



Queensland  
Government

Intern Recruitment



# QUEENSLAND HEALTH INTERN CANDIDATE USER MANUAL 2015



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## INTERN2015 RECRUITMENT CAMPAIGN

WEBSITE:	<a href="http://www.health.qld.gov.au/medical/intern/default.asp">www.health.qld.gov.au/medical/intern/default.asp</a>
INTERN COORDINATOR:	<a href="mailto:intern-recruitment@health.qld.gov.au">intern-recruitment@health.qld.gov.au</a>

### HOW TO APPLY

The annual Queensland Health intern recruitment campaign is facilitated by the Office of the Principal Medical Officer (OPMO). Applications for intern positions are completed via an online application form which is accessed on the QH website.

Candidates are required to supply documentation in support of their application. Please ensure that you have electronic copies of the following items to upload to your application:

- Passport/Drivers Licence/Proof of Age (mandatory)
- Criminal History Consent Form (mandatory)
- Hepatitis B status (mandatory)
- Visa documentation (if applicable)
- Curriculum Vitae (not mandatory)
- English Language results for applications that have not complete Year 12/Senior schooling in an English speaking country (if applicable)
- Medical Degree (if applicable)
- Health Insurance documentation (if applicable)

Note: it is understood that most candidates will not yet have obtained their medical qualification. Pursuant to Queensland Health policy, all selected candidates will need to supply a copy of their medical qualification to the local medical administration unit upon commencement of employment.

At the commencement of the intern recruitment campaign, an **Apply now** button will appear on the intern campaign website.

### PREVIEW APPLICATION

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".

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Work For Us

For Consumers > Going Into Hospital  
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Jobs List - Queensland Public Health System

1 thru 2 of 2 Jobs

Job Name	Closing Date	Time Remaining	Action
<a href="#">UAT2 - Intern Campaign</a>	06-Mar-2013 11:00 AM (AEST)	12 minutes	<ul style="list-style-type: none"><li>Start New Application</li><li>Access Existing Application</li><li>Preview Application Form</li></ul>

## COMMENCE APPLICATION

To commence your application click “Start New Application”.

## REGISTRATION PROCESS FOR NEW CANDIDATE

Once you have clicked “Start New Application”, you will be provided with an information page as well as a terms and conditions page. In order to proceed with your application you must accept these terms and conditions. You will then be directed to the registration page as detailed below:

**Note:** Throughout the application process a red asterisk (\*) denotes a mandatory question - which must be completed in order 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:

Take careful note of your login details for future access to your application. Your login details will also be sent to the email address you have registered with. You should check this has occurred prior to logging out of the system. The email may take up to 5 minutes to be received, depending on your service provider.

- Click “Save and Next” to proceed to the next screen.

## **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

Note: **Do not** use CAPS Lock when completing this application. **Title Case only.**

First Name \*  
[Text Input Field]

Last Name \*  
[Text Input Field]

Date of Birth: \*  
[Text Input Field] (dd-mm-yyyy)

Gender: \*  
 Female  
 Male

Uni Student ID:  
If you do not have a university ID number please enter N/A. \*

Save and Continue is located at the bottom of the screen

#### **Information required:**

- Personal details (name, gender, date of birth)
- Address details
- Contact phone number
- E-mail address
- University student number
- Intern Placement Numbers AHPRA
- Citizenship/Residency Status (type of Visa if relevant)
- Rural Generalist information (if applying for the pathway)

#### **Supporting documents required:**

- Current passport, licence or other identification
- Visa (if relevant)
- Visa Entitlement Verification Online (VEVO) consent form (if relevant)
- Evidence of health insurance (if relevant)

- 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 Education Details

You will then 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 obtain your primary medical qualification? \*

Australia (includes Monash University Malaysia campus)

New Zealand

Other

What is the name of the medical degree you are completing or have completed? \*

--Please Select--

Have you completed your medical degree? \*

Yes

No

Note: If applicable, on the closing date of the intern campaign, you will receive an email from the campaign coordinator requesting documentation to help determine the priority group you will be considered under. Refer to the following documents on the intern campaign website to identify what documentation will be required: 'Priority 1 Status Conditions', 'Late Start Intern Applicant', and 'Repeating an Internship'. This documentation must be provided within 2 days of the campaign close date or your application will not be considered.

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

Yes

Save and Continue is located at the bottom of the 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 2015
- Jurisdiction where you undertook secondary schooling
- English language proficiency
- Rural Generalist Pathway application selection criteria (if applying for the pathway)

### Supporting documents required:

- AMC documentation (international medical graduates only)
- Medical degree (if conferred)
- Evidence of English language proficiency –IELTS, OET (if relevant)

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

Note: If applicable, on the closing date of the intern campaign, you will receive an email from the campaign coordinator requesting documentation to help determine the priority group you will be considered under, this information will be provided to the Review Committee for determination. Refer to the following pages on the intern campaign website to identify what documentation will be required: 'Priority 1 Status Conditions', 'Late Start Intern Applicant', and 'Repeating an Internship'. This documentation must be provided within three (3) days of the campaign close date, **Friday 6 June 2014**, or your application will not be considered.

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

## STEP 3 Other Details

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

- Only Priority 1 and Priority 4 candidates will have the following screen appear, however only Priority 1 candidates are eligible to apply for special consideration. Other Priorities 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: Only Priority 1 applicants are eligible to apply for an exemption or special consideration. If an applicant other than a Priority 1 applies for an exemption or special consideration, their application for an exemption or special consideration will be deemed invalid and will not be considered.

With relation to Joint Ticket, only Priority 1 'general intern applicants' and 'Queensland Health Bonded Medical Scholarship Holders (QHBMSH)' are eligible to apply for a joint ticket. If an applicant other than a Priority 1 general intern or QHBMSH applies for a joint ticket, their application for a joint ticket will be deemed invalid and will not be considered.

**Application Step 3 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

**Other Details**

\* Denotes a mandatory question

*Only Priority 1 applicants are eligible to apply for an exemption or special consideration. If an applicant other than a Priority 1 applies for an exemption or special consideration, their application for an exemption or special consideration will be deemed invalid and will not be considered.*

*With relation to Joint Ticket, only Priority 1 'general intern applicants' and 'Queensland Health Bonded Medical Scholarship Holders (QHBMSH)' are eligible to apply for a joint ticket. If an applicant other than a Priority 1 general intern or QHBMSH applies for a joint ticket, their application for a joint ticket will be deemed invalid and will not be considered.*

*Queensland Statutory Declarations must not be signed or witnessed by a family member.*

*For further information regarding Exemption and Joint Ticket, please check the intern campaign website.*

Are you applying for special consideration? \*

Joint Ticket

Exemption

No

Cancel   Save   Save and Continue

- ONLY Priority 1 candidates are to select 'Joint Ticket' or 'Exemption' whereas Priority 4 candidates should select '**No**' and click "Save and Continue" to proceed to the next screen.
- Candidates who answer 'Yes' will receive an e-mail after applications have closed advising the consideration process and the relevant supporting documentation required.
- Further information is available on the campaign website: <http://www.health.qld.gov.au/medical/intern/default.asp>

## STEP 4 Preferences

You will then be directed to the following Preferences screen:

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

### Preferences

\* Denotes a mandatory question

Note: Each preference must contain a different number allocation between 1-16.

For more information about Participating Facilities refer to the [intern.campaign.website](#).

Please indicate your facility preferences: \*

1	Bundaberg Hospital
2	Caboolture Hospital
3	Cairns Base Hospital
12	Gold Coast Hospital
5	Ipswich Hospital
6	Logan Hospital
7	Mackay Base Hospital
13	Mater Health Services
4	Nambour Hospital
14	Princess Alexandra Hospital
8	Redcliffe Hospital
9	Rockhampton Base Hospital
15	Royal Brisbane and Women's Hospital
16	The Prince Charles Hospital
10	Toowoomba Hospital
11	Townsville Hospital

Tell us briefly why you would like to undertake your internship in Queensland or at a specific facility(s) (Limit: 250 words):

Save and Continue is located at the bottom of the screen

- Complete this page by preferencing the available primary allocation centres from 1-16 in the order you desire; with 1 being your highest preference and 16 being your lowest preference. All primary allocation centres must be preferenced in order to proceed with your application.

Note: For more information about Participating Facilities, refer to the [intern campaign website](#).

- 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.

## 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 at the top of the page, the report will show in real time how many candidates 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 on the [intern campaign website](#).

Facility Name	Total Intern Positions	Total P1 Interns Applied	Bonded Medical Scholarships Applied	P2-P7 Interns Applied
Bundaberg Hospital		0	0	0
Caboolture Hospital		0	0	0
Cairns Base Hospital			0	
Gold Coast Hospital			0	
Ipswich Hospital				
Logan Hospital				
Mackay Base Hospital				
Mater Health Services		0	0	
Nambour Hospital		0	0	
Princess Alexandra Hospital		0	0	0
Redcliffe Hospital		0	0	0
Rockhampton Base Hospital		0	0	0
Royal Brisbane and Women's Hospital		0	0	0
The Prince Charles Hospital		0	0	0
Toowoomba Hospital		0	0	0
Townsville Hospital		0	0	0

Number of P1s that have preferred a specific facility as their 1st

Number of P2-6s that have preferred a specific facility as their 1st

Note: Queensland Health Bonded Medical Scholarship applicants are categorised under Priority 1 status. As such, Queensland Health Bonded Medical Scholarship applicants are included within the column titled 'Total P1 Interns Applied'.

**STEP 5 Referees**

You will then be directed to the following Referees screen:

**Application Step 5 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

**Referees**

\* Denotes a mandatory question

Two Referee details must be provided.

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

Referees cannot be a personal friend.

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.

For P1 applicants, 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.

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 and you are responsible for following up with your referees to ensure the referee report is submitted in a timely manner.

Referee Details \*

Referee 1

Title:\*

First Name:\*

Last Name:\*

Position:\*

Please seek approval first from your referees

Save and Continue is located at the bottom of the screen

- 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.
- For **P1 applicants**, after you press "Save and Continue," 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.

Note: 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.

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.

For P2-P6 applicants

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 and you are responsible for following up with your referees to ensure the referee report is submitted in a timely manner.

➤ Click "Save and Continue" to proceed to the next screen.

### **STEP 6 Curriculum Vitae**

You will then 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

Do you have a current Curriculum Vitae (CV)? \*

Yes    No

Upload your current CV:

*Note: An original certified copy may also be required for registration purposes by the Medical Board of Australia if you are recruited. \**

➤ Complete the above question and upload your Curriculum Vitae if applicable.

➤ Click "Save and Continue" to proceed to the next screen.

## STEP 7 Employment Forms

You will then be directed to the following Employment Forms screen:

The screenshot shows the 'Employment Forms' screen with several mandatory questions. Callouts point to specific upload fields:

- Upload Criminal History Consent Form:** Points to the 'Browse...' button for the Criminal History Consent Form upload field.
- Upload Hep B status:** Points to the 'Browse...' button for the Hepatitis B immunisation course evidence upload field.
- Upload Passport or Driver's Licence/Proof of Age Card:** Points to the 'Browse...' button for the passport photo upload field.

The form includes the following questions and options:

- Upload Criminal History Consent Form:** Complete the Criminal History form available at this [link](#) and upload the form to your application. Queensland Health will use your criminal history clearance to support this application. \*
- Have you completed the immunisation course for Hepatitis B? \***
  - Yes
  - No
- Upload evidence you have completed the immunisation course for Hepatitis B: \***
- Note: Evidence of vaccination can be provided by a letter from a General Practitioner; infection control or occupational health department (i.e. anti NBs > 10IU/L).*
- Do you have a current passport? \***
  - Yes
  - No
- For identification purposes, upload the photo identification and bio/personal details pages of your passport. \***
- Did someone assist you to complete this application? \***
  - Yes
  - No
- I declare that the information I have provided on this form is accurate and complete at the time of application: \***
  - Agree

➤ Complete the above questions and upload documents as requested.

### **Supporting documents required:**

- [Criminal History Consent Form](#) - The Director-General of Queensland Health requires all people recommended for appointment to Queensland Health for periods in excess of three months to be subject to a pre-appointment criminal history check
  - [Hepatitis B](#) - Evidence of vaccination can be provided by a Letter from a general practitioner, infection control, or occupational health department stating vaccination details or immunity; Copy of vaccine record book; or Blood test that shows the required level of immunity (i.e. anti NBs > 10IU/L).
- Click "Save and Continue" to proceed to the next screen.

## STEP 8 Review and Edit

You will then 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 Summary**

Question #	Complete Status	Edit
Question 1.1	Optional	Complete <a href="#">Edit</a>
Question 1.2	Mandatory	Complete <a href="#">Edit</a>
Question 1.3	Mandatory	Complete <a href="#">Edit</a>
Question 1.4	Mandatory	Complete <a href="#">Edit</a>
Question 1.5	Mandatory	Complete <a href="#">Edit</a>

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 complete each edited section.
- Once you are ready to “Submit” your application, click “Submit Application Now” button.

**Note:** After application submission, you are able to edit your application up until the **closing date**. Refer to “Access Existing Application” on how to do this.

## SUBMITTING YOUR APPLICATION

You will then be directed to the following screen:

**Please note: You are about to submit your Application.**

With the exception of Personal Details, applications can NOT be edited or updated once they have been submitted for consideration. Please make sure you are completely satisfied with your entire Application BEFORE submitting. If you are ready to submit your Application click the "submit now" button. Otherwise you can click the "submit later" button which will allow you to return to your Application for editing. NOTE: Please be patient as the submission process may take some time.

Submit Later      Submit Now

- If 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:** You will need to ensure you complete and submit your application by the intern campaign **closing date**, in order for your application to be considered.

If you have clicked on “Submit Now”, you will be directed to the following page:

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 Summary](#)

Step 1 - Personal Details	Complete
Question #	Status
Question 1.1	Optional      Complete <a href="#">Edit</a>

*Note: "Do not" use CAPS Lock when completing this application. Title Case only.*

- If your application has been successfully submitted, the “Application Status: Complete and Submitted” will appear at the top of your page.

**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 Summary” link as shown below.

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 Summary](#)

Step 1 - Personal Details	Complete
Question #	Status
Question 1.1	Optional      Complete <a href="#">Edit</a>

*Note: "Do not" use CAPS Lock when completing this application. Title Case only.*

## WITHDRAWING YOUR APPLICATION

You can withdraw your application at any stage by clicking on the “Withdraw Application” button as shown below.

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

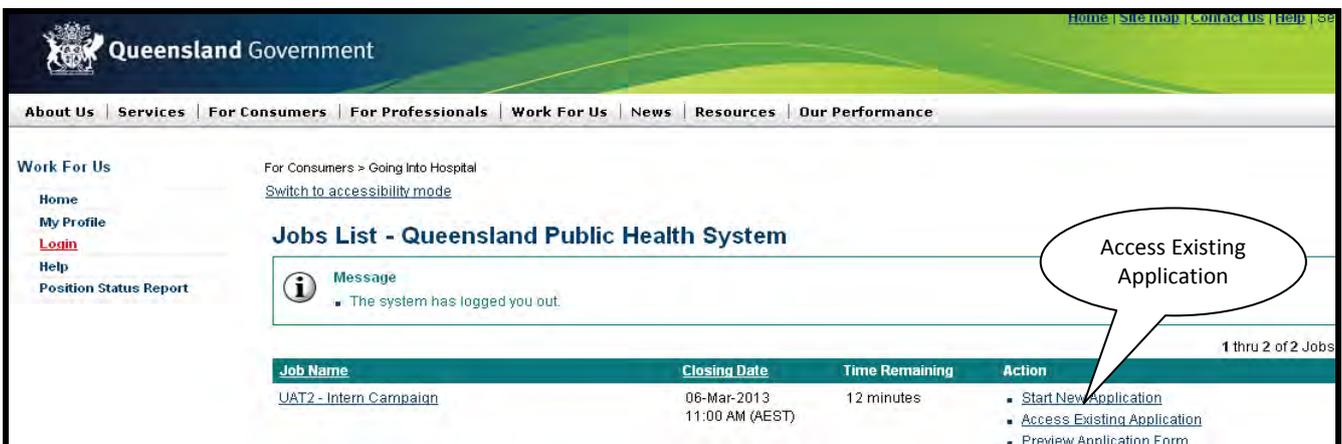
However, if you withdraw your application after the closing date, you will **not** be considered for any further intern positions in Queensland through the 2015 intern campaign.



## ACCESSING YOUR EXISTING APPLICATION

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

➤ To do this, click “Access Existing Application” as shown below.



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

## EDITING YOUR APPLICATION AFTER THE INTERN CAMPAIGN CLOSE DATE

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

- Contact details
- Unique Identifier number
- Referee details

Documents uploaded before submission such as:

- Visa documentation
- Health Insurance documentation

- AMC Certificate
- Medical Degree
- English Language results
- Curriculum Vitae
- Criminal History Check
- Hepatitis B status
- Passport/Drivers Licence/Proof of Age

Note: You can only resubmit documentation that was originally included in your application. For new documentation requiring uploading, email these to [Intern-Recruitment@health.qld.gov.au](mailto:Intern-Recruitment@health.qld.gov.au) and provide your name and date of birth in the email.

- To do this, access your application by clicking on “Login” and enter your login details, i.e. your email and password.



- Once you have logged into your application, click “My Profile”.



- Click “View my application summary”.



Click “Edit Personal Details”.

Message  
• Applications for this job have closed

View Job details for Intern Test 02.06.2011

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

Edit Personal Details

Print Summary

Step 1 - Personal Details	Complete
Question #	Status
Question 1.1	Optional Complete

Please note, "Do not" use CAPS Lock when completing this application. Title Case Only.

- 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.

### **CHANGING YOUR PASSWORD**

You are able to change your password at any time.

- To do this, “Login” to your account, click “My Profile”, then “Registration Details” and “Change Password”.
- Remember to click “Save” on any changes you make.

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[Switch to accessibility mode](#)

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

Logout

Help

Position Status Report

Complete Form

### My Applications

#### Registration Details

[Change Password](#)

\* Denotes a mandatory question

Username **uat2-2015@intern38.com**

Title \* First Name \* Initial Last Name \*

Dr uat2-2015 Intern38

Your Email Address \*

uat2-2015@intern38.com

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

SA

Please choose your preferred time zone \*

GMT (+ 9:30) Adelaide

Save

Change Password

Save

### **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 Profile”, then “My Details” and change your “First Name” and/or “Last Name”.
- Remember to click “Save” on any changes you make.

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**My Applications**

**Registration Details**  
[Change Password](#)

\* Denotes a mandatory question  
Username [uat2-2015@intern38.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 \*

## **RECORDS OF EMAILS SENT FROM THE QUEENSLAND HEALTH RECRUITMENT SYSTEM**

You are able to view at any time emails that were sent to you from the Queensland Health Recruitment System.

- To do this, “Login” to your account, click on “My Profile”, then “My Emails” and “View”.

Note: These same emails have been sent to the email address you have registered with.

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**My Applications**

**My Emails**

JobRef - Job Name	Date	Sent	Sender	Subject	Job Status	Action
Intern - UAT 2 - Annual Intern Campaign	21-Feb-2014	02:31 PM (ACDT)	Intern-Recruitment@health.qld.gov.au	Queensland Health Intern Application Submitted	Closed	<a href="#">View</a>
Intern - UAT 2 - Annual Intern Campaign	21-Feb-2014	02:27 PM (ACDT)	Intern-Recruitment@health.qld.gov.au	Queensland Health Intern e-Recruitment Registration Details	Closed	<a href="#">View</a>

## **UPLOADING SUPPORTING DOCUMENTATION, P2-P6 RE-PREFERENCING and RESPONDING TO AN OFFER ONLINE through MY FORMS**

### **JOINT TICKET/EXEMPTION REQUIRED DOCUMENTATION**

On submission of your application or on the closing date of the intern campaign, an email will be sent to all eligible applicants who have indicated on their application that they are applying for a joint ticket/exemption or special consideration. The email will advise how to upload all supporting documentation to support your request for joint ticket/exemption or special consideration.

- To do this, “Login” to your account, click on “My Profile”, then “My Forms” and “Complete Form: Joint Ticket/Exemption Required Documentation”.

The screenshot shows the 'Work For Us' portal interface. On the left is a navigation menu with options like Home, My Profile, My Applications, My Forms, My Emails, My Tests, My Interviews, Registration Details, Logout, Help, Position Status Report, and Complete Form. The main content area is titled 'My Forms' and contains a table with columns: JobRef, Job Name, Application Date, Job Status, Application Status, and Action. Two rows of data are visible, both for 'Intern - UAT 2 - Annual Intern Campaign' with application date '21-Feb-2014' and status 'Closed Submitted'. The Action column for the first row contains a link: 'View Form - Joint Ticket/Exemption Required Documentation'. Callout boxes point to 'My Profile' (top left), 'My Applications' (top left), 'My Forms' (top left), and 'Joint Ticket/Exemption Required Documentation' (top right).

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

**P1 ROUND 1 OFFER ACCEPTANCE**

To respond to your offer online;

- “Login” to your account, click on “My Profile”, then “My Forms” and “Complete Form: P1 Round 1 Offer Acceptance”.
- Those P1 applicants who receive their 1<sup>st</sup> preferenced offer will have the option to ‘Accept’ or ‘Decline’
- Whereas, the P1 applicants who receive an offer other than their 1<sup>st</sup> preference will have the option to ‘Accept’, ‘Decline’ or ‘Tentatively Accept’.

Note: Those who ‘Accept’ their offer will be locked in to that facility. Those who ‘Decline’ will not be considered for any further intern positions in Queensland through the 2015 intern campaign. Those who ‘Tentatively Accept’ will be considered for “Roll-back” in Stage 2 of P1 Offers. If you require further information regarding the selection process, refer to the Selection Process and Offer of Employment guidelines on the intern campaign website.

The screenshot shows the Queensland Government portal. The top navigation bar includes 'Home | Site map | Contact us | Help | Search' and 'Queensland Health'. Below this is a secondary navigation bar with 'About Us | Services | For Consumers | For Professionals | Work For Us | News | Resources | Our Performance'. The main content area is titled 'My Forms' and contains a table with columns: JobRef, Job Name, Application Date, Job Status, Application Status, and Action. Two rows of data are visible, both for 'Intern - UAT 2 - Annual Intern Campaign' with application date '21-Feb-2014' and status 'Closed Submitted'. The Action column for the first row contains a link: 'View Form - Joint Ticket/Exemption Required Documentation'. Callout boxes point to 'My Profile' (top left), 'My Applications' (top left), 'My Forms' (top left), and 'P1 Round 1 Offer Acceptance' (top right).

**OFFER ACCEPTANCE**

■ **P1 Stage 2 Offers**

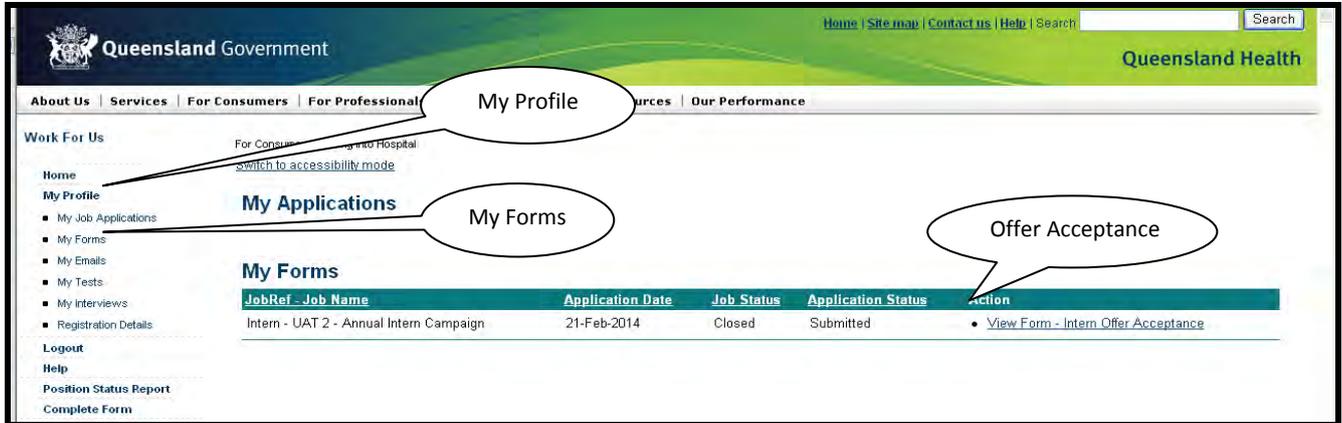
Those P1 applicants who have “Tentatively Accepted” their first round offer will receive one of two offers as their final offer: 1) a higher preferenced offer or 2) their original offer.

- To do this, “Login” to your account, click “My Profile”, then “My Forms” and “Complete Form: Offer Acceptance”.
- Once you have responded to your offer, click “Save and Continue” to process your response successfully.

■ **P2-P6 Offers**

The P2-P6 applicants who are successful at merit selection 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 respond to the offer online, “Login” to your account, click “My Profile”, then “My Forms” and “Complete Form: Offer Acceptance”.
- Once you have responded to your offer, click “Save and Continue” to process your response successfully.



**P2-P6 PREFERENCE CHANGES**

P2 to P6 applicants will have the option to re-preference based on intern positions available post the P1 Placement Process.

- To re-preference, “Login” to your account, click on “My Profile”, then “My Forms” and “Complete Form: P2-P6 Preference Changes”. You will have the opportunity to re-preference the 16 primary allocation centres as well as the three questions on the preferences page.
- 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 three questions before you click on “Save and Continue” because once you click “Save and Continue” you will not be able to make changes to your preferences again.

