

# Application Portal User Guide

Intern2025



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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 '**online portal**' link.

There are different application times depending on the type of internship you want to do.

Applications for the 2025 Queensland Rural generalist pathway will open on **Monday 4 March 2024** and close on **Monday 18 March 2024**.

Applications for the 2025 general intern campaign will open on **Monday 6 May 2024** and close on **Thursday 6 June 2024**.

To apply, you must use the [online portal](#). We only accept applications on these dates.

**Login to the application portal here**

## 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](#).

[Home](#) [Position Status Report](#)

[My Applications](#) [Login](#) [Help](#)

### Jobs List - Queensland Health

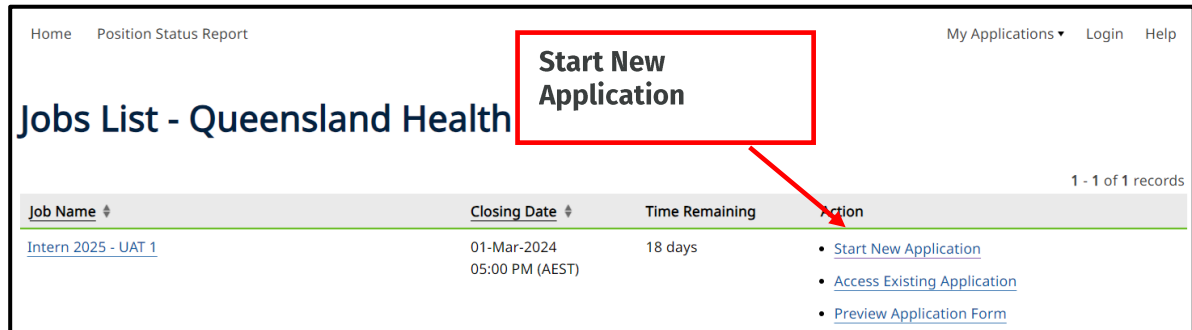
1 - 1 of 1 records

Job Name	Closing Date	Time Remaining	Action
<a href="#">Intern 2025 - UAT 1</a>	01-Mar-2024 05:00 PM (AEST)	18 days	<ul style="list-style-type: none"><li><a href="#">Start New Application</a></li><li><a href="#">Access Existing Application</a></li><li><a href="#">Preview Application Form</a></li></ul>

**Preview Application form**

# Commence Application

Click on **'Start New Application'**



Home Position Status Report My Applications Login Help

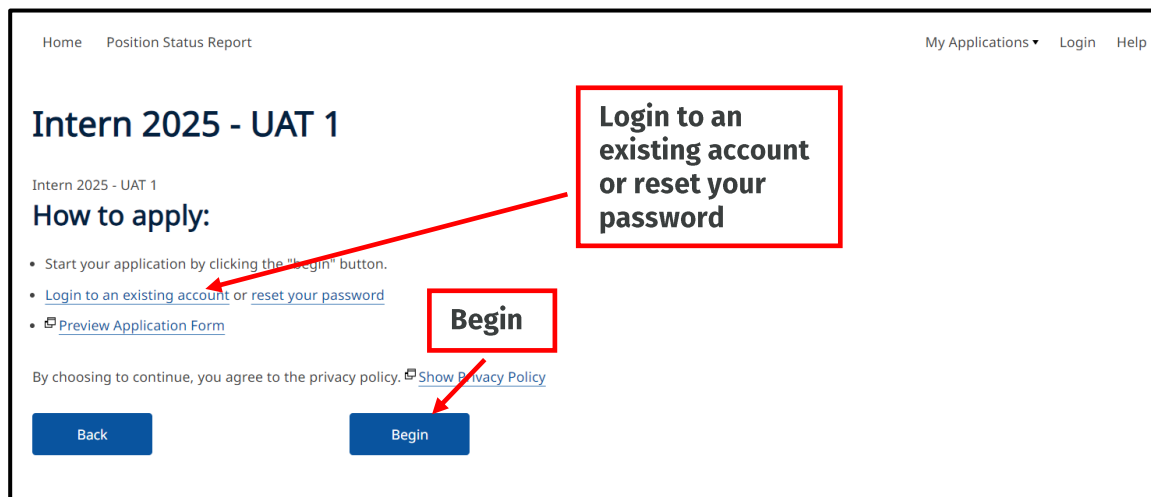
## Jobs List - Queensland Health

1 - 1 of 1 records

Job Name	Closing Date	Time Remaining	Action
<a href="#">Intern 2025 - UAT 1</a>	01-Mar-2024 05:00 PM (AEST)	18 days	<ul style="list-style-type: none"><li><a href="#">Start New Application</a></li><li><a href="#">Access Existing Application</a></li><li><a href="#">Preview Application Form</a></li></ul>

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'**



Home Position Status Report My Applications Login Help

## Intern 2025 - UAT 1

Intern 2025 - UAT 1

### How to apply:

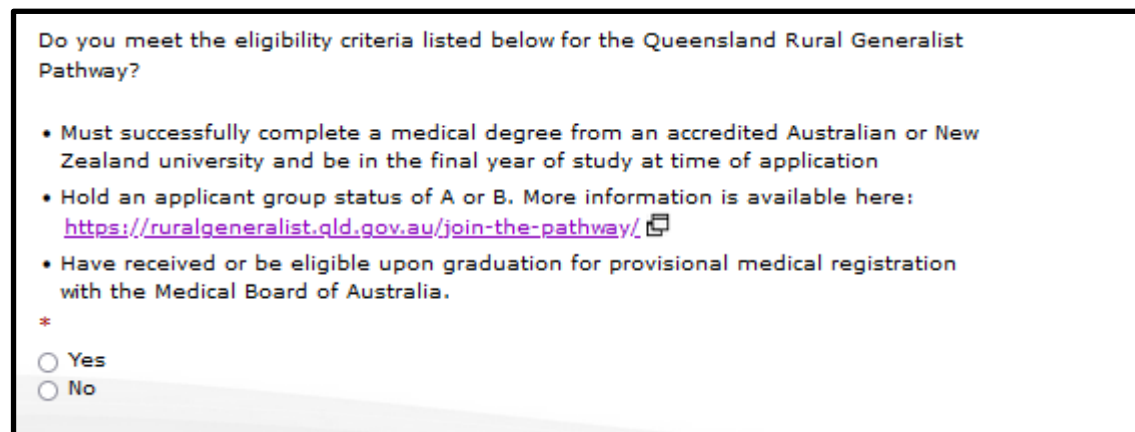
- Start your application by clicking the "Begin" button.
- [Login to an existing account](#) or [reset your password](#)
- [Preview Application Form](#)

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

[Back](#) [Begin](#)

**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.



Do you meet the eligibility criteria listed below for the Queensland Rural Generalist Pathway?

- Must successfully complete a medical degree from an accredited Australian or New Zealand 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://ruralgeneralist.qld.gov.au/join-the-pathway/>
- Have received or be eligible upon graduation for provisional medical registration with the Medical Board of Australia.

☐ Yes  
☐ No

# Registration process for new applicant

Click on '**Begin**', after clicking '**Begin**', you will then be directed to the login page as detailed below, click on '**click here to register**', 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.

Home Position Status Report My Applications Login Help

## Intern 2025 - UAT 1

Intern 2025 - 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](#)

[Back](#) [Begin](#)

## Login

Forgot password? [click here to reset your password](#)

Email

Password

[Cancel](#) [Login](#)

New user? [click here to register](#)

# Registration Process

## Intern 2025 - UAT 1

\* Denotes a mandatory question

Please [login](#) to your account if you have already registered

Title	First Name *	Initial	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Your Email Address *	Confirm Your Email Address *
<input type="text"/>	<input type="text"/>

The State You Reside In *	If other, please specify
<input type="text"/>	<input type="text"/>

Please choose your preferred time zone \*

Information entered on this step can only be managed by accessing your profile as a logged in candidate.

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

Cancel

Save and Next

Save and Next

**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:

Home
Position Status Report
My Applications
Login
Help

## Registration Process

*i*
**Message**

- Registration Process saved successfully

Registration completed. Please check your inbox for next steps.

You will receive an email from the email address [medrecruit@nga.net.au](mailto:medrecruit@nga.net.au) and be asked to login using your username and password.

**Note:** If you are unable to locate the email from [medrecruit@nga.net.au](mailto:medrecruit@nga.net.au) please check your junk folder of your email.

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

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

Home
Position Status Report
My Applications
Login
Help

## Jobs List - Queensland Health

1 - 1 of 1 records

Job Name	Closing Date	Time Remaining	Action
<a href="#">Intern 2025 - UAT 1</a>	01-Mar-2024 05:00 PM (AEST)	18 days	<ul style="list-style-type: none"> <li><a href="#">Start New Application</a></li> <li><a href="#">Access Existing Application</a></li> <li><a href="#">Preview Application Form</a></li> </ul>

**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:

*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 (**International Medical Graduates should enter NA**)
- 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.

**Note:** If you wish to apply for the Aboriginal and Torres Strait Islander Intern Allocation Initiative, available to applicant group A and B candidates, please answer 'Yes' to the question in the personal details section and provide the relevant information.

**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

2

3

4

5

6

7

8

✓ Personal Details

Educational Details

Other Details

Preferences

Referees

Curriculum Vitae (CV)

Employment Forms

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

Where did you/will you complete your Australian primary medical qualification? \*

Griffith University

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

Doctor of Medicine (MD)

Have you completed your medical qualification? \*

☐ Yes

*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 2025
- If interested in commencing your internship early
- Jurisdiction where you undertook secondary schooling
- Queensland Rural Generalist Pathway, (QRGP) 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.*

*General Intern Candidates: For further information regarding Special Consideration or Joint Ticket, please check the [Intern application guide](#).*

*Queensland Rural Generalist Pathway Candidates: For further information regarding Special Consideration or Joint Ticket, please check the [Queensland Rural Generalist Pathway website](#) .*

Are you applying for: \*

☐ Joint Ticket

☐ Special consideration

☐ Not applying for Joint Ticket / Special consideration

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 or joint ticket. 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' or 'Special Consideration' (if applying for one of the above), whereas 'Applicant Group C' should select **'Not applying for Joint Ticket/Special consideration'** and click **'Save and Continue'** to proceed to the next screen.
- Applicant Group A candidates applying for JT/SC and have 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 [application guide](#).

## STEP 4 – Preferences

You will be directed to the following preferences screen:

### Preferences

\* Denotes a mandatory question

Note: Each preference must contain a different number allocation between 1-20.

Queensland Rural Generalist Pathway (QRGP) applicants are required to preference the non-Rural Generalist training hospitals last (ie. 14-20), including the Gold Coast Hospital, Logan Hospital, Mater Health Services, Princess Alexandra Hospital, Prince Charles Hospital, Royal Brisbane and Women's Hospital and Queen Elizabeth II Jubilee Hospital.

For more information about Intern Employers refer to the [QRGP website](#).

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 ▾

Application Portal User Guide - Intern2025

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**Mater Health Services**  
 ▾

**Mt Isa Hospital**  
 ▾

**Princess Alexandra Hospital**  
 ▾

**Queen Elizabeth II Jubilee Hospital**  
 ▾

**Redcliffe Hospital**  
 ▾

**Redland Hospital**  
 ▾

**Rockhampton Base Hospital**  
 ▾

**Royal Brisbane and Women's Hospital**  
 ▾

**Sunshine Coast University Hospital**  
 ▾

**The Prince Charles Hospital**  
 ▾

**Toowoomba Hospital**  
 ▾

**Townsville University 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 answer two questions.

1. Why you want to complete your internship in Queensland.
2. The career related experiences you want to pursue in your intern year.

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

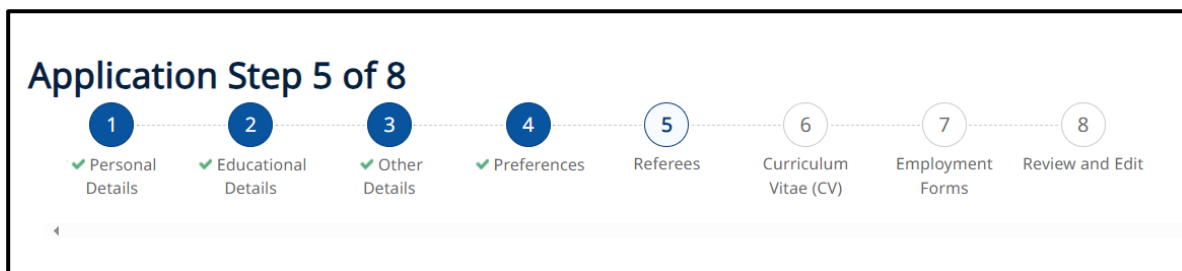
To help you make an informed decision when preferencing your facilities, refer to the Position Status Report (PSR) by clicking on the **'Position Status Report'** Link on the left-hand side at the top of the page, the report will show in real time how many applicants have preferenced a specific facility as their 1<sup>st</sup> 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 **'online portal'**, you will see to the left of the screen the **'position status report'** link.

Position Status Report				<a href="#">My Applications</a> ▾	<a href="#">Login</a>	<a href="#">Help</a>
Facility Name	Total Intern Positions	Total Group A Interns Applied	Group B - Group D Interns Applied			
Bundaberg Hospital		0	0			
Caboolture Hospital		0	0			
Cairns Hospital		0	0			
Gold Coast Hospital		0	0			
Hervey Bay Hospital		0	0			
Ipswich Hospital		0	0			
Logan Hospital		0	0			
Mackay Base Hospital		0	0			
Mater Health Services		0	0			
Mt Isa Hospital		0	0			
Princess Alexandra Hospital		0	0			
Queen Elizabeth II Jubilee Hospital		0	0			
Redcliffe Hospital		0	0			
Redland Hospital		0	0			
Rockhampton Base Hospital		0	0			
Royal Brisbane and Women's Hospital		0	0			
Sunshine Coast University Hospital		0	0			
The Prince Charles Hospital		0	0			
Toowoomba Hospital		0	0			
Townsville University Hospital		0	0			

## STEP 5 – Referees

You will then be directed to the following referee's 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's email address 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 Tuesday, 25 June 2024.*

*Referee requirements can be found on the [Intern Application Guide](#).*

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

2

3

4

5

6

7

8

✓ Personal Details

✓ Educational Details

✓ Other Details

✓ Preferences

✓ Referees


Curriculum Vitae (CV)

Employment Forms

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](#) \*

Choose File

No file chosen

Current File: [Test-CV\\_26926\\_20220214.pdf](#) 

*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

**Note:** the Queensland Health Medical Practitioner CV template is not mandatory. If you wish to use the CV template and you are unable to complete some of the sections, please leave them blank. If you do not wish to use the template, please provide a copy of your current CV.

## STEP 7 – Employment Forms

You will be directed to the following Employment Forms screen:

### Application Step 7 of 8

1

2

3

4

5

6

7

8

✓ Personal Details

✓ Educational Details

✓ Other Details

✓ Preferences

✓ Referees

✓ Curriculum Vitae (CV)

Employment Forms

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: \*

Choose File

No file chosen

Current File: [New CHC\\_26926\\_20220214.pdf](#)

#### 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

*If you are unable to provide this information at time of application please provide the evidence as soon as available by uploading it to your application.*

#### 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, if you do not have a passport, you can supply the following:
- Birth Certificate plus Australian drivers licence OR
- Birth Certificate plus Australian student photo ID card OR
- Birth Certificate plus Proof of age card

**Secondary Identification:**

- Australian drivers licence, Australian student photo ID, Australian proof of age card, Birth certificate, Australian citizenship certificate, Medicare card, Utility bill (e.g. water, gas, electricity), Pension concession card or Health care card, Working with children check (Blue Card)

*Please note: all identification documentation must be certified by either: Justice of the Peace, Commissioner of Declaration, Barrister, Solicitor, or notary public. Prior to receiving an offer of employment all appointments are subject to a mandatory pre-employment check conducted by the recruiting facility, which may include a request for additional information or verification of information supplied in your application.*

*\*For overseas applicants, local documents issued by equivalent overseas authorities can be accepted.*

*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 2 3 4 5 6 7 8

✓ Personal Details ✓ Educational Details ✓ Other Details ✓ Preferences ✓ Referees ✓ Curriculum Vitae (CV) ✓ Employment Forms Review and Edit

[Print Friendly Version](#)

Status: Complete

Step 1 - Personal Details **Edit**

Question	Response	Provided
Question 1.1	Specify the type of internship position you are applying for: *	

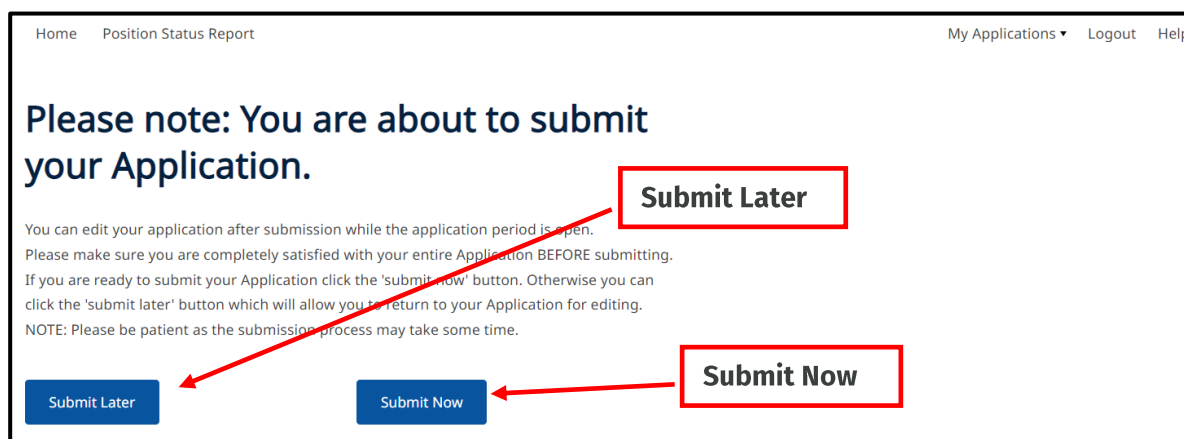
The breadcrumb trail will show a tick for each section once you have completed it. If a section does not have a tick, you will need to go back to that page and review the information you have entered.

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 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).

# Submitting your application

You will be directed to the following screen:



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

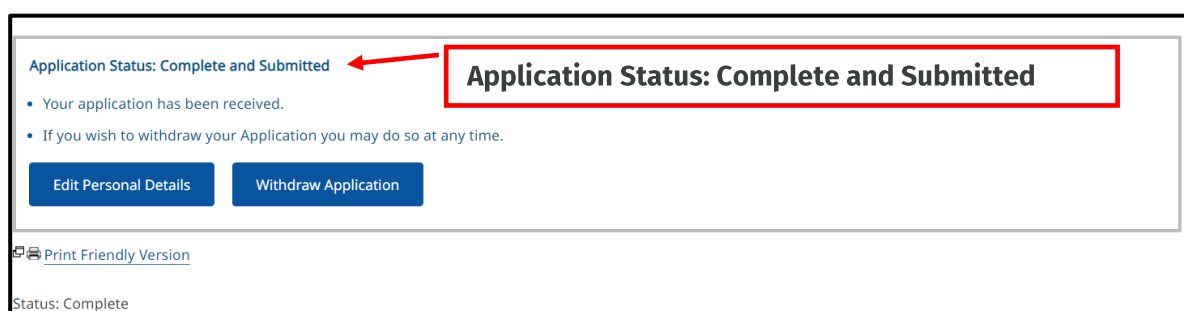
If you want to save your application and submit later, click on **'Submit Later'**

**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.

**Note:** If you require to make changes to your intern application prior to the application closing date, please login and edit your application, **do not withdraw your application, and commence a new application with a new email address.**

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. The email sent by the system will come from email address [medrecruit@nga.net.au](mailto:medrecruit@nga.net.au). If unable to locate the email in your inbox please check your junk box.

# 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](mailto:Intern-Recruitment@health.qld.gov.au).

**Note:** If you require to make changes to your intern application prior to the application closing date, please login and edit your application, do not withdraw your application, and commence a new application with a new email address.

**Note:** if you withdraw your application after the closing date, you will **not** be considered for any further intern positions in Queensland via the 2025 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

Home Position Status Report

**My Applications**

My Applications ▾ Logout Help

## My Applications

1 - 7 of 7 records

JobRef - Job Name	Application Date	Job Status	Application Status	Action
Intern 2019 - UAT 1 - Intern 2019 - UAT 1	12-Feb-2018	Closed	Submitted	<a href="#">View my application summary</a>
Intern 2020 - UAT 1 - Intern 2020 - UAT 1	14-Feb-2019	Closed	Submitted	<a href="#">View my application summary</a>
Intern 2021 - UAT 1 - Intern 2021 - UAT 1	19-Feb-2020	Closed	Submitted	<a href="#">View my application summary</a>
Intern 2022 - UAT 1 - Intern 2022 - UAT 1	11-Feb-2021	Closed	Submitted	<a href="#">View my application summary</a>
Intern 2023 - UAT 1 - Intern 2023 - UAT 1	14-Feb-2022	Closed	Submitted	<a href="#">View my application summary</a>
Intern 2024 - UAT 1 - Intern 2024 - UAT 1	06-Feb-2023	Closed	Submitted	<a href="#">View my application summary</a>
Intern 2025 - UAT 1 - Intern 2025 - UAT 1	12-Feb-2024	Open Until: 01-Mar-2024 05:00 PM (AEST)	Submitted	<a href="#">View my application summary</a> <a href="#">Edit Application</a>

**Edit Application**

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.

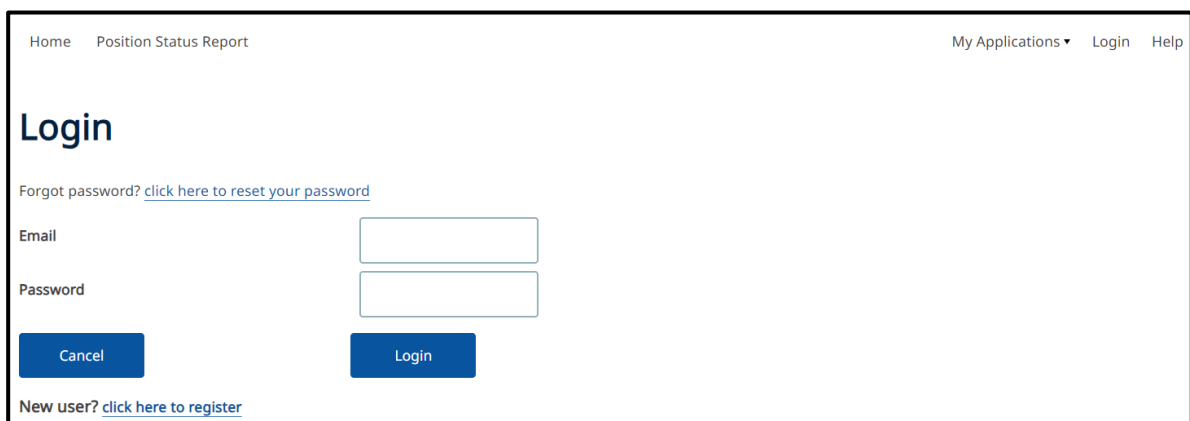
**Note:** If you require to make changes to your intern application prior to the application closing date, please login and edit your application, do not withdraw your application, and commence a new application with a new email address.

# 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

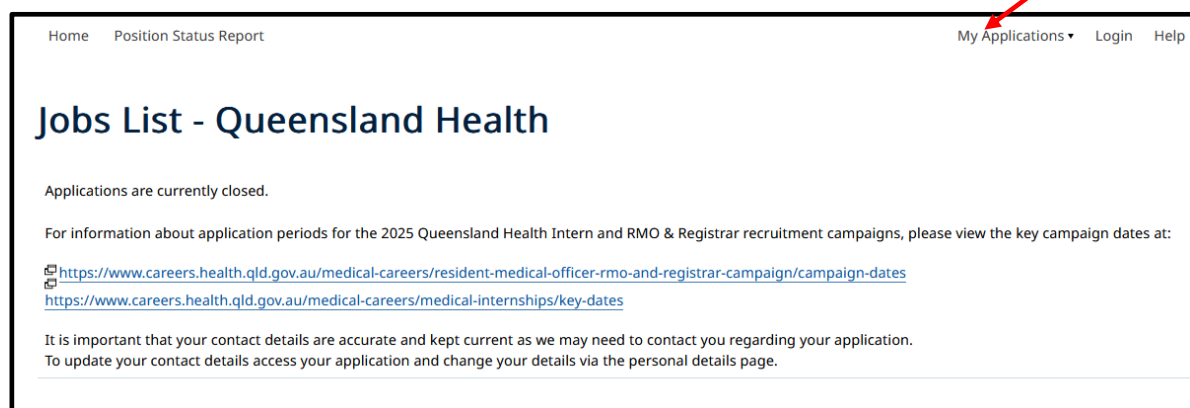
To do this, access your application by clicking on **'Login'** and enter your login details (i.e. your email address and password).



The screenshot shows the 'Login' page of the Application Portal. At the top, there are navigation links: 'Home', 'Position Status Report', 'My Applications' (with a dropdown arrow), 'Login', and 'Help'. The main heading is 'Login'. Below it, there is a link for 'Forgot password? click here to reset your password'. There are two input fields: 'Email' and 'Password'. Below these fields are two buttons: 'Cancel' and 'Login'. At the bottom, there is a link for 'New user? click here to register'.

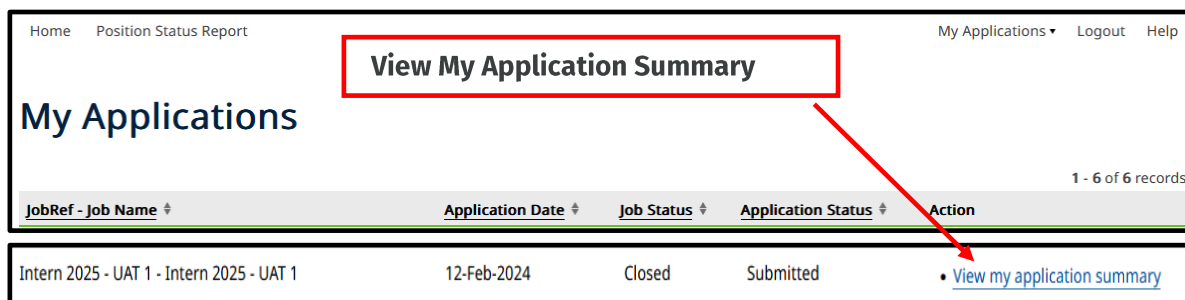
Once you have logged into your application, click **'My Applications'**

**My Applications**



The screenshot shows the 'Jobs List - Queensland Health' page. At the top, there are navigation links: 'Home', 'Position Status Report', 'My Applications' (with a dropdown arrow), 'Login', and 'Help'. The main heading is 'Jobs List - Queensland Health'. Below it, there is a message: 'Applications are currently closed.' followed by a paragraph: 'For information about application periods for the 2025 Queensland Health Intern and RMO & Registrar recruitment campaigns, please view the key campaign dates at:'. There are two links: <https://www.careers.health.qld.gov.au/medical-careers/resident-medical-officer-rmo-and-registrar-campaign/campaign-dates> and <https://www.careers.health.qld.gov.au/medical-careers/medical-internships/key-dates>. At the bottom, there is a paragraph: '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'**



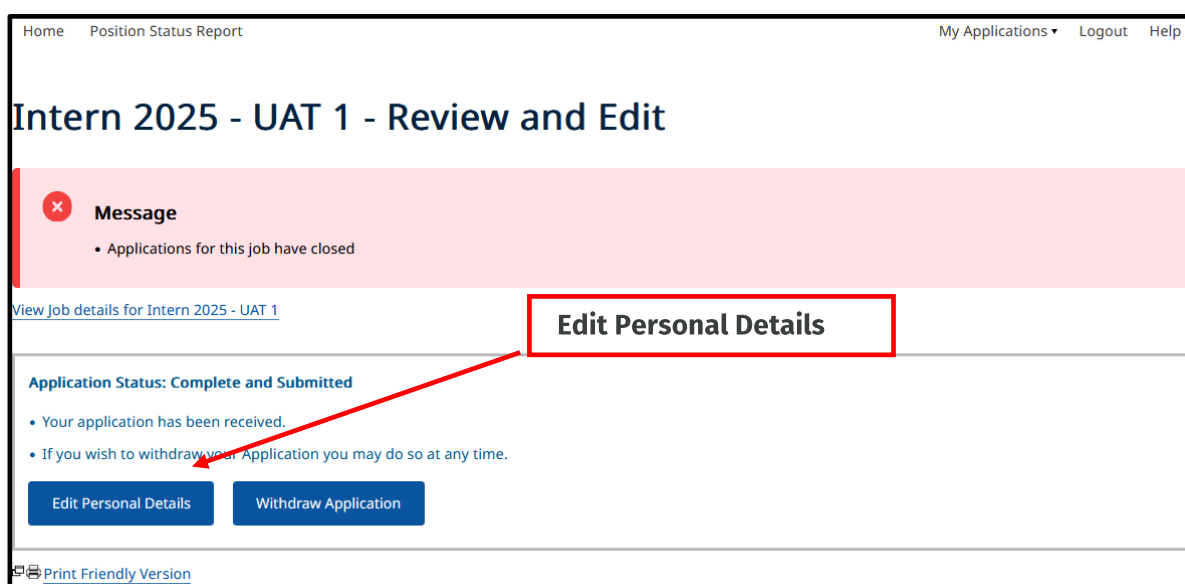
Home Position Status Report My Applications Logout Help

## My Applications

1 - 6 of 6 records

JobRef - Job Name	Application Date	Job Status	Application Status	Action
Intern 2025 - UAT 1 - Intern 2025 - UAT 1	12-Feb-2024	Closed	Submitted	<a href="#">View my application summary</a>

Click **'Edit Personal Details'**



Home Position Status Report My Applications Logout Help

## Intern 2025 - UAT 1 - Review and Edit

**Message**

- Applications for this job have closed

[View Job details for Intern 2025 - UAT 1](#)

**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](#) [Withdraw Application](#)

[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](mailto: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.

**Registration Details**

[Change Password](#) \* Denotes a mandatory question

**Change Password**

Username **mmc Campbell8@hotmail.com**

Title  First Name \*  Initial  Last Name \*

Your Email Address \*

The State You Reside In \*  If other, please specify

Please choose your preferred time zone \*

**Save**

**My Applications**

- My Applications
- My Forms
- My Emails
- My Tests
- My Interviews
- Registration Details

## 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. The emails sent by the system will come from email address [medrecruit@nga.net.au](mailto:medrecruit@nga.net.au).

**Note:** If unable to locate the email from [medrecruit@nga.net.au](mailto:medrecruit@nga.net.au) in your inbox please check your junk box of your email.

# My Forms

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

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'**.

Login

Home Position Status Report My Applications Login Help

## Jobs List - Queensland Health

1 - 1 of 1 records

Job Name	Closing Date	Time Remaining	Action
<a href="#">Intern 2025 - UAT 1</a>	01-Mar-2024 05:00 PM (AEST)	16 days	<ul style="list-style-type: none"><li><a href="#">Start New Application</a></li><li><a href="#">Access Existing Application</a></li><li><a href="#">Preview Application Form</a></li></ul>

Home Position Status Report My Applications Logout Help

## Jobs List - Queensland Health

My Applications My Forms

Job Name	Closing Date	Time Remaining	Action
<a href="#">Intern 2025 - UAT 1</a>	01-Mar-2024 03:00 PM (AWST)	16 days	<ul style="list-style-type: none"><li><a href="#">Access Existing Application</a></li><li><a href="#">Preview Application Form</a></li></ul>

- My Applications
- My Forms
- My Emails
- My Tests
- My Interviews
- Registration Details

## My Forms

1 - 7 of 7 records

JobRef - Job Name	Application Date	Job Status	Form Status	Action
Intern 2025 - UAT 1 - Intern 2025 - UAT 1	13-Feb-2024	Open Until: 01-Mar-2024 03:00 PM (AWST)	Not Started	<ul style="list-style-type: none"><li><a href="#">Complete Form: Intern Aboriginal and Torres Strait Islander Intern Allocation Initiative / Joint Ticket / Special Consideration Required Documentation</a></li></ul>

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'**
- You will have the option to **'Accept'** or **'Decline'**
- Click **'Save and Continue'** to process your response successfully.

[Home](#) [Position Status Report](#) [My Applications](#) [Login](#) [Help](#)

## Jobs List - Queensland Health

1 - 1 of 1 records

Job Name	Closing Date	Time Remaining	Action
<a href="#">Intern 2025 - UAT 1</a>	01-Mar-2024 05:00 PM (AEST)	16 days	<ul style="list-style-type: none"><li>• <a href="#">Start New Application</a></li><li>• <a href="#">Access Existing Application</a></li><li>• <a href="#">Preview Application Form</a></li></ul>

[Home](#) [Position Status Report](#) [My Applications](#) [Logout](#) [Help](#)

## Jobs List - Queensland Health

[My Applications](#)  
[My Forms](#)  
[My Emails](#)  
[My Tests](#)  
[My Interviews](#)  
[Registration Details](#)

1 - 1 of 1 records

Job Name	Closing Date	Time Remaining	Action
<a href="#">Intern 2025 - UAT 1</a>	01-Mar-2024 03:00 PM (AWST)	16 days	<ul style="list-style-type: none"><li>• <a href="#">Access Existing Application</a></li><li>• <a href="#">Preview Application Form</a></li></ul>

[Home](#) [Position Status Report](#) [My Applications](#) [Logout](#) [Help](#)

## My Forms

1 - 8 of 8 records

JobRef - Job Name	Application Date	Job Status	Form Status	Action
Intern 2025 - UAT 1 - Intern 2025 - UAT 1	13-Feb-2024	Open Until: 01-Mar-2024 03:00 PM (AWST)	Not Started	<ul style="list-style-type: none"><li>• <a href="#">Complete Form: Applicant Group A Round 1 Offer Acceptance</a></li></ul>

# Applicant Group A Round 1 Offer Acceptance

## Intern 2025 - UAT 1

1

Offer

### Offer

\* Denotes a mandatory question

Facility:

Sunshine Coast University Hospital

Preference:

01st Preference

Offer Decision (1st Preference Only): \*

☐ Accept this offer

☐ Decline this offer

Accept or Decline

Joint Ticket / Special Consideration application:

Aboriginal and Torres Strait Islander Intern Allocation Initiative application:

Yes

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

Approved

Save and Continue

Cancel

Save

Save and Continue

## My Forms



### Message

- Offer saved successfully

**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 2025 intern campaign.

# Applicant Group B-D Accepting your offer

## 'Applicant Group B-D' offer acceptance

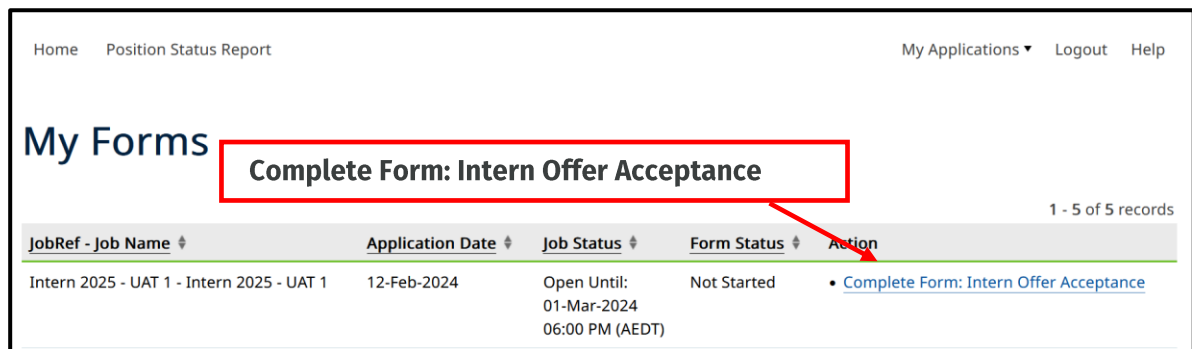
'Applicant group B-D' who are successful at merit selection (received a call or email from a facility with a verbal offer and the candidate has accepted the verbal offer) will receive an email offer from Queensland Health advising how to respond to the offer online and the deadline they need to respond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

To accept your offer online;

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



Home	Position Status Report	My Applications ▾	Login	Help
<h2>Jobs List - Queensland Health</h2>				
1 - 1 of 1 records				
Job Name	Closing Date	Time Remaining	Action	
<a href="#">Intern 2025 - UAT 1</a>	01-Mar-2024 05:00 PM (AEST)	16 days	<ul style="list-style-type: none"><li>• <a href="#">Start New Application</a></li><li>• <a href="#">Access Existing Application</a></li><li>• <a href="#">Preview Application Form</a></li></ul>	



Home	Position Status Report	My Applications ▾	Logout	Help
<h2>My Forms</h2>				
1 - 5 of 5 records				
JobRef - Job Name	Application Date	Job Status	Form Status	Action
Intern 2025 - UAT 1 - Intern 2025 - UAT 1	12-Feb-2024	Open Until: 01-Mar-2024 06:00 PM (AEDT)	Not Started	<ul style="list-style-type: none"><li>• <a href="#">Complete Form: Intern Offer Acceptance</a></li></ul>

- 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 2025 intern campaign.



## Offer Acceptance

### Intern 2025 - UAT 1

1

Offer

<

### Offer

*\* Denotes a mandatory question*

Aboriginal and Torres Strait Islander Intern Allocation Initiative application:

Joint Ticket / Special Consideration application (if applicable):

Facility:  
Ipswich Hospital

Preference:  
01st Preference

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.*

Cancel

Save

Save and Continue

## My Forms

i

### Message

- Offer saved successfully