supply the supporting documentation for your application.*

*The due date for this documentation is **Friday 12 June 2020**.*

Candidates will be notified of the outcome of their application by email when intern offers are released nationally. For details on what supporting documentation is to be provided please refer to the [Intern campaign website](#).

Complete the above page by entering the relevant information in each field. Once you have completed all mandatory fields, click **'Save and Continue'** to proceed to the next screen.

Note: Only 'Applicant Group A' and 'Applicant Group C' will have the following screen appear, other applicant groups will have a note on the screen advising they are not required to provide information at this step, please **'Save and Continue'** and proceed through to the next screen.

Note: Even though this screen will appear for 'Applicant Group C', only 'Applicant Group A' are eligible to apply for special consideration/joint ticket or Aboriginal and Torres Strait Islander Intern Allocation Initiative. If an applicant other than an 'Applicant Group A' applies, their application will be deemed invalid and will not be considered.

- ONLY 'Applicant Group A' are to select 'Joint Ticket', 'Special Consideration' or 'Aboriginal and Torres Strait Islander Intern Allocation Initiative' (if applying for one of the above), whereas 'Applicant Group C' should select **'Not applying for Aboriginal and Torres Strait Islander Intern Allocation Initiative/Joint Ticket/Special consideration/'** and click **'Save and Continue'** to proceed to the next screen.
- Applicants who answer **'Yes'** and preferenced an oversubscribed hospital will receive an email soon after the close of applications with instructions on how to supply supporting documentation for your application.

For further information about applying for a [joint ticket](#), [/special consideration](#) or the [Aboriginal and Torres Strait Islander Intern Allocation Initiative](#) please refer to the intern recruitment website.

STEP 4 – Preferences

You will be directed to the following preferences screen:

Please indicate your facility preferences from highest to lowest, number 1 being the most preferred hospital you wish to work at: *

Not Preferred	▼	Bundaberg Hospital
Not Preferred	▼	Caboolture Hospital
Not Preferred	▼	Cairns Hospital
Not Preferred	▼	Gold Coast Hospital
Not Preferred	▼	Hervey Bay Hospital
Not Preferred	▼	Ipswich Hospital
Not Preferred	▼	Logan Hospital
Not Preferred	▼	Mackay Base Hospital
Not Preferred	▼	Mater Health Services
Not Preferred	▼	Mt Isa Hospital
Not Preferred	▼	Princess Alexandra Hospital
Not Preferred	▼	Queen Elizabeth II Jubilee Hospital
Not Preferred	▼	Redcliffe Hospital
Not Preferred	▼	Redland Hospital
Not Preferred	▼	Rockhampton Base Hospital
Not Preferred	▼	Royal Brisbane and Women's Hospital
Not Preferred	▼	Sunshine Coast University Hospital
Not Preferred	▼	The Prince Charles Hospital
Not Preferred	▼	Toowoomba Hospital
Not Preferred	▼	Townsville Hospital

Complete the above page by entering the relevant information in each field. Once you have completed all mandatory fields, click **'Save and Continue'** to proceed to the next screen.

Complete this page by preferencing the available primary allocation centres from 1-20 in the order you desire; with 1 being your highest preference and 20 being your lowest preference. All primary allocation centres must be preferenced to proceed with your application.

After preferencing, you will need to briefly answer two questions. Once you have entered the relevant information in each field, click **'Save and Continue'** to proceed to the next screen.

Note: For more information about [facility information](#), refer to the intern recruitment website.

Position Status Report

To help you make an informed decision when preferencing your facilities, refer to the Position Status Report (PSR) by clicking on the **'Position Status Report'** Link on the left-hand side at the top of the page, the report will show in real time how many applicants have preferenced a specific facility as their 1st preference. The report will look similar to the one shown below.

Note: The 'Position Status Report' link will also be available via the [application portal](#) on the intern recruitment website. Click on **'login to the application portal'**, you will see to the left of the screen the **'position status report'** link.

Facility Name	Total Intern Positions	Total Group A Interns Applied	Bonded Medical Scholarships Applied	Group B - Group D Interns Applied
Bundaberg Hospital	5	1	0	0
Caboolture Hospital	15	0	0	0
Cairns Hospital	46	1	0	0
Gold Coast Hospital	89	0	0	0
Hervey Bay Hospital	8	0	0	0
Ipswich Hospital	31	0	0	0
Logan Hospital	38	0	0	0
Mackay Base Hospital	28	0	0	0
Mater Health Services	16	0	0	0
Mt Isa Hospital	0	0	0	0
Princess Alexandra Hospital	87	0	0	0
Queen Elizabeth II Jubilee Hospital	9	0	0	0
Redcliffe Hospital	29	0	0	0
Redland Hospital	0	0	0	0
Rockhampton Base Hospital	27	0	0	0
Royal Brisbane and Women's Hospital	94	0	0	0
Sunshine Coast University Hospital	49	0	0	0
The Prince Charles Hospital	25	0	0	0
Toowoomba Hospital	35	0	0	0
Townsville Hospital	64	0	0	0

STEP 5 – Referees

You will then be directed to the following referees screen:



Referees

* Denotes a mandatory question

Note: Two Referee details must be provided.

Referees must be able to comment on your professional relationship, clinical skills & knowledge base, professional & ethical behaviour, communication & interpersonal skills, teaching & learning, leadership & teamwork, employability.

Referees cannot be a personal friend.

*For **applicant group A candidates**, after you press save and continue on this page, your nominated referees will **not** be sent an auto email requesting a reference. However, hospitals may contact your referees at a later date if they require further information.*

*For **all other applicants**, nominated referees will be automatically sent an email when you 'save and continue' at the bottom of this page. You must ensure you have referee approval prior to proceeding. You will receive an email when each completed referee report is received and you are responsible for following up with your referees to ensure the referee report is submitted in a timely manner*

Your application may not be considered by facilities if you do not have two completed referee reports.

Note: Any amendments to your referee details on this page will delete any reports previously uploaded. These reports cannot be retrieved and your referee/s will be asked to submit a new reference for you.

*Referee reports are due no later than **Monday, 20 July 2020**.*

Referee requirements can be found on the [Intern Recruitment](#) website

Referee Details *

Referee Details *

Referee 1	
Title:*	<input type="text" value="f"/>
First Name:*	<input type="text" value="f"/>
Last Name:*	<input type="text" value="f"/>
Position Title:*	<input type="text" value="f"/>
Health Care Facility/University:*	<input type="text" value="f"/>
Telephone: (including area code/country code if applicable)*	<input type="text" value="f"/>
Country:*	<input type="text" value="f"/>
Email Address: (Organisational email address is preferred)*	<input type="text" value="fdfg@sga.com"/>
Referee 2	
Title:*	<input type="text" value="t"/>
First Name:*	<input type="text" value="g"/>
Last Name:*	<input type="text" value="h"/>
Position Title:*	<input type="text" value="h"/>
Health Care Facility/University:*	<input type="text" value="h"/>
Telephone: (including area code/country code if applicable)*	<input type="text" value="hh"/>

Complete this page by entering your two nominated referees. Prior to selecting '**Save and Continue**', please ensure you have contacted your referees and they have consented to supplying you with a reference.

Note: Referees cannot be a personal friend. They must be able to comment on your:

- Professional relationships
- Clinical skills and knowledge
- Professional and ethical behaviour
- Communication and interpersonal skills
- Teaching and learning
- Leadership and teamwork
- Employability

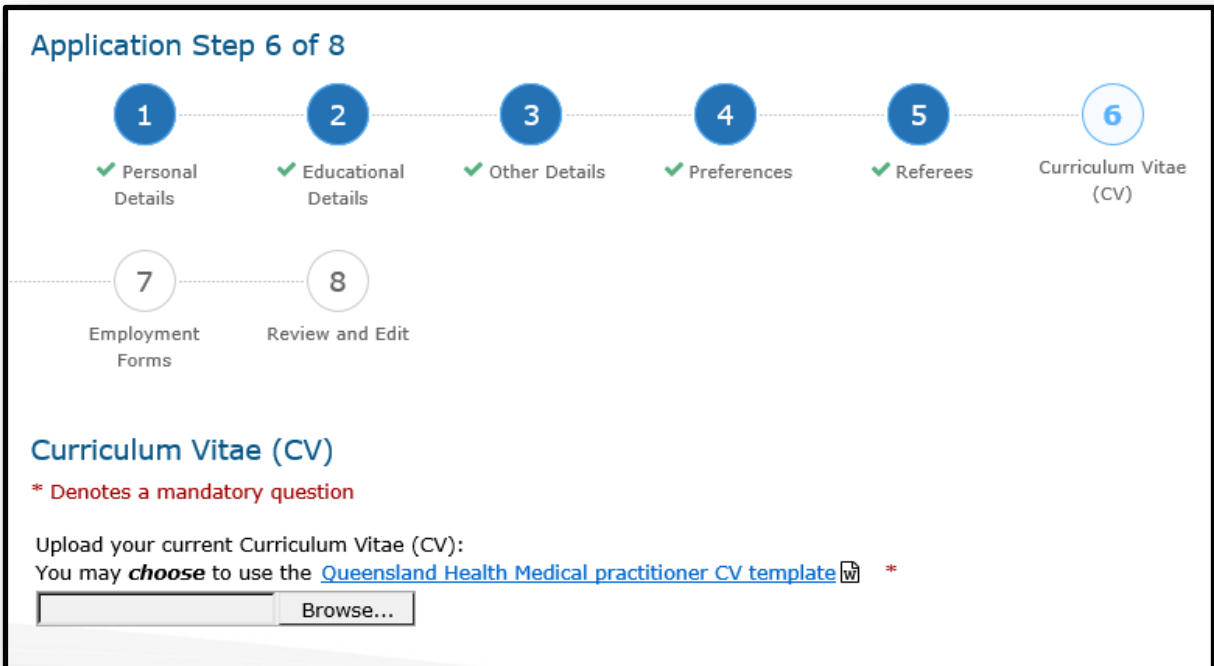
For 'Applicant Group A', after you press '**Save and Continue**', your nominated referees will **not**, be sent an auto email requesting a reference. However, facilities may contact your referees at a later date if they require further information.

For 'Applicant group B, C & D', nominated referees **will** be automatically sent an email when you press '**Save and Continue**' at the bottom of this page. You must ensure you have referee approval and your referee email address is correct prior to proceeding.

For 'Applicant group B, C & D' your application may not be considered by facilities if you do not have two completed referee reports. You will receive an email when each completed referee report is received. It is your responsibility for following up with your referees to ensure the referee reports are submitted in a timely manner.

STEP 6 – Curriculum Vitae

You will be directed to the following Curriculum Vitae screen:




Application Step 6 of 8

1 Personal Details ✓
2 Educational Details ✓
3 Other Details ✓
4 Preferences ✓
5 Referees ✓
6 Curriculum Vitae (CV)
7 Employment Forms
8 Review and Edit

Curriculum Vitae (CV)

* Denotes a mandatory question

Upload your current Curriculum Vitae (CV):
You may **choose** to use the [Queensland Health Medical practitioner CV template](#)  *

Browse...

Complete the above page by entering the relevant information in each field. Once you have completed all mandatory fields, click **'Save and Continue'** to proceed to the next screen.

Complete the above question and upload your Curriculum Vitae

You may **choose** to use the Queensland Health Medical practitioner CV template found [here](#) under the heading Curriculum Vitae.

STEP 7 – Employment Forms

You will be directed to the following Employment Forms screen:

Application Step 7 of 8


1 Personal Details
2 Educational Details
3 Other Details
4 Preferences
5 Referees
6 Curriculum Vitae (CV)
7 Employment Forms
8 Review and Edit

Employment Forms


* Denotes a mandatory question

General Criminal History Check

Note: Queensland Health undertakes a General Criminal History Check on all persons prior to being appointed for general employment, permanently or when the period of employment will exceed three (3) months. An Employment screening consent form for a General Criminal History Check is required to initiate this process.

Please download the [General Criminal History Check consent form](#) , and print.
Complete the printed form, sign and upload to your application: *


Mandatory Vaccinations

Note: For information and evidence requirements of vaccine preventable diseases (VPDs), please refer to the [Mandatory Vaccinations](#)  page.

Have you obtained vaccination or non-susceptibility against all of the following: Hepatitis B, Measles, Mumps, Rubella (MMR); Pertussis and Varicella? (**serology of Pertussis is not acceptable, record of dTpa vaccination within the past 10 years is required**) *

Yes
 No

Proof of Identity

As per the [Recruitment and Selection Policy](#) , 'proof of identity' documents must be provided. All documents must be current and must include at least one type of photographic ID and identification that contains a signature and date of birth.

Primary Identification:

- Current passport **OR** Birth certificate + Australian drivers licence/ Birth certificate + Australian student photo ID card/ Birth certificate + Proof of age card

Complete the above page by entering the relevant information in each field. Once you have completed all mandatory fields, click **'Save and Continue'** to proceed to the next screen.

Complete the questions and upload documents as requested.

Supporting documentation required:

- Criminal History Consent Form – The Director-General of Queensland Health requires all people recommended for appointment to Queensland Health to be subject to a pre-appointment criminal history check
- Mandatory vaccinations – Evidence that you are vaccinated against or not susceptible to the specified vaccine preventable diseases (VPD) is required.
- Identification – all new employees are required to provide proof of identify as part of the recruitment process. Refer to the Documentation Checklist in the appendix section in the Intern [Application Guide](#).

STEP 8 – Review and Edit

You will be directed to the 'Review and Edit' screen:

Application Status: Complete but not Submitted

Your application is now complete.
Click the **Submit Application Now** button to submit your application.

Submit Application Now

1 ✓ Personal Details 2 ✓ Educational Details 3 ✓ Other Details 4 ✓ Preferences 5 ✓ Referees 6 ✓ Curriculum Vitae (CV)

7 ✓ Employment Forms 8 Review and Edit

[Print Friendly Version](#)

Status: Complete

Step 1 - Personal Details		Edit
Question 1.1	Specify the type of internship position you are applying for: *	Response Provided

The breadcrumb trail will show a tick for each section once you have completed it. If a section does not have a tick, you will need to go back to that page and review the information you have entered.

Review your application and if you need to make any changes click on the 'Edit' button. Remember to click 'Save and Continue' when you have completed each edited section.

Once you are ready to submit your application, click 'Submit Application Now' button, this can be located at the top of your screen (as per image above), or at the bottom of your screen (as per image below).

The screenshot displays a form with two questions and a submission status message. The first question, 7.16, asks 'Did someone assist you to complete this application?' with a response of 'No'. The second question, 7.18, asks 'I declare that the information I have provided on this form is accurate and complete at the time of application:' with a response of 'Agree'. Below the questions, a blue box contains the text 'Application Status: Complete but not Submitted' and 'Your application is now complete. Click the **Submit Application Now** button to submit your application.' A red box highlights the 'Submit Application Now' button in the text, and a red arrow points to the 'Submit Application Now' button at the bottom of the form. A 'Cancel' button is also visible at the bottom left.

Question	Response	Status
7.16 Did someone assist you to complete this application? *	No	Response Provided
7.18 I declare that the information I have provided on this form is accurate and complete at the time of application: *	Agree	Response Provided

Application Status: Complete but not Submitted

Your application is now complete.
Click the **Submit Application Now** button to submit your application.

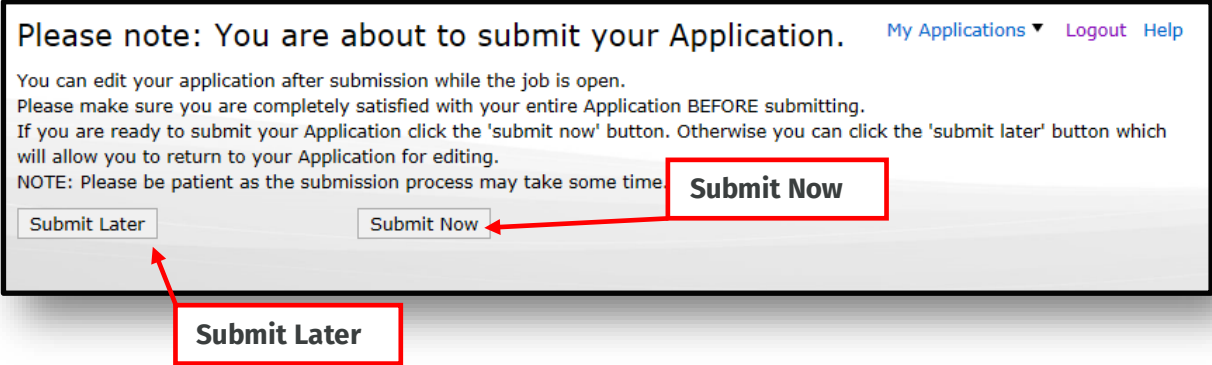
Submit Application Now

Submit Application Now

Cancel

Submitting your application

You will be directed to the following screen:

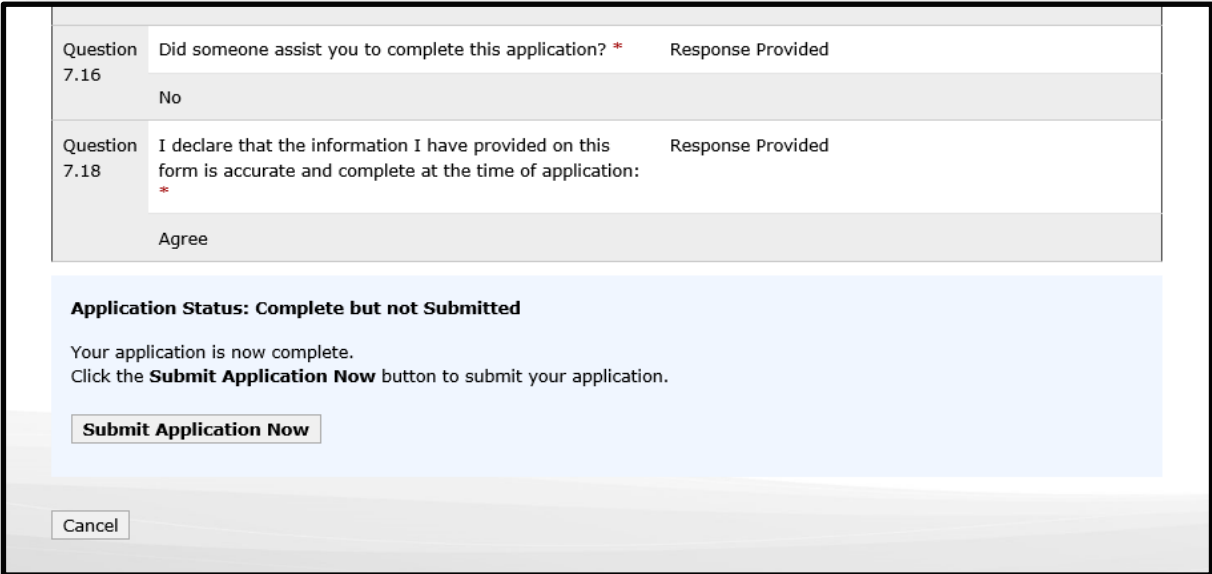


Once you are ready to submit your application, click on **'Submit Now'**

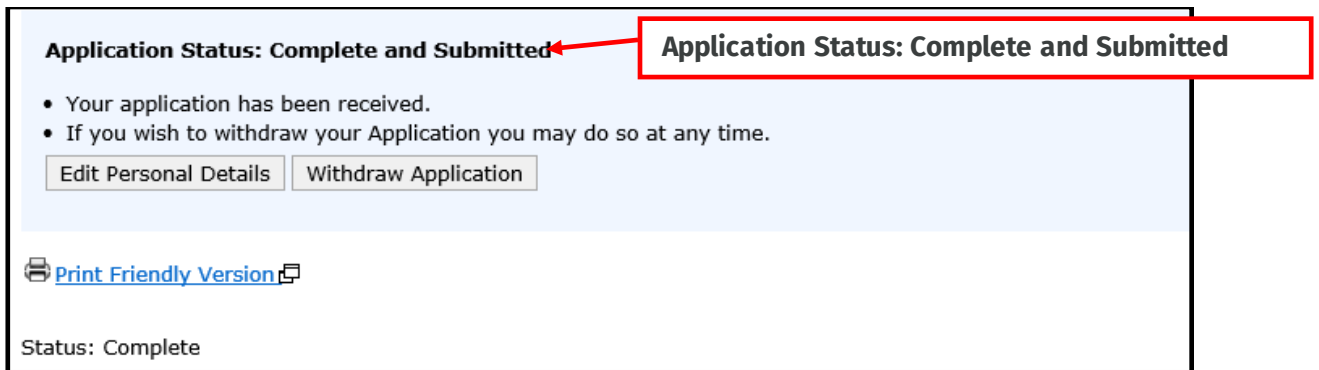
If you want to save your application and submit later, click on **'Submit Later'**

Note: For your application to be considered you will need to ensure you complete and submit your application by the intern recruitment closing date.

Note: After application submission, you can edit your application up until the **closing date**. Refer to **'Accessing Existing Application'** section in this manual for instructions on how to do this.



Once you have clicked on **'Submit Now'** you will be directed to the following page:

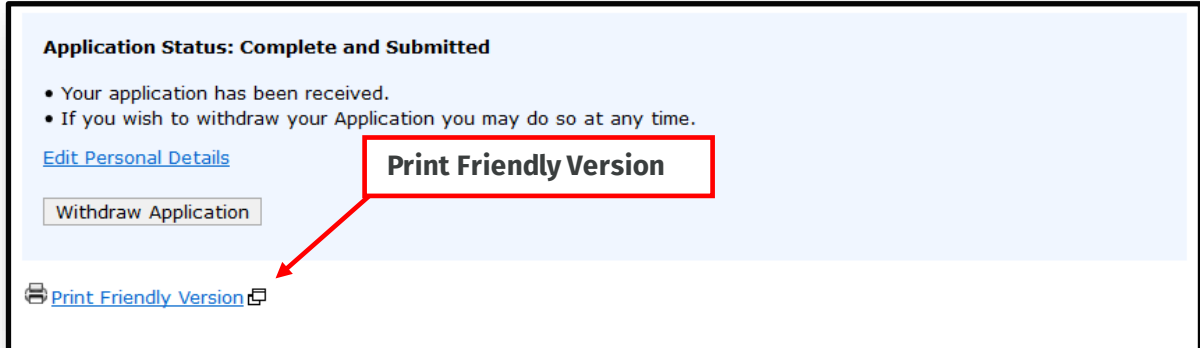


If your application has been successfully submitted, the **'Application Status: Complete and Submitted'** will appear at the top of your page (as per image above).

Note: Confirmation of your application submission will also be sent to the email address you have registered with.

Printing a copy of your application

From this page, you can print a copy of your completed application by clicking on the **'Print Friendly Version'** link as show below:

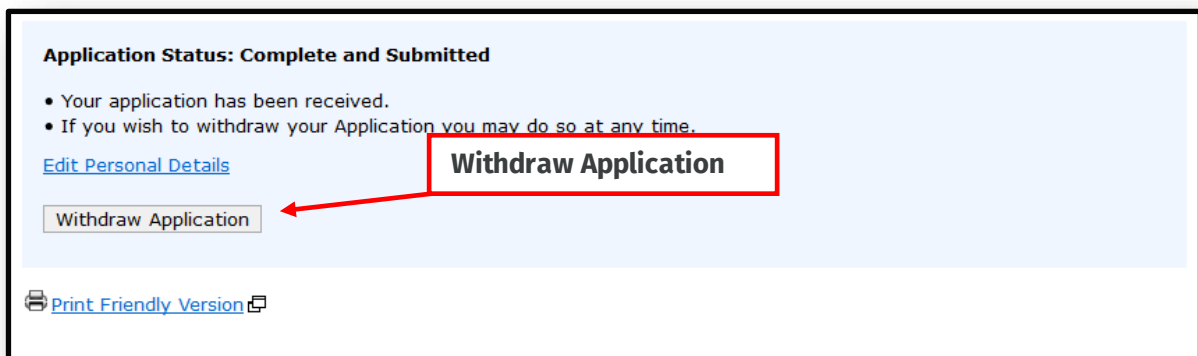


Withdrawing your application

You can withdraw your application at any stage by clicking on the **'Withdraw Application'** button as show below.

Note: Applications can only be reinstated prior to the intern application **closing date**. To do this, contact the Intern Campaign Coordinator at Intern-Recruitment@health.qld.gov.au.

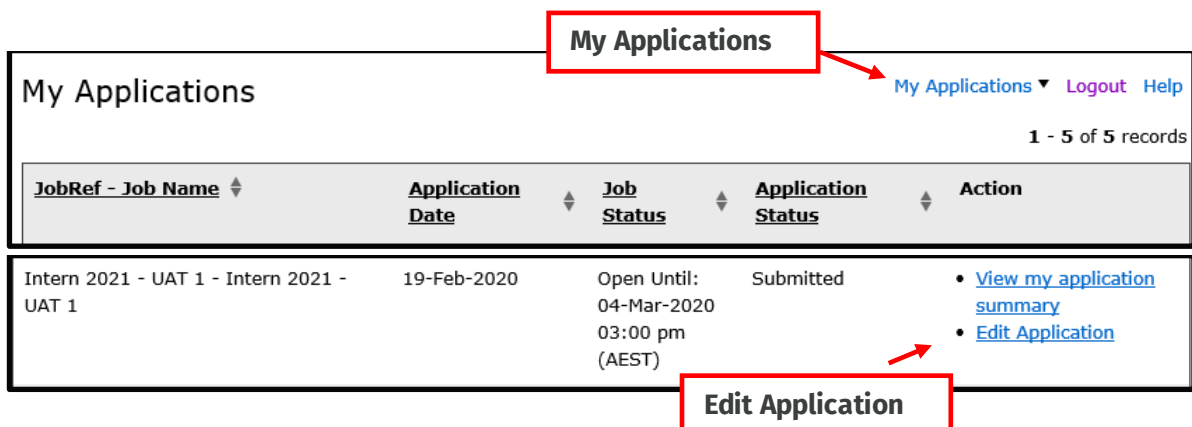
Note: if you withdraw your application after the closing date, you will **not** be considered for any further intern positions in Queensland via the 2021 Intern Recruitment campaign.



Accessing your existing application

You can make changes to your existing application up until the intern application **closing date**.

To do this, **'Login'** to the application portal, click **'My Applications'** and then click **'Edit Application'** as shown below.



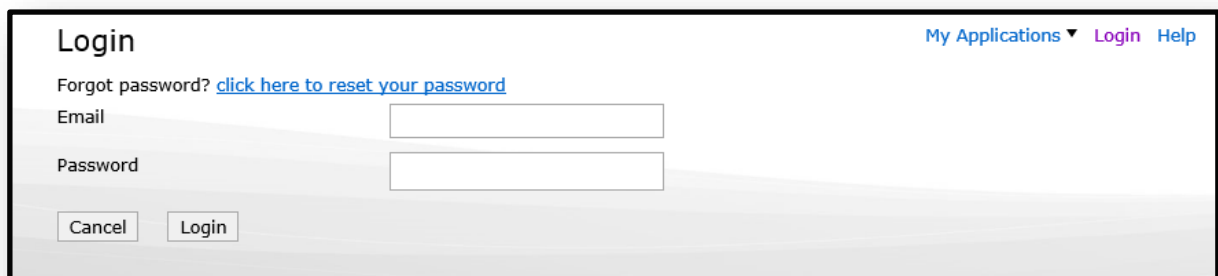
You will need your login details (i.e. your email address and password) ready. If you have forgotten your password, proceed to the login screen and reset your password.

Editing your application after the intern application closing date

Once the intern applications have closed, you will only be able to edit the following details of your application:

- Contact details
- Unique Identification number
- Referee details
- Curriculum Vitae
- Criminal history form
- Vaccine preventable diseases (VPDs) evidence

To do this, access your application by clicking on **'Login'** and enter your login details (i.e. your email address and password).



The screenshot shows a login interface with the following elements:

- Login** header
- Navigation links: [My Applications](#) (with a dropdown arrow), [Login](#), and [Help](#)
- Text: "Forgot password? [click here to reset your password](#)"
- Input fields: "Email" and "Password" with corresponding text boxes
- Buttons: "Cancel" and "Login"

Once you have logged into your application, click **'My Applications'**

Jobs List - Queensland Health My Applications ▾ Login Help

Applications are currently closed.

For information about application periods for the 2021 Queensland Health Intern and RMO & Registrar recruitment campaigns, please view the key campaign dates at:
<https://www.health.qld.gov.au/employment/work-for-us/clinical/medical/recruitment/rmo/key-dates/campaigns>
<https://www.health.qld.gov.au/employment/work-for-us/clinical/medical/recruitment/intern/key-dates/campaign/default.asp>

It is important that your contact details are accurate and kept current as we may need to contact you regarding your application.
To update your contact details access your application and change your details via the personal details page.

Click **'View my application summary'**

My Applications My Applications ▾ Logout Help

1 - 5 of 5 records

JobRef - Job Name	Application Date	Job Status	Application Status	Action
Intern 2021 - UAT 1 - Intern 2021 - UAT 1	19-Feb-2020	Closed	Submitted	View my application summary

Click **'Edit Personal Details'**

Application Status: Complete and Submitted

- Your application has been received.
- If you wish to withdraw your Application you may do so at any time.

[Edit Personal Details](#)

[Print Friendly Version](#)

Remember to click **'Save and Continue'** on any changes you make and logout once completed.

Note: It is important that your contact details are accurate and kept current as we may need to contact you regarding your application.

Note: If you experience any difficulties in editing your application please email the intern campaign coordinator with the information/documentation to Intern-Recruitment@health.qld.gov.au and provide your name in the email.

Changing your password

You can change your password at any time.

To do this, **'Login'** to your account, Click **'My Applications'**, then **'Registration Details'** and **'Change Password'**. Remember to click **'Save'** on any changes you make.

The screenshot shows the 'Registration Details' page. At the top right, there is a 'My Applications' button. A dropdown menu is open, showing options: 'My Applications', 'My Forms', 'My Emails', 'My Tests', 'My Interviews', and 'Registration Details'. A red box highlights the 'My Applications' button, and a red arrow points from it to the 'Registration Details' option in the dropdown. Another red box highlights the 'Change Password' link in the top left, with a red arrow pointing to it from the 'My Applications' button. Below the 'Change Password' link, there is a note: '* Denotes a mandatory question'. The main form contains fields for: 'Username' (mncampbell8@hotmail.com), 'Title' (Dr), 'First Name' (UAT2), 'Initial' (empty), 'Last Name' (RMO3), 'Your Email Address' (mncampbell8@hotmail.com), 'The State You Reside In' (QLD), 'If other, please specify' (empty), and 'Please choose your preferred time zone' (GMT (+10:00) Brisbane). At the bottom left, there is a 'Save' button, which is highlighted with a red box and a red arrow pointing to it from the 'Save' text in a separate red box.

Changing your First name or Last name

If you have changed your name due to marital status or other reasons, you need to reflect this in your application.

To do this, **'Login'** to your account, click **'My Applications'**, then **'Registration Details'** and change your **'First Name'** and/or **'Last Name'**.

Remember to click **'Save'** on any changes you make.

Records of emails sent from Queensland Health e-Recruit system

At any stage you can view emails that were sent to you from the Queensland Health e-Recruit system.

To do this, **'Login'** to your account, click on **'My Applications'**, then **'My emails'** and **'View'**.

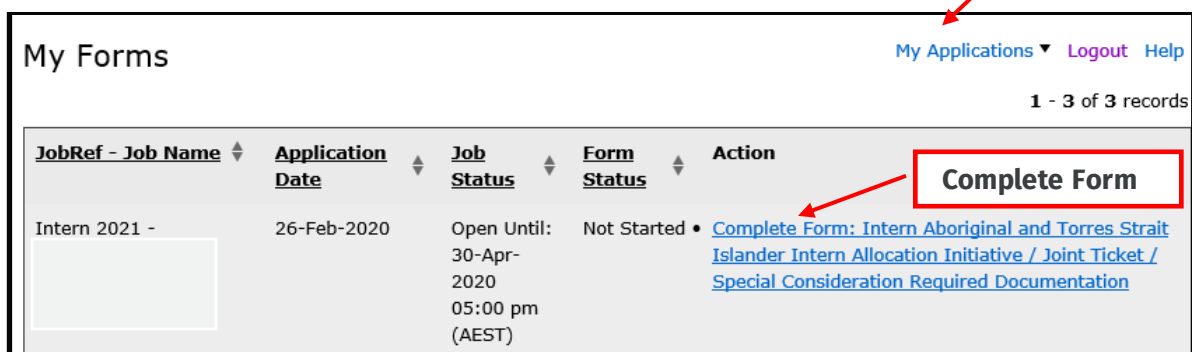
Note: The Queensland Health e-Recruit system contain the same emails which have been sent to the email address you have registered with.

My Forms

Joint Ticket/Exemption/Special Consideration documentation/Aboriginal and Torres Strait Islander Intern Allocation Initiative.

Soon after the closing date of the intern applications, an email will be sent to all eligible applicants who have indicated on their application that they are applying for a, joint ticket/special consideration or Aboriginal and Torres Strait Islander Intern Allocation Initiative and have preferenced an oversubscribed hospital. This email will provide instructions on how to upload all [supporting documentation](#) to support your application.

To do this, 'Login' to your account, click on 'My Applications', then 'My forms', and 'Complete Form: Aboriginal and Torres Strait Islander Intern Allocation Initiative/Joint Ticket/Special Consideration Required Documentation'.



JobRef - Job Name	Application Date	Job Status	Form Status	Action
Intern 2021 - <input type="text"/>	26-Feb-2020	Open Until: 30-Apr-2020 05:00 pm (AEST)	Not Started	Complete Form: Intern Aboriginal and Torres Strait Islander Intern Allocation Initiative / Joint Ticket / Special Consideration Required Documentation

Once you have completed all mandatory uploads, click on 'Save and Continue' to ensure your supporting documentation will be attached to your application.

Applicant Group A - Accepting your offer

'Applicant Group A' offer acceptance

To respond to your offer online;

- **'Login'** to your account, click on **'My Applications'** on the right-hand side toolbar, select **'My forms'**, then select **'Complete Form: Applicant Group A Round 1 Offer Acceptance'**
- 'Applicant Group A' who receive their 1st preferenced offer will have the option to **'Accept'** or **'Decline'**
- Whereas 'Applicant Group A' who receive an offer other than their first preference will have the option to **'Accept'**, **'Decline'** or **'Tentatively Accept'**.
- Click **'Save and Continue'** to process your response successfully.

My Forms		My Applications ▾ Logout Help		
		1 - 2 of 2 records		
JobRef - Job Name	Application Date	Job Status	Form Status	Action
Intern 2021 - UAT 1 - Intern 2021 - UAT 1	19-Feb-2020	Open Until: 09-Apr-2020 08:00 am (EEST)	Not Started	• Complete Form: Applicant Group A Round 1 Offer Acceptance

Applicant Group A Round 1 Offer Acceptance

[My Applications](#) ▾ [Logout](#) [Help](#)

1
Offer

Offer

* Denotes a mandatory question

Facility:

Caboolture Hospital

Preference:

02nd Preference ▾

Offer decision (2nd to 20th Preference): *

- Accept this offer
- Decline this offer
- Tentatively accept this offer

Only applicant group A candidates can tentatively accept their offer

Applicant group B rural generalist candidates can only accept or decline their offer.

Aboriginal and Torres Strait Islander Intern Allocation Initiative / Joint Ticket / Special Consideration application:

- Aboriginal and Torres Strait Islander Intern Allocation Initiative
- Joint Ticket
- Special consideration
- Not applying for Aboriginal and Torres Strait Islander Intern Allocation Initiative / Joint Ticket / Special consideration

Aboriginal and Torres Strait Islander Intern Allocation Initiative / Joint Ticket / Special Consideration Status:

Cancel

Save

Save and Continue

Accept, Decline, or Tentatively Accept

Save and Continue

Note: Those who **'Accept'** their offer will be locked into that facility. Those who **'Decline'** will not be considered for any further intern positions in Queensland through the 2021 intern campaign. Those who **'Tentatively Accept'** will be considered for ['Roll-back'](#).

Roll back

'Applicant Group A' who have **'Tentatively Accepted'** their first-round offer will receive one of two offers as their final offer:

1. A higher preference
2. Their original offer

To accept either option 1 or 2 online;

- **'Login'** to your account, click **'My Applications'**, select **'My forms'** on the right-hand side toolbar, and **'Complete Form: Offer Acceptance'**. (for instructions on how to do this refer to the 'Accepting your Offer' – Applicant Group A offer acceptance' section above)
- Once you have responded to your offer, click **'Save and Continue'** to process your response successfully.

Applicant Group B-D Preference Change

'Applicant Group B-D' will have the option to re-preference based on intern positions available after the 'Applicant Group A' offers have been finalised.


To re-preference;

- **'Login'** to your account, click on **'My Applications'**, select **'My Forms'** and select **'Complete Form: Preference Change Round'**. You will have the opportunity to re-preference the 20 primary allocation centres as well as the two questions on the preferences page.

My Forms		Complete Form: Preference Change Round			My Applications ▾ Logout Help
JobRef - Job Name	Application Date	Job Status	Form Status	Action	
Intern 2021 - UAT 1 - Intern 2021 - UAT 1	20-Feb-2020	Open Until: 09-Apr-2020 03:00 pm (AEST)	Not Started	• Complete Form: Preference Change Round	

Applicant Group B - D Preference Change

Intern 2021 - UAT 1



Applicant Re-preferencing

Applicant Re-preferencing

* Denotes a mandatory question

Please indicate your facility preferences: *

Not Preferred	▼	Bundaberg Hospital
Not Preferred	▼	Caboolture Hospital
Not Preferred	▼	Cairns Hospital
Not Preferred	▼	Gold Coast Hospital
Not Preferred	▼	Hervey Bay Hospital
Not Preferred	▼	Ipswich Hospital
Not Preferred	▼	Logan Hospital
Not Preferred	▼	Mackay Base Hospital
Not Preferred	▼	Mater Health Services
Not Preferred	▼	Mt Isa Hospital
Not Preferred	▼	Princess Alexandra Hospital
Not Preferred	▼	Queen Elizabeth II Jubilee Hospital
Not Preferred	▼	Redcliffe Hospital
Not Preferred	▼	Redland Hospital
Not Preferred	▼	Rockhampton Base Hospital
Not Preferred	▼	Royal Brisbane and Women's Hospital
Not Preferred	▼	Sunshine Coast University Hospital
Not Preferred	▼	The Prince Charles Hospital
Not Preferred	▼	Toowoomba Hospital
Not Preferred	▼	Townsville University Hospital

Tell us briefly why you would like to undertake your internship in Queensland or at a specific facility(s):

What are the critical career related experiences you want to pursue in your intern year?

Ready to submit changes? *

Yes

By clicking on the 'Save and Continue' button below, you will not have any further opportunity to change your preferences.

Clicking on the 'Save' button will allow you to return to this form and make changes up until the closing date.

Any 'Save' submissions after the preference change closing date will be considered your final preferences

- Remember to click on **'Save and Continue'** on any changes you make.

Note: Ensure that you are happy with your preference list and your answers to the two questions before you click **'Save and Continue'** because once you click **'Save and Continue'** you will not be able to make changes to your preferences again. If you click **'Save'** you can log back in and change your preferences at any time throughout the 'Preference change round'. If you choose to click **'Save'**, Please ensure that once you have decided on your preference change to log back into your account and **click 'Save and Continue'**. If you don't click **'Save and Continue'** your preference change form will not be submitted.

Applicant Group B-D Accepting your offer

'Applicant Group B-D' offer acceptance

'Applicant group B-D' who are successful at merit selection (received a call or email from a facility with a verbal offer and the candidate has accepted the verbal offer) will receive an email offer from Queensland Health advising how to respond to the offer online and the deadline they need to respond by.

To accept your offer online;

- **'Login'** to your account, click **'My Applications'**, select **'My forms'**, and select **'Complete Form: Intern Offer Acceptance'**.

The screenshot shows the 'My Forms' page with a table of applications. The first row is highlighted, showing 'Intern 2021 - UAT 1' with a deadline of '20-Feb-2020'. The status is 'Not Started' and the 'Open Until' date is '09-Apr-2020 03:00 pm (AEST)'. A red box highlights the link 'Complete Form: Intern Offer Acceptance' next to the 'Not Started' status.

Application Name	Deadline	Status	Open Until	Action
Intern 2021 - UAT 1 - Intern 2021 - UAT 1	20-Feb-2020	Not Started	09-Apr-2020 03:00 pm (AEST)	Complete Form: Intern Offer Acceptance

The screenshot shows the 'Offer Acceptance' form for 'Intern 2021 - UAT 1'. The 'Offer Decision' section has two radio buttons: 'Accept this offer' and 'Decline this offer'. A red box highlights the 'Accept or Decline' text next to the 'Accept this offer' radio button. At the bottom, a red box highlights the 'Save and Continue' button.

Offer Decision: *

Accept this offer

Decline this offer

Accept or Decline

Save and Continue

Please note, to finalise your submission you must press "save and continue", if "save" only is pressed you must return to this form prior to the closing date and press "save and continue" for this selection to be valid.

- Click **'Accept'** or **'Decline'**, once you have responded to your offer, click **'Save and Continue'** to process your response successfully.
- Note: Those who **'Decline'** will not be considered for any further intern positions in Queensland through the 2021 intern campaign.