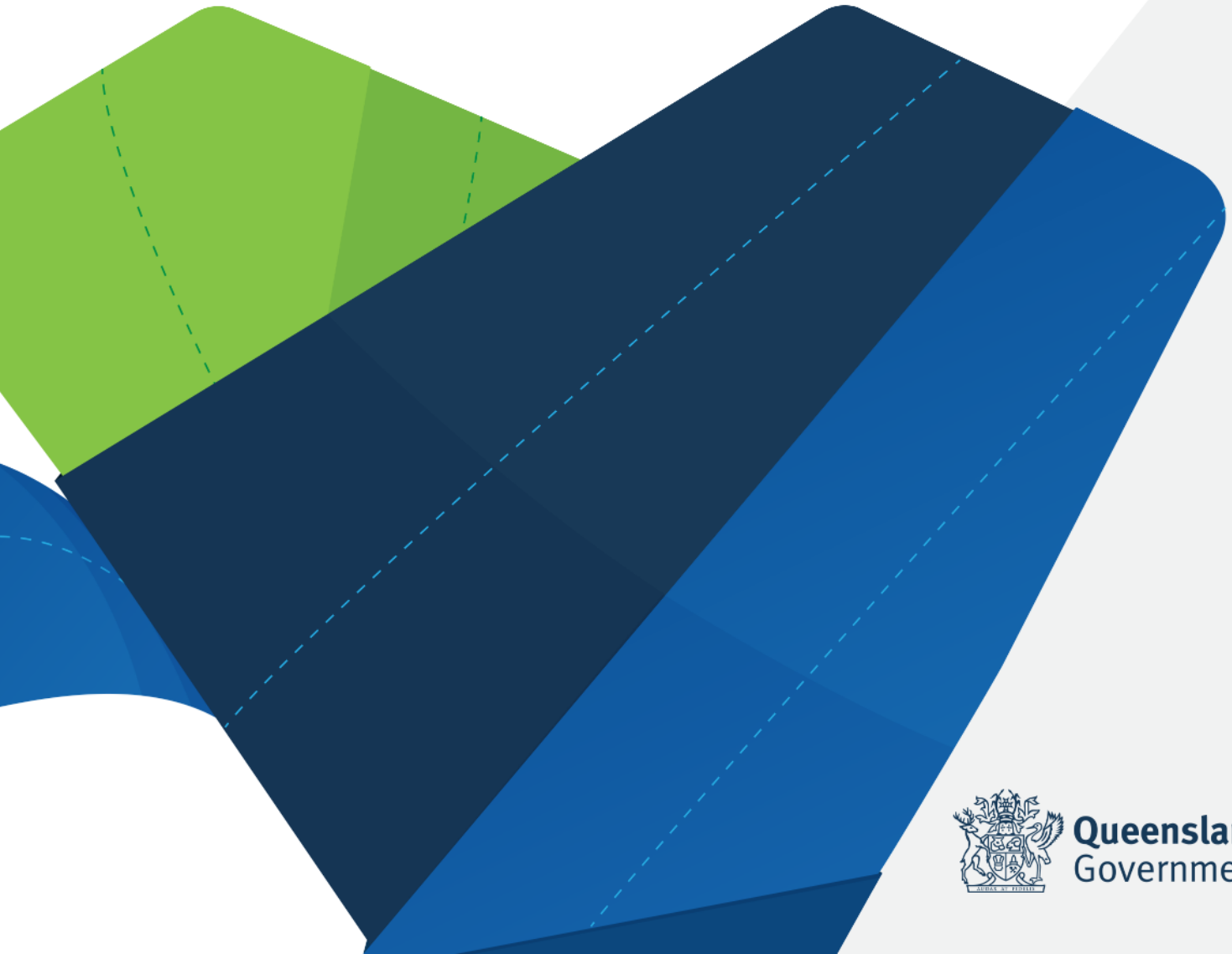
Queensland Health

Application Portal User Guide

Intern2026



Queensland Government

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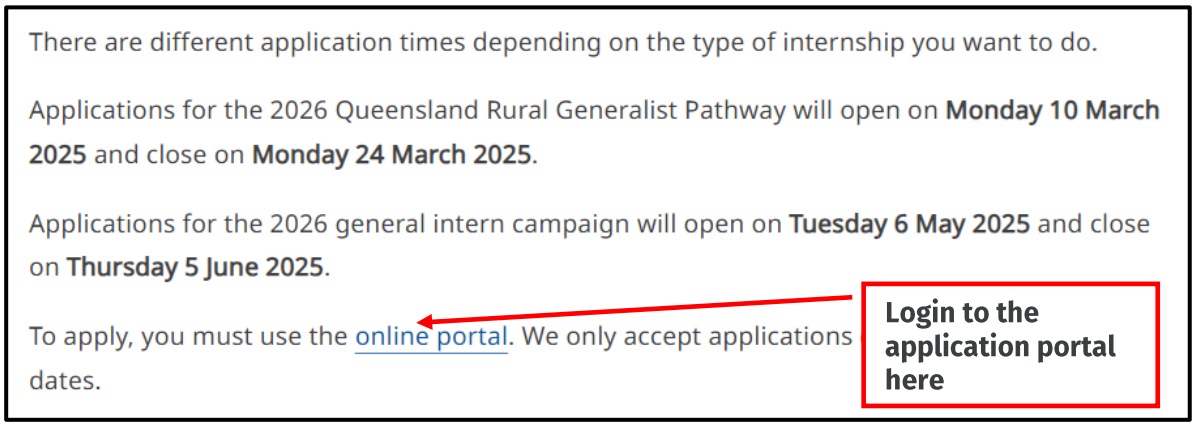
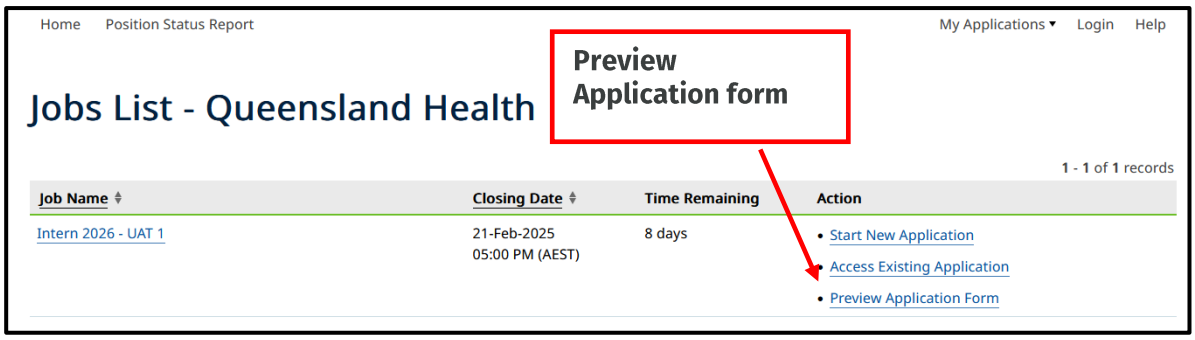
Application Portal

To commence your application online please apply through the application portal on the Intern recruitment website and click on **'online portal'** link.



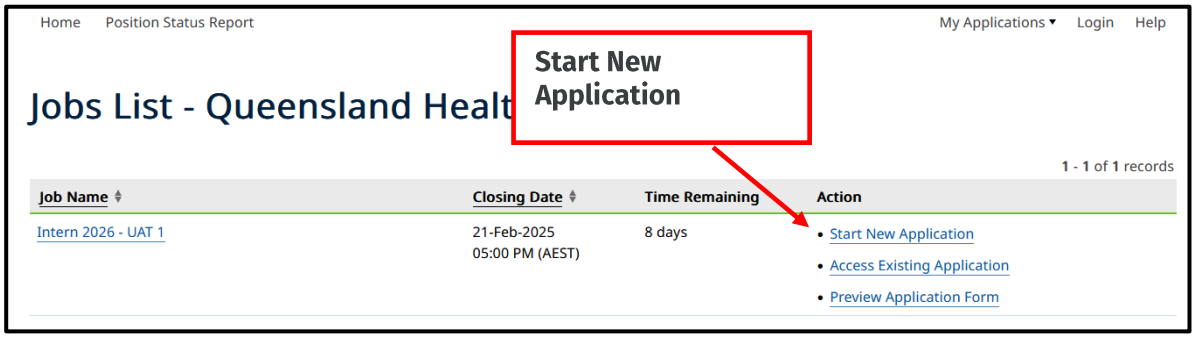
Preview Application form

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.



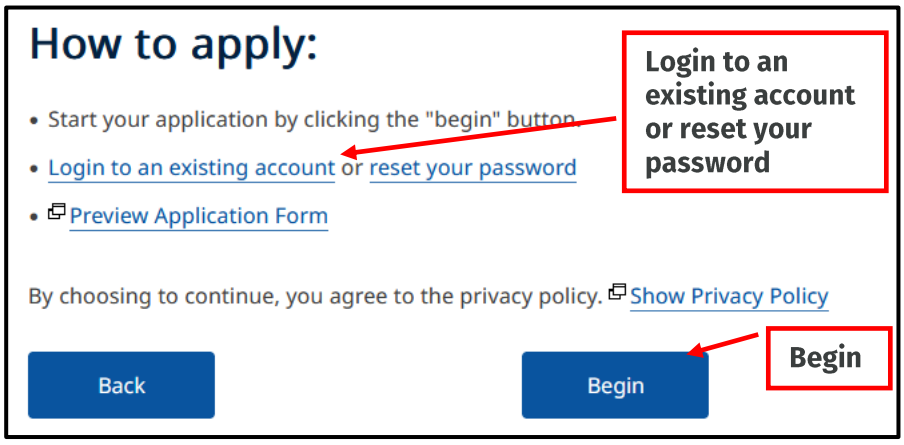
Commence Application

Click on **'Start New 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'**

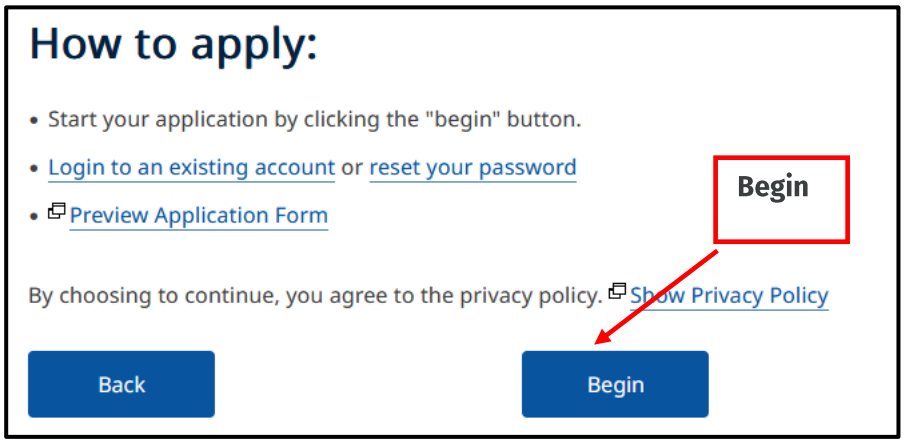


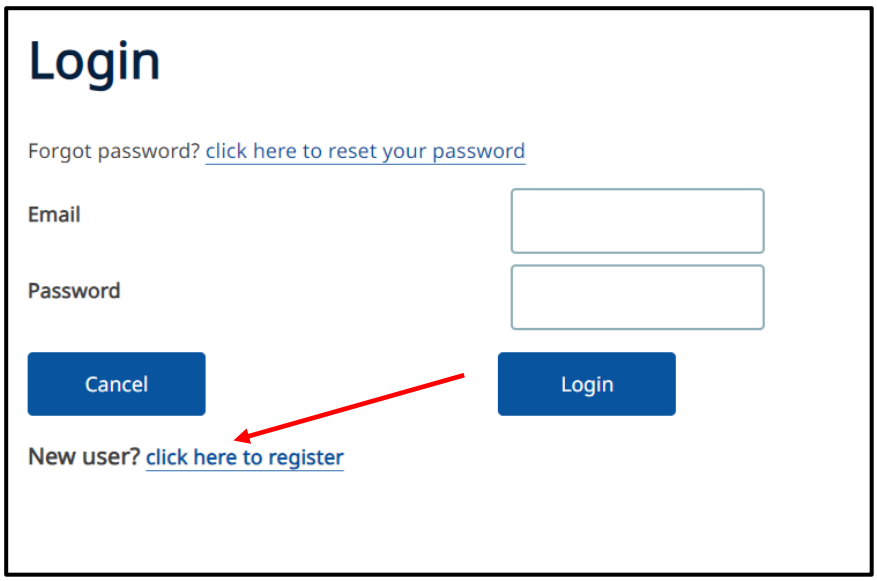
Note: If you applied through the intern campaign last year you do not need to register again.

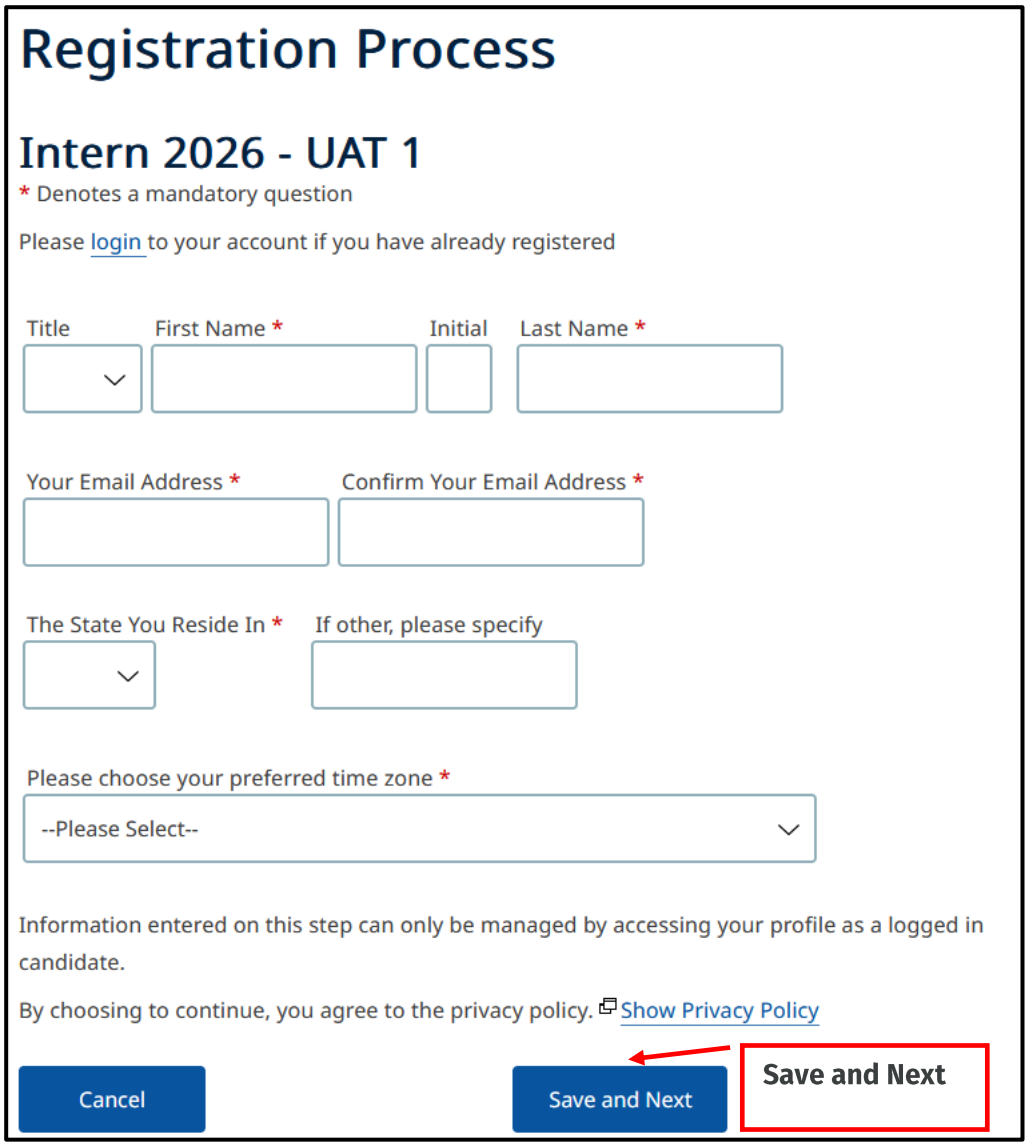
Note: If you are applying to the Queensland Rural Generalist Pathway campaign you will be required to complete a pre-application form to ensure you are eligible to apply to this pathway.

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.



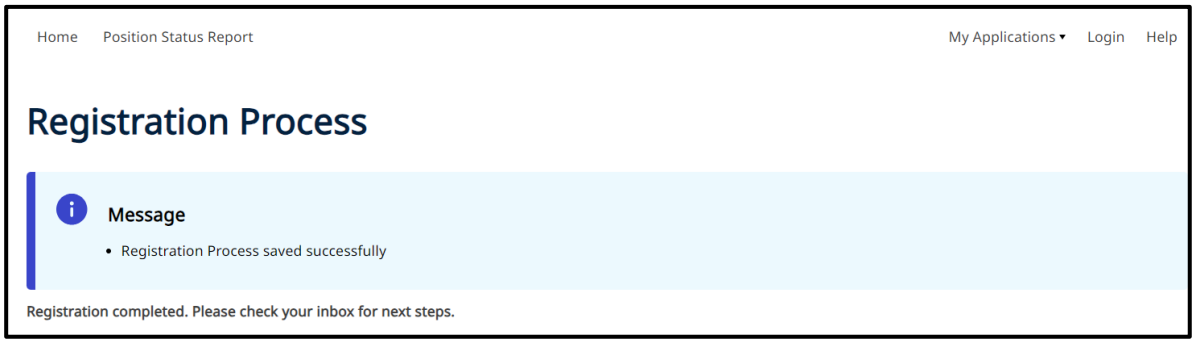


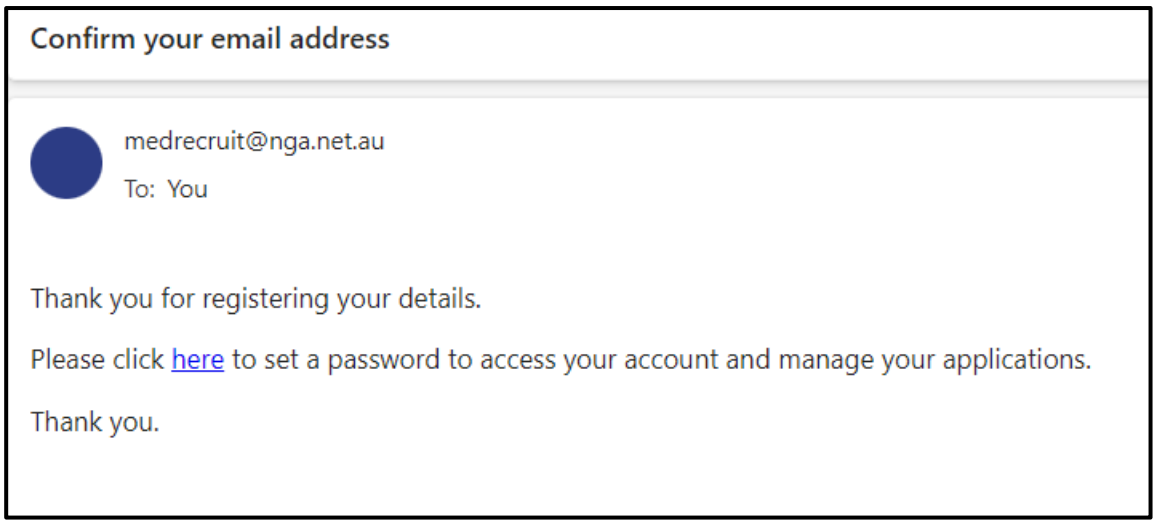


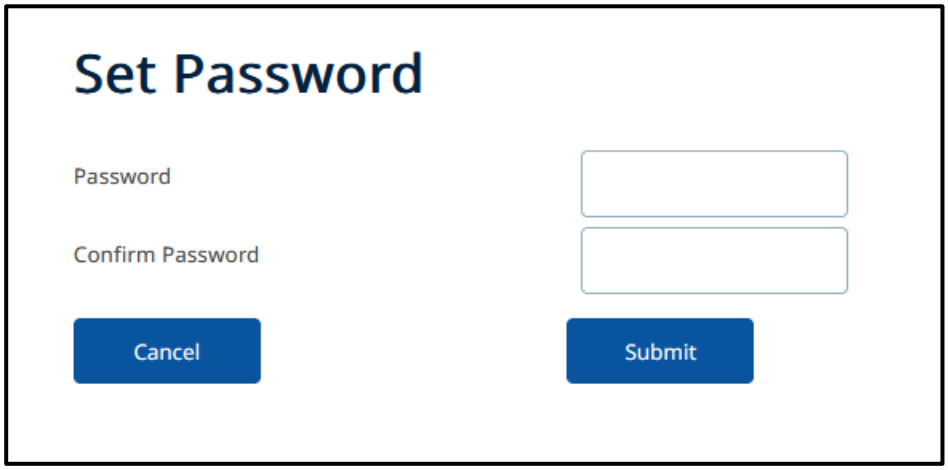
Note: Throughout the application process a red asterisk (*) denotes a mandatory question – which must be completed to proceed. Also, **DO NOT** use CAPS lock when registering, please use **Title case only.**

- 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

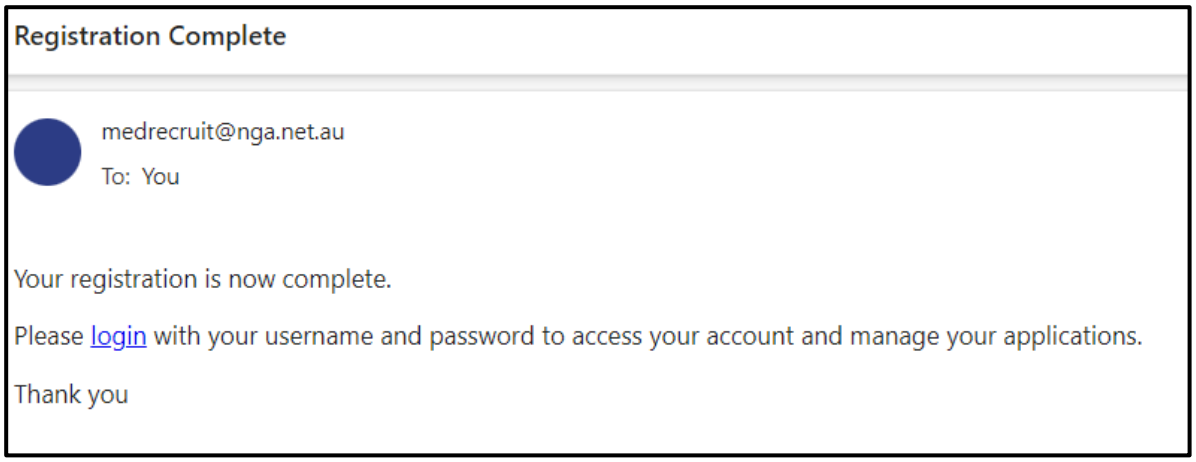
You will then be directed to the following registration process screen:







You will receive an email from the email address medrecruit@nga.net.au with subject: confirm your email address and asked to set a password.

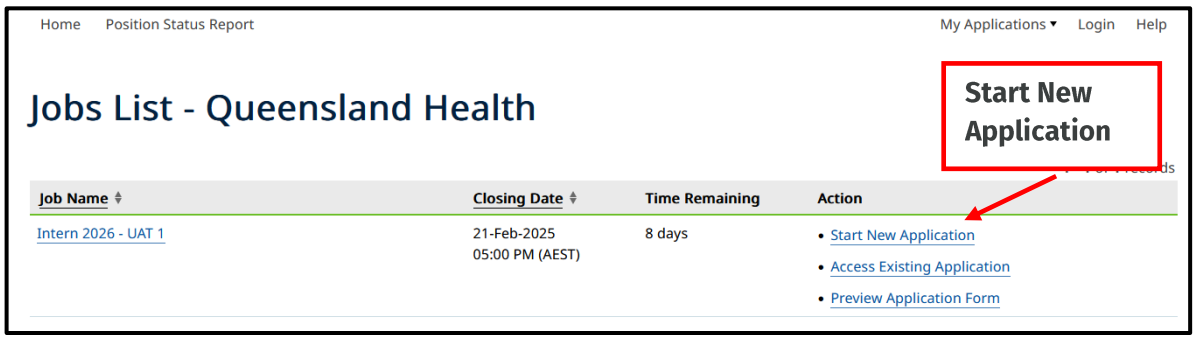


Once you have set your password, you will receive an email from the email address medrecruit@nga.net.au with subject: registration complete and asked to login.

Note: If you are unable to locate the email from 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'**

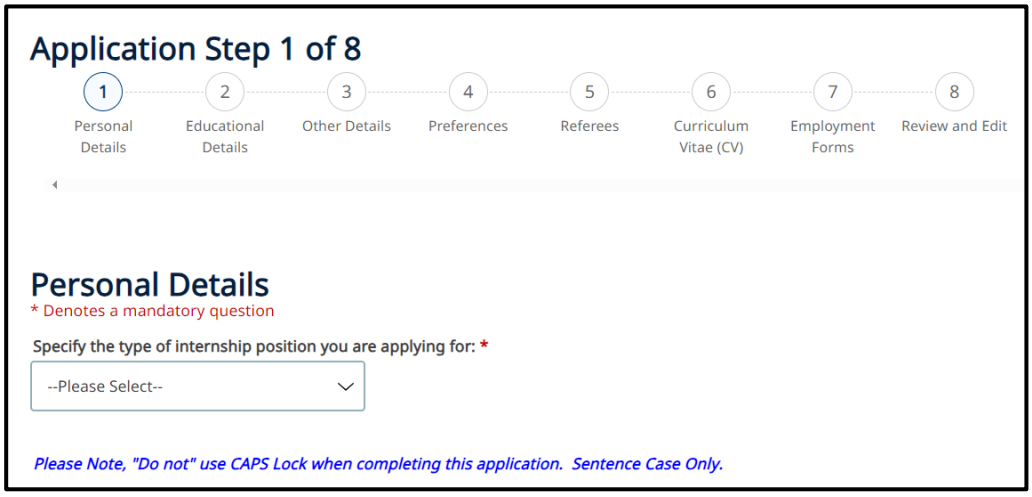


Starting the application

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
- Applying to the Aboriginal and Torres Strait Islander Intern Allocation Initiative (if relevant, Applicant Groups A and B eligible)
- 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.

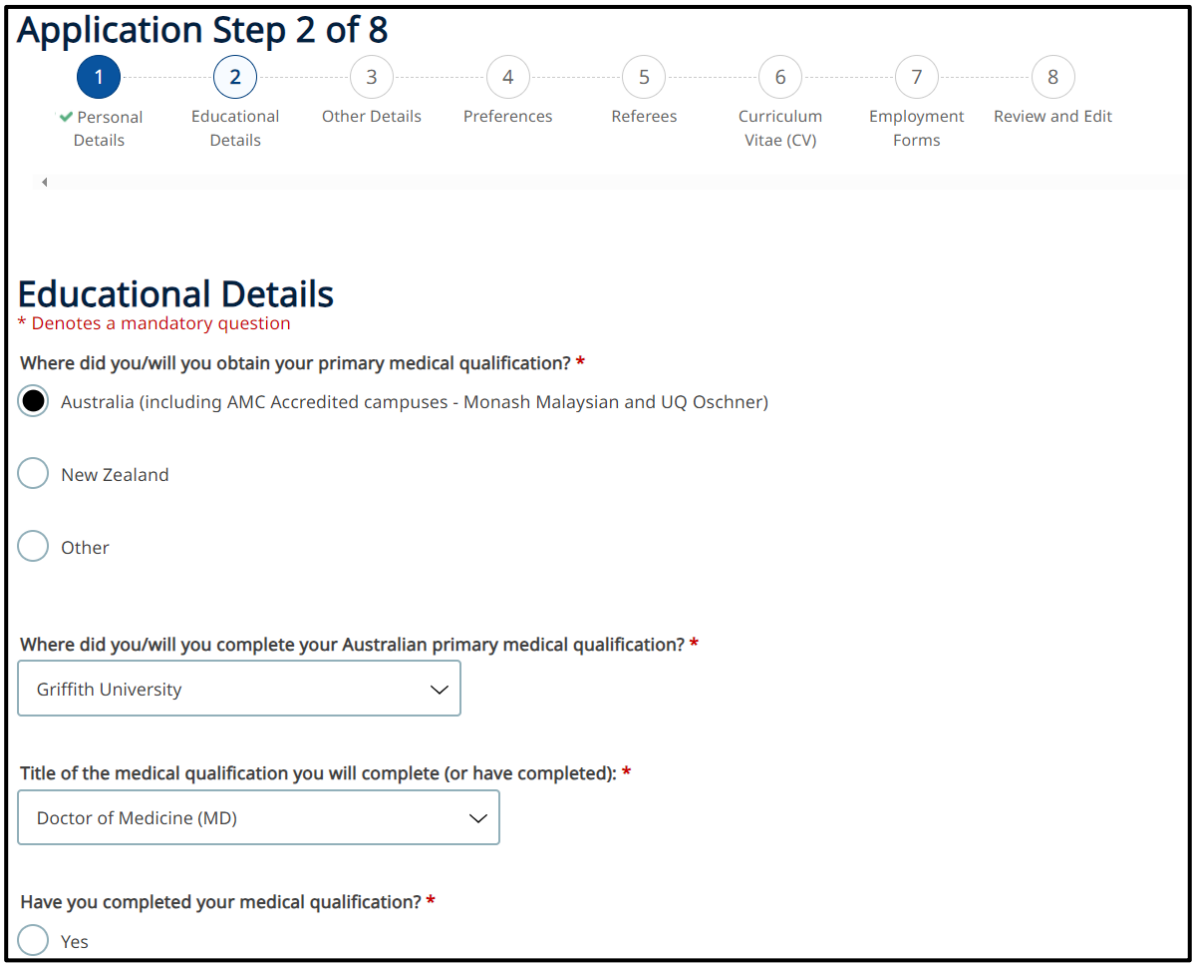
Note: If you wish to apply for the Aboriginal and Torres Strait Islander Intern Allocation Initiative, available to applicant group A and B candidates, please answer 'Yes' to the question in the personal details section and provide the relevant information. For further information about the Initiative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

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:



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 2026
- 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:

*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.

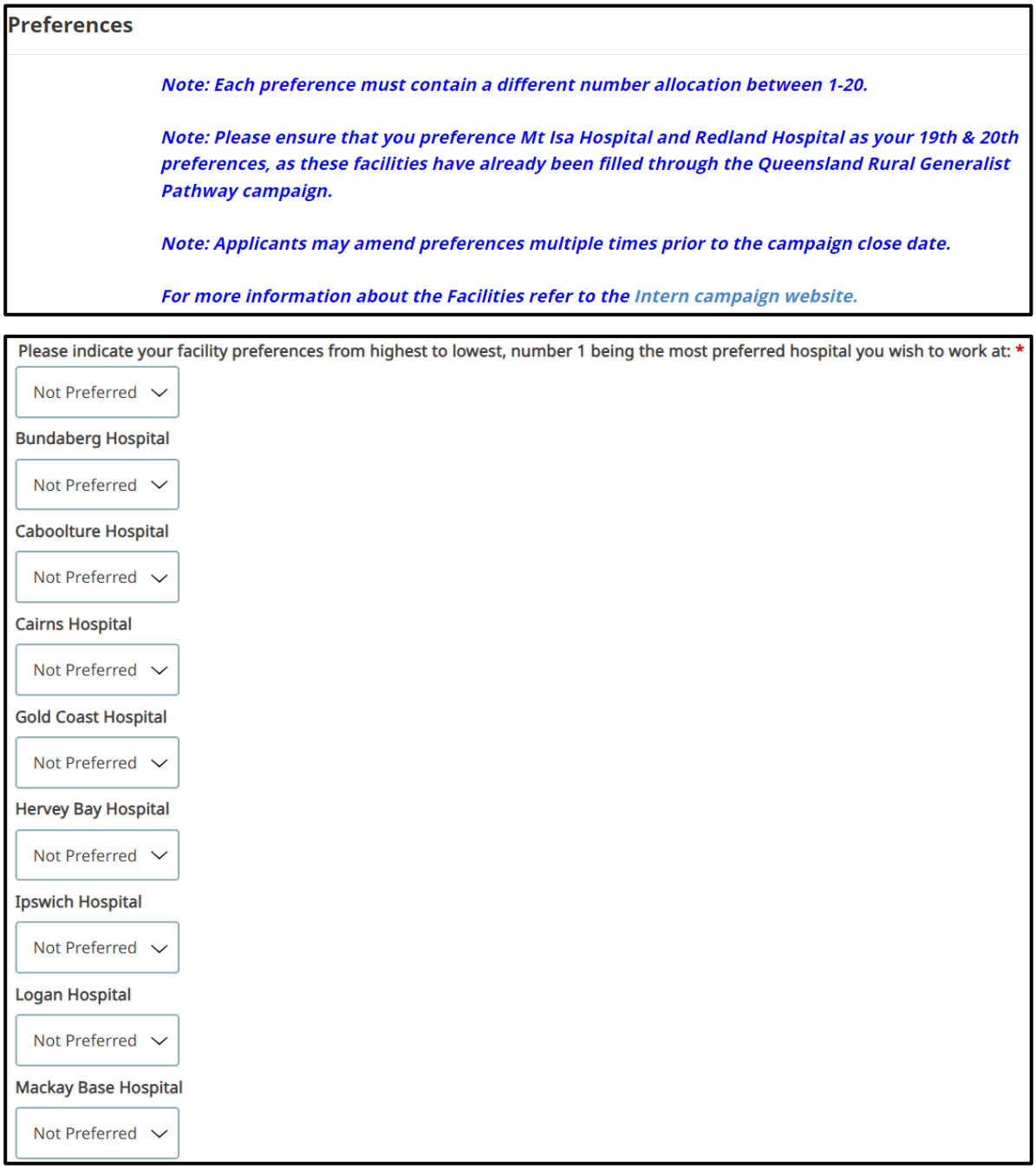
- ONLY 'Applicant Group A' are to select 'Joint Ticket' or 'Special Consideration' (if applying for one of the above), whereas 'Applicant Group C' should select '**Not applying for Joint Ticket/Special consideration/'** and click '**Save and Continue'** to proceed to the next screen.

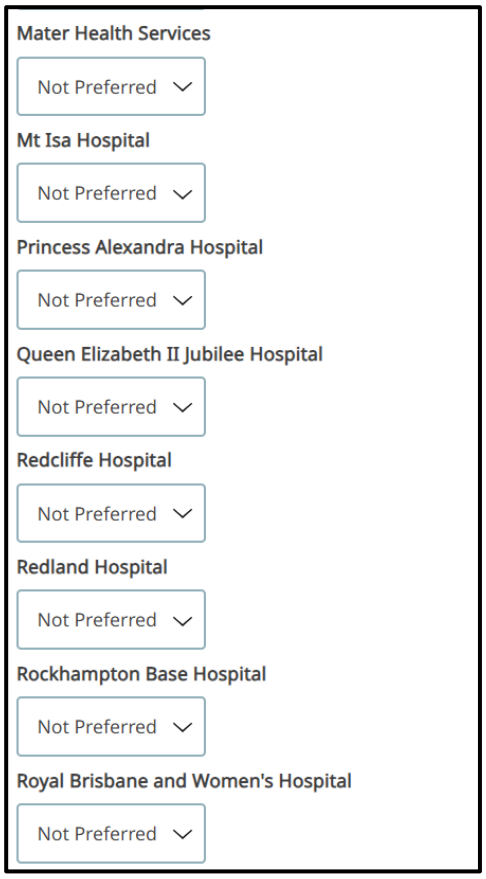
- Applicant Group A candidates applying for JT/SC and have preferenced an oversubscribed hospital will receive an email soon after the close of applications with instructions on how to supply supporting documentation for your application.

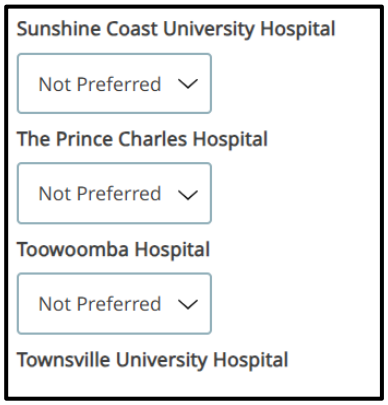
For further information about applying for a Joint Ticket, Special Consideration please refer to the application guide.

STEP 4 – Preferences

You will be directed to the following preferences screen:







*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. Outline some of your key skills, experiences and/or personal qualities and explain how you might uniquely fulfil the role and contribute to the organisation and it's culture.
2. What are the clinical experiences you want to pursue in your intern year?

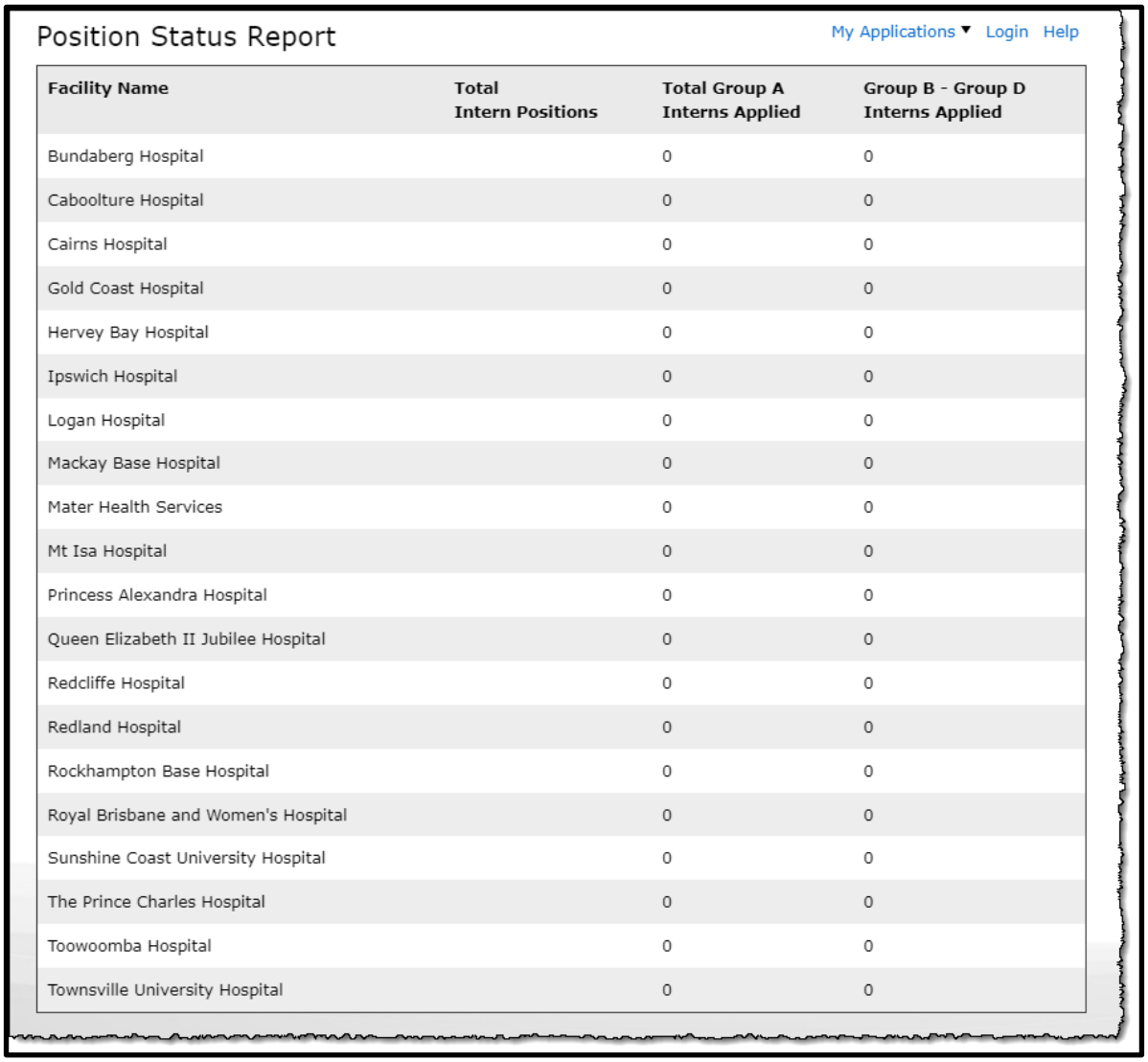
Once you have entered the relevant information in each field, click **'Save and Continue'** to proceed to the next screen.

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 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 **'online portal'**, you will see to the left of the screen the **'position status report'** link.



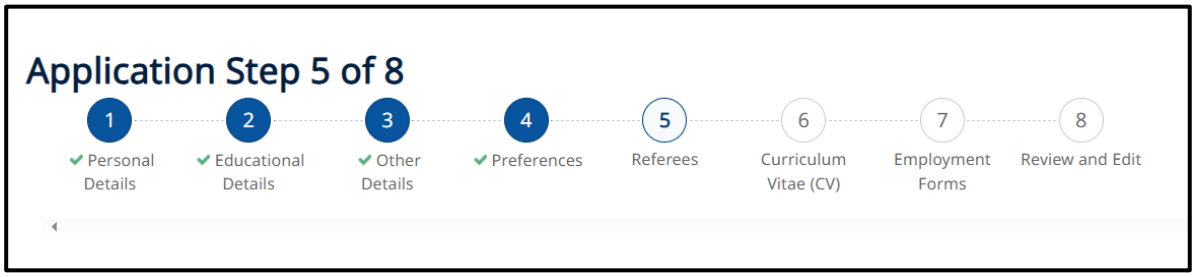
Position Status Report

My Applications ▾ Login Help

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:



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, 24 June 2025.

Referee requirements can be found on the Intern Application Guide.

Referee Details *

Referee 1	
Title:*	f
First Name:*	f
Last Name:*	f
Position Title:*	f
Health Care Facility/University:*	f
Telephone: (including area code/country code if applicable)*	f
Country:*	f
Email Address: (Organisational email address is preferred)*	fdfg@sga.com

Referee 2	
Title:*	t
First Name:*	g
Last Name:*	h
Position Title:*	h
Health Care Facility/University:*	h
Telephone: (including area code/country code if applicable)*	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

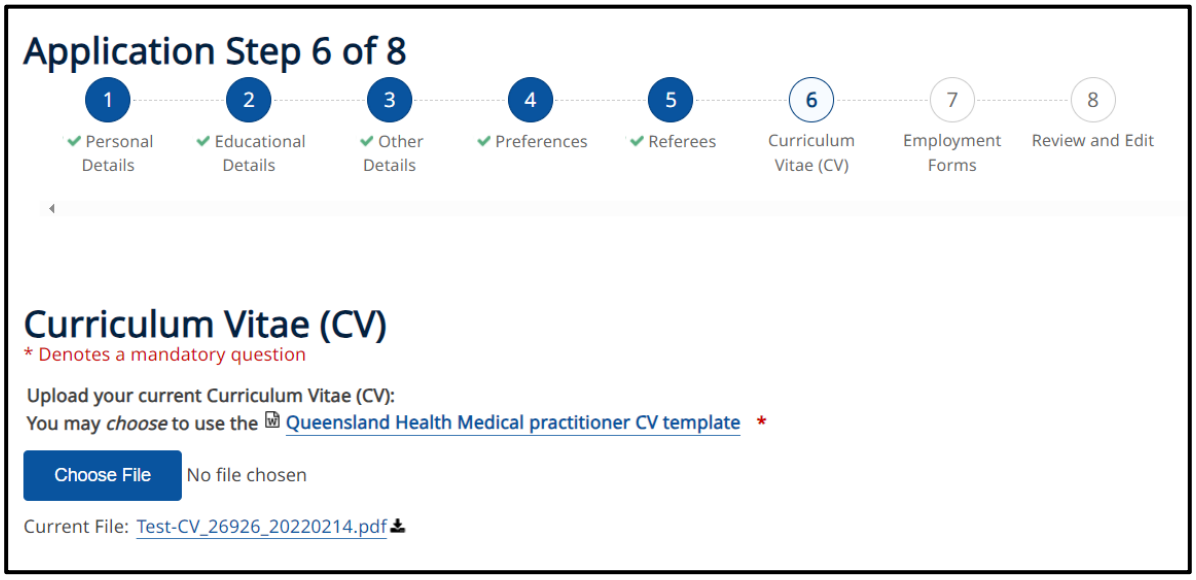
For **'Applicant Group A'**, after you press **'Save and Continue'**, your nominated referees will **not,** be sent an auto email requesting a reference. However, facilities may contact your referees at a later date if they require further information.

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:



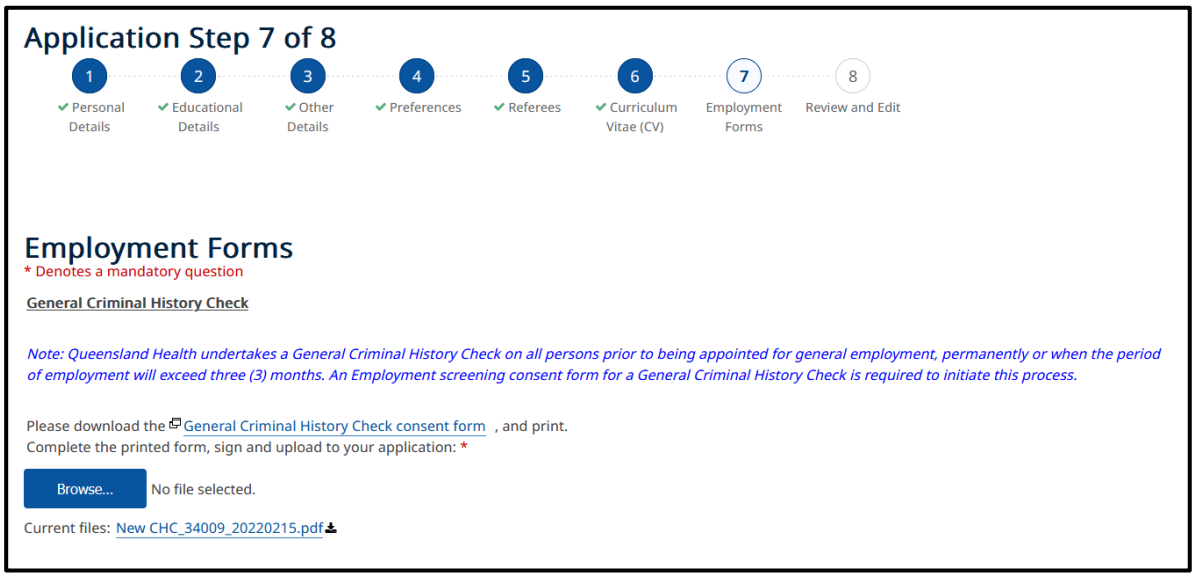
Complete the above page by entering the relevant information in each field. Once you have completed all mandatory fields, click ***'Save and Continue'*** *to proceed to the next screen.*

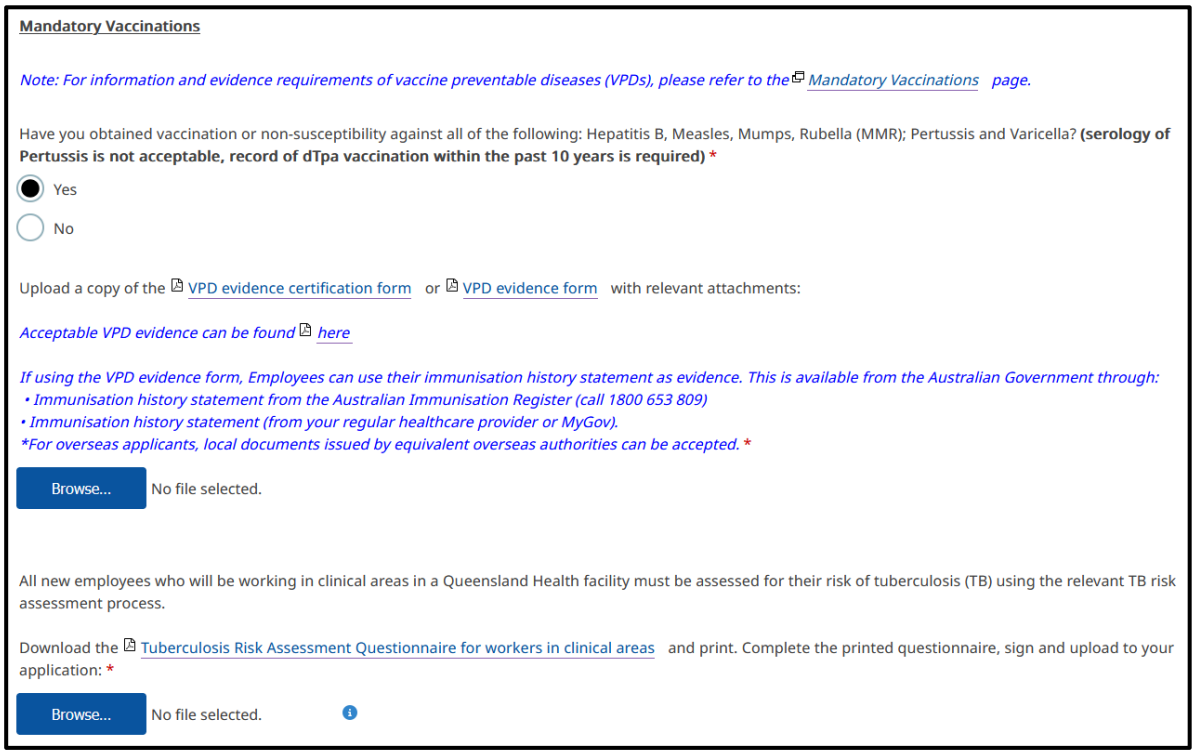
Complete the above question and upload your Curriculum Vitae

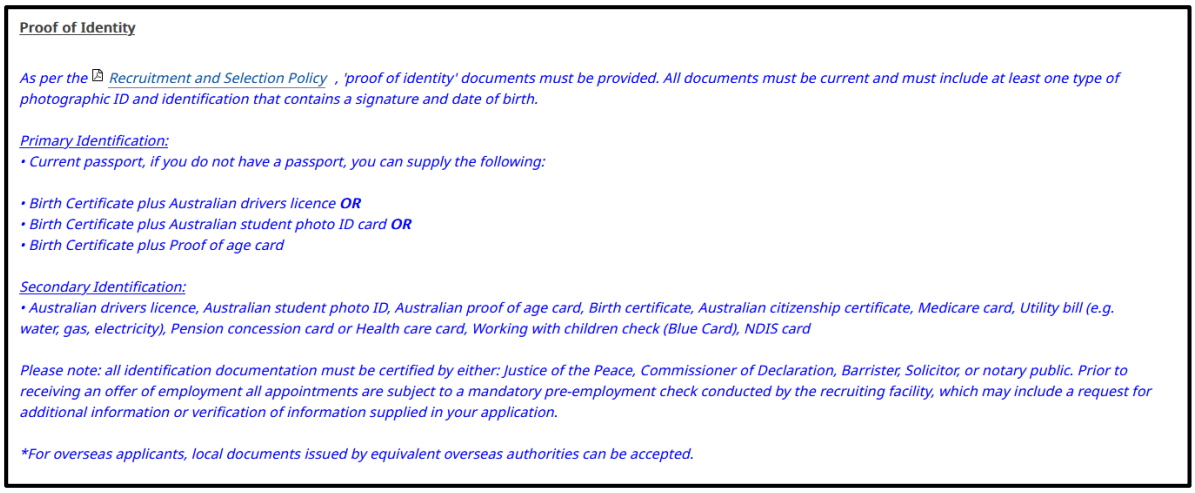
Note: the Queensland Health Medical Practitioner CV template is not mandatory. If you wish to use the CV template and you are unable to complete some of the sections, please leave them blank. If you do not wish to use the template, please provide a copy of your current CV.

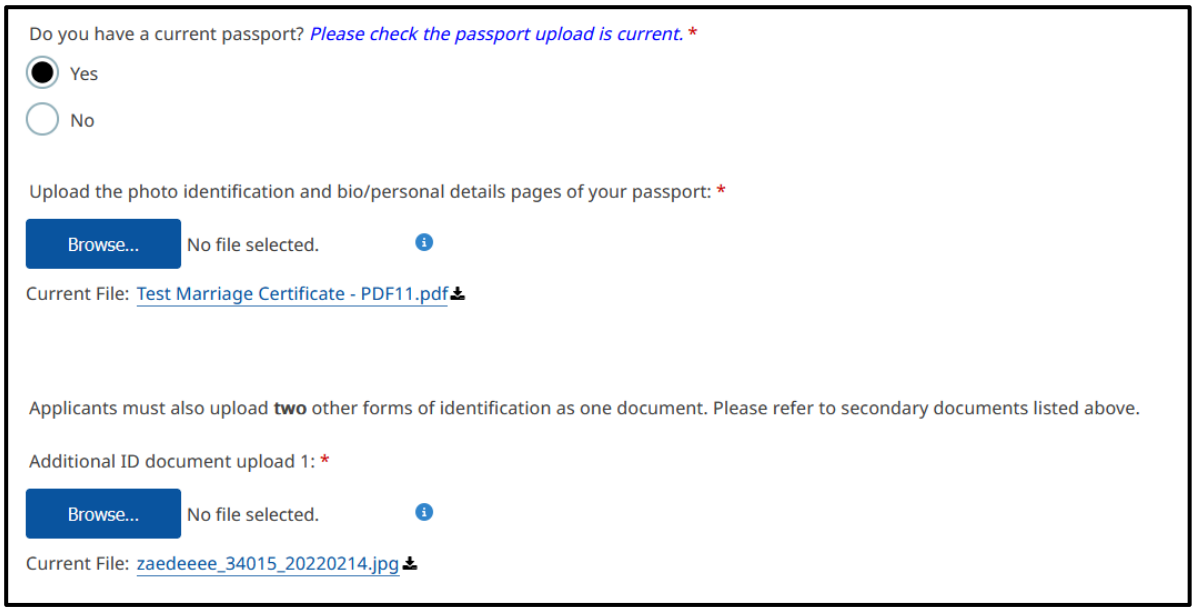
STEP 7 – Employment Forms

You will be directed to the following Employment Forms screen:









*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.*

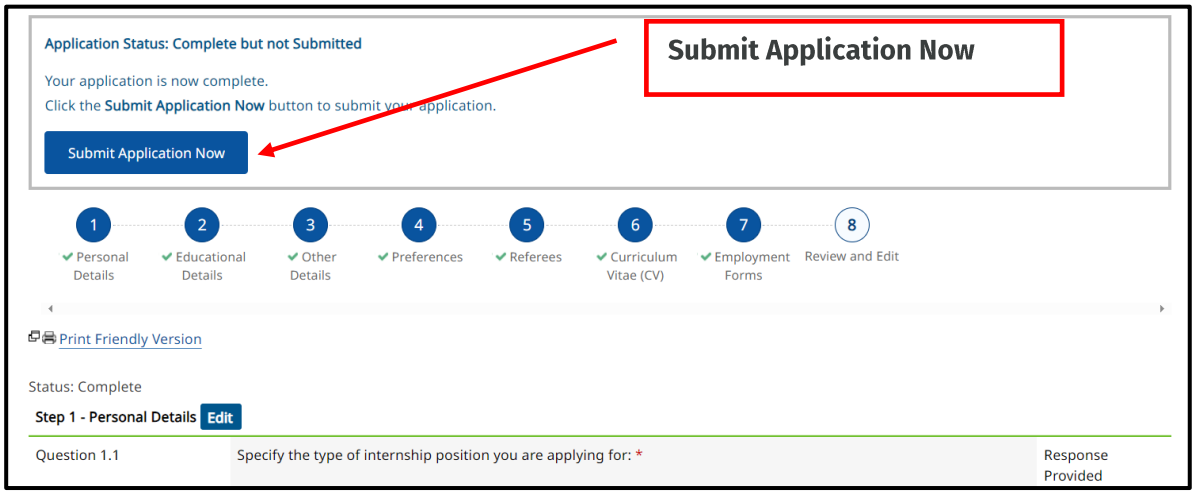
Complete the questions and upload documents as requested.

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:



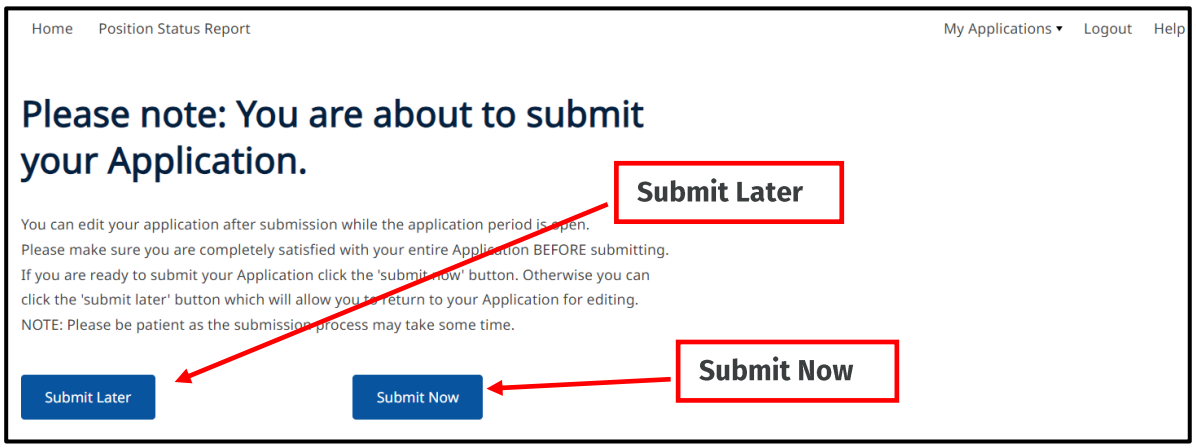
The breadcrumb trail will show a tick for each section once you have completed it. If a section does not have a tick, you will need to go back to that page and review the information you have entered.

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'**

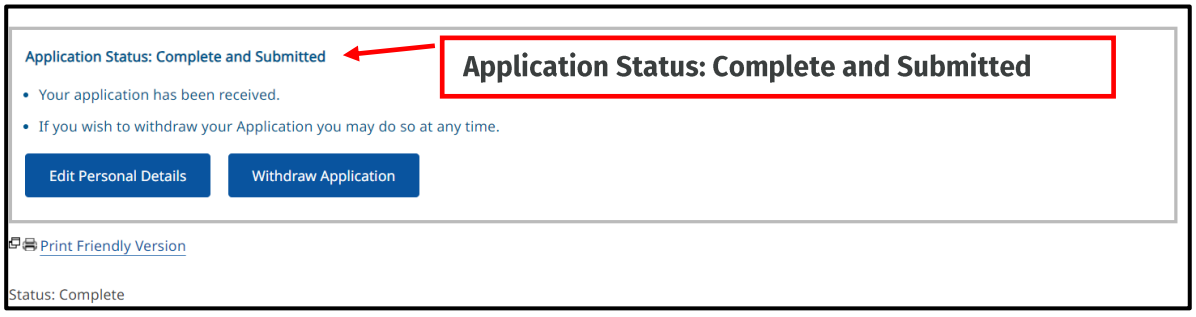
If you want to save your application and submit later, click on **'Submit Later'**

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. 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.

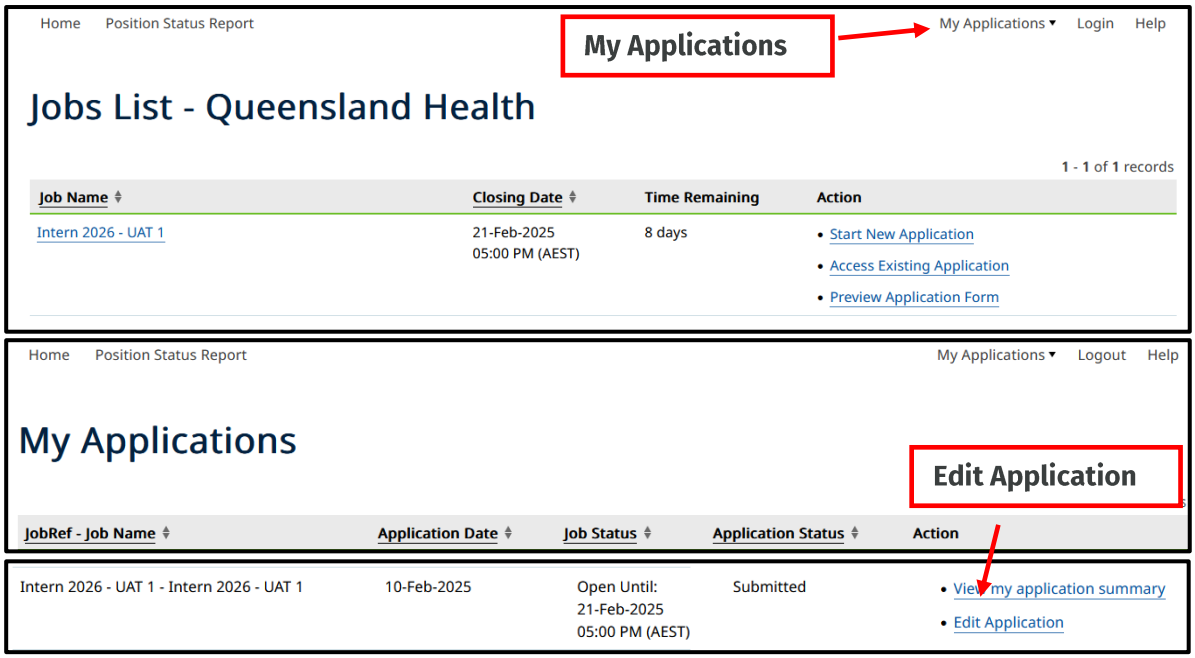
Note: If you require to make changes to your intern application prior to the application closing date, please login and edit your application, ***do not*** withdraw your application, and commence a new application with a new email address.

Note: if you withdraw your application after the closing date, you will **not** be considered for any further intern positions in Queensland via the 2026 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.

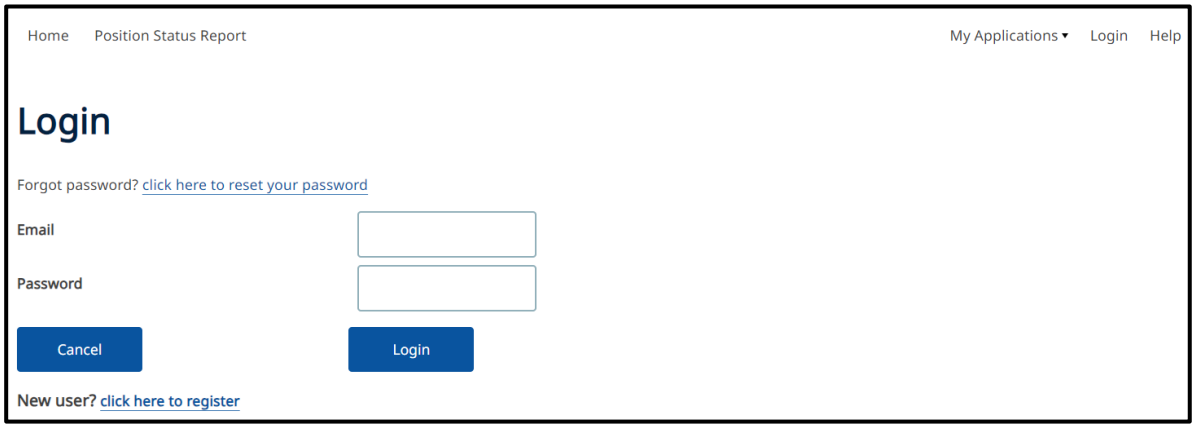
Note: If you require to make changes to your intern application prior to the application closing date, please login and edit your application, ***do not*** withdraw your application, and commence a new application with a new email address.

Editing your application after the intern application closing date

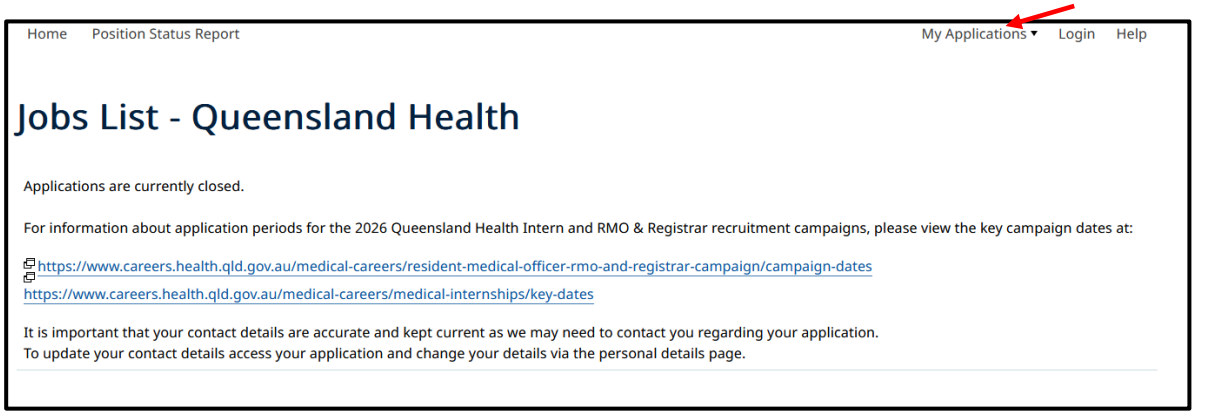
Once the intern applications have closed, you will only be able to edit the following details of your application:

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

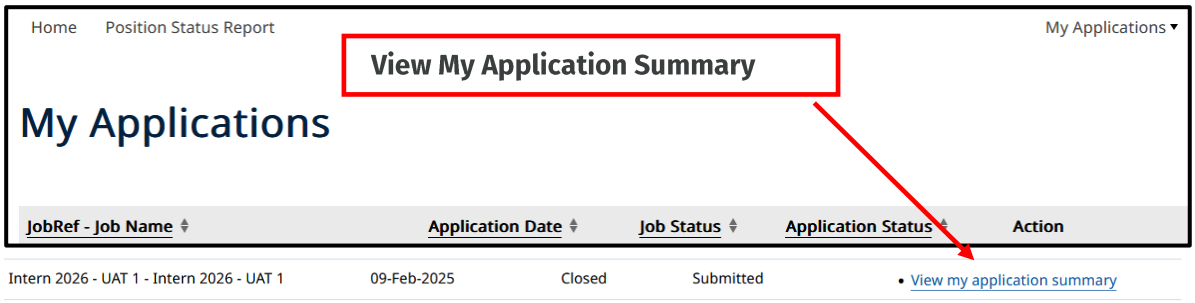
To do this, access your application by clicking on **'Login'** and enter your login details (i.e. your email address and password).



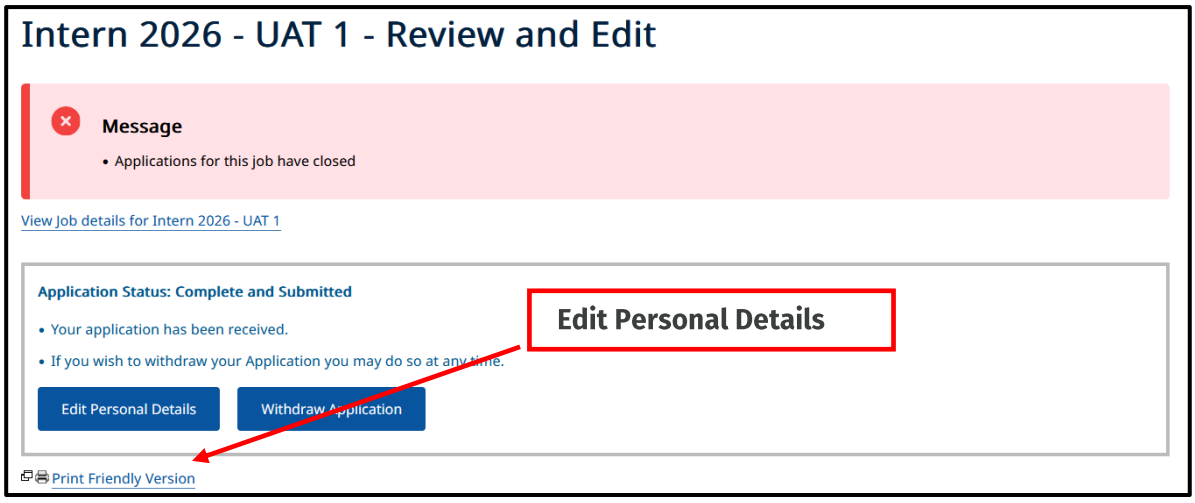
Once you have logged into your application, click **'My Applications'**



Click **'View my application summary'**



Click **'Edit Personal Details'**



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

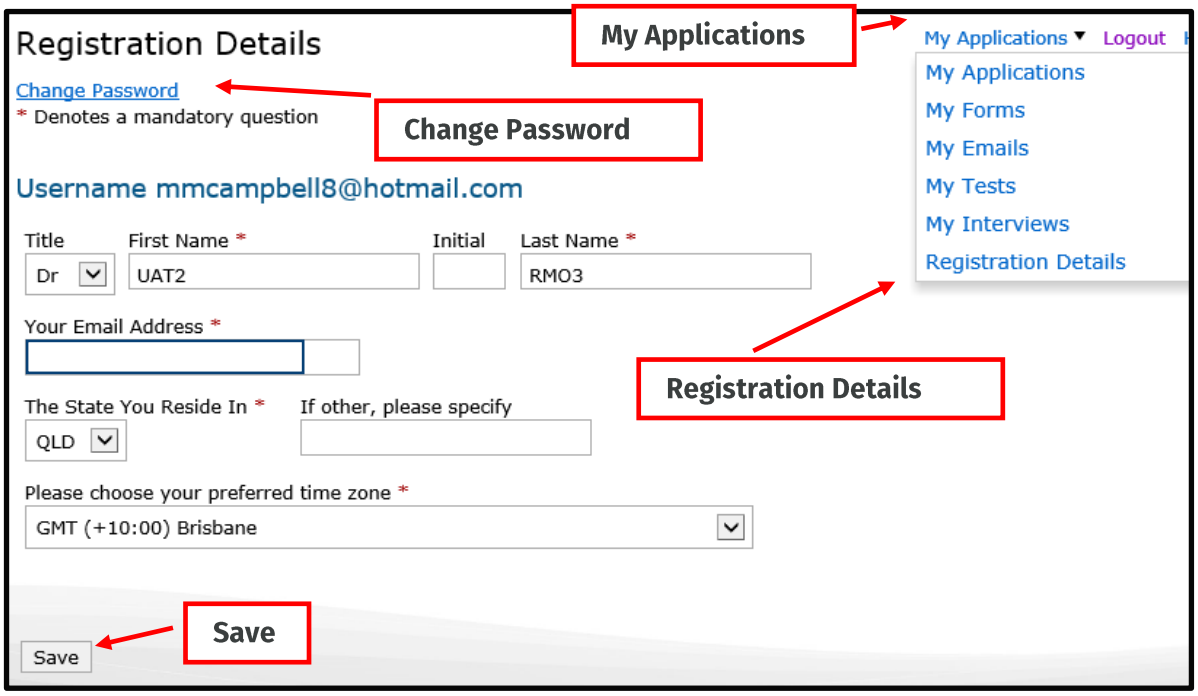
Note: It is important that your contact details are accurate and kept current as we may need to contact you regarding your application.

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.



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.

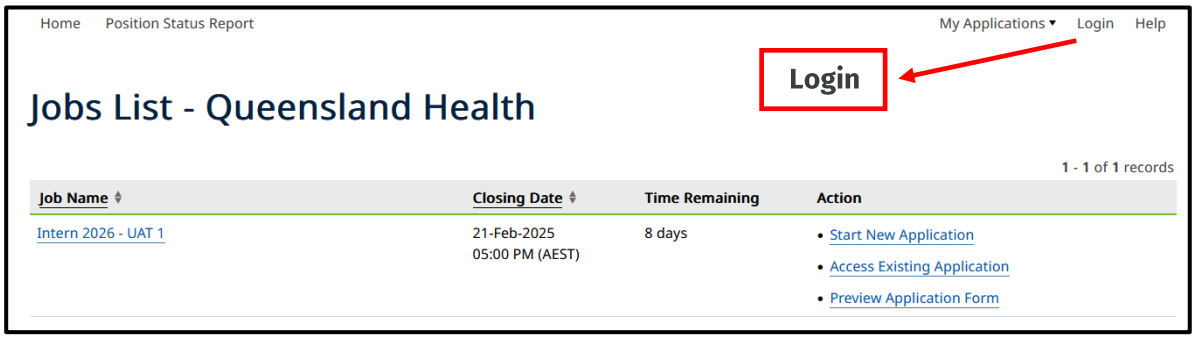
Note: If unable to locate the email from medrecruit@nga.net.au in your inbox please check your junk box of your email.

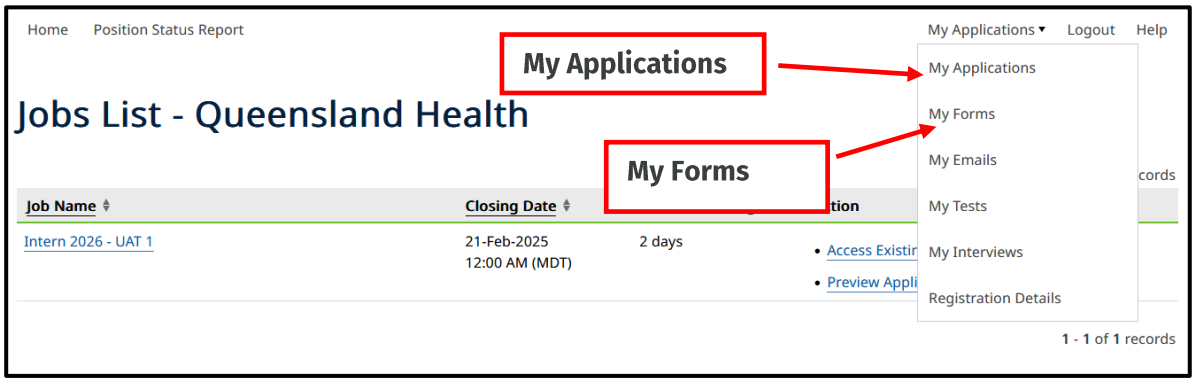
My Forms

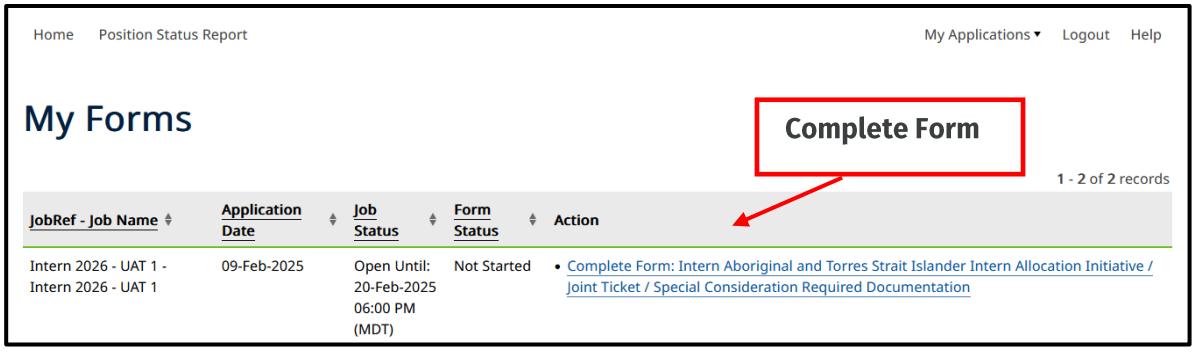
Joint Ticket/Special Consideration/Aboriginal and Torres Strait Islander Intern Allocation Initiative documentation.

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'**.







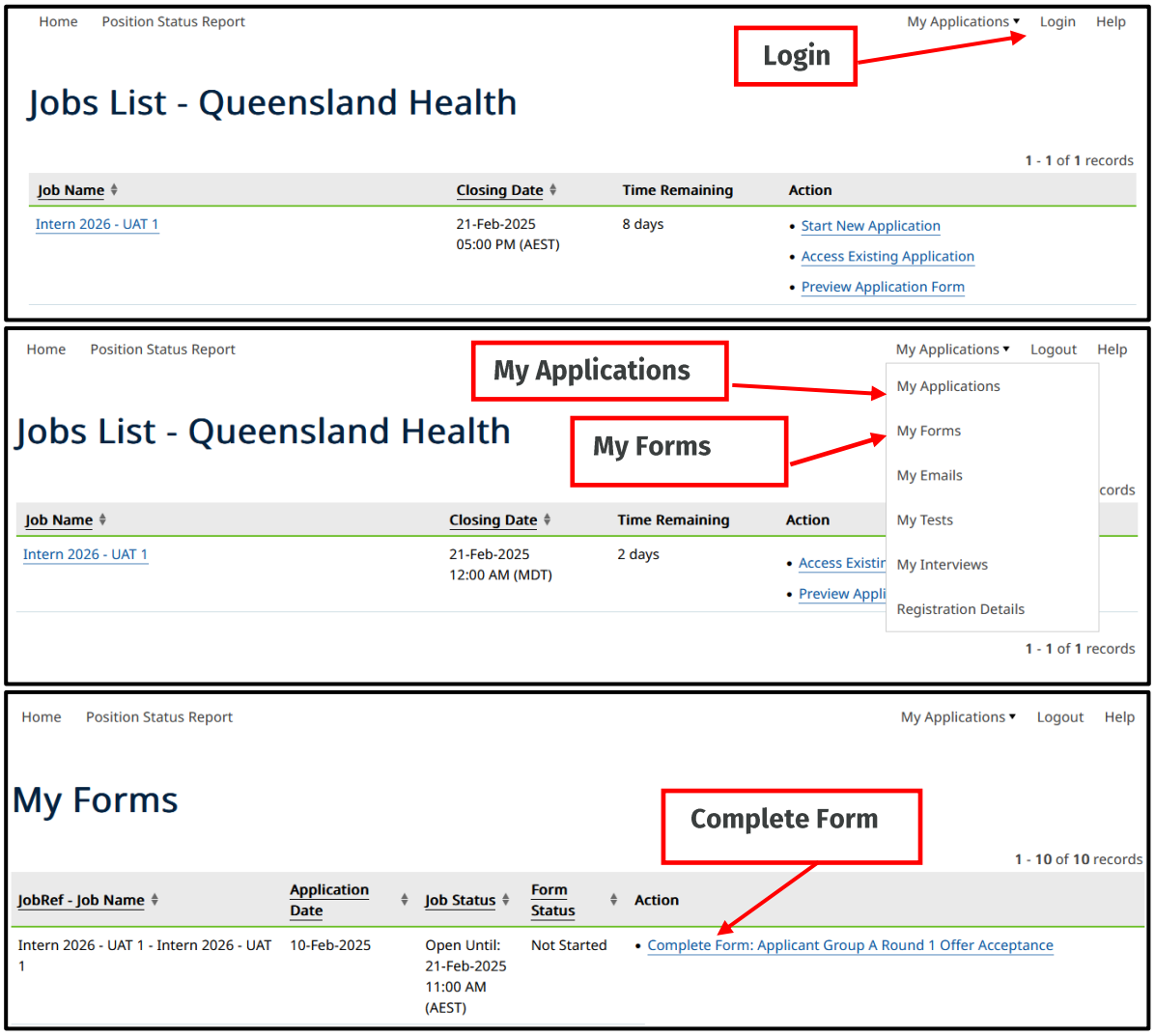
Once you have completed all mandatory uploads, click on **'Save and Continue'** to ensure your supporting documentation will be attached to your application.

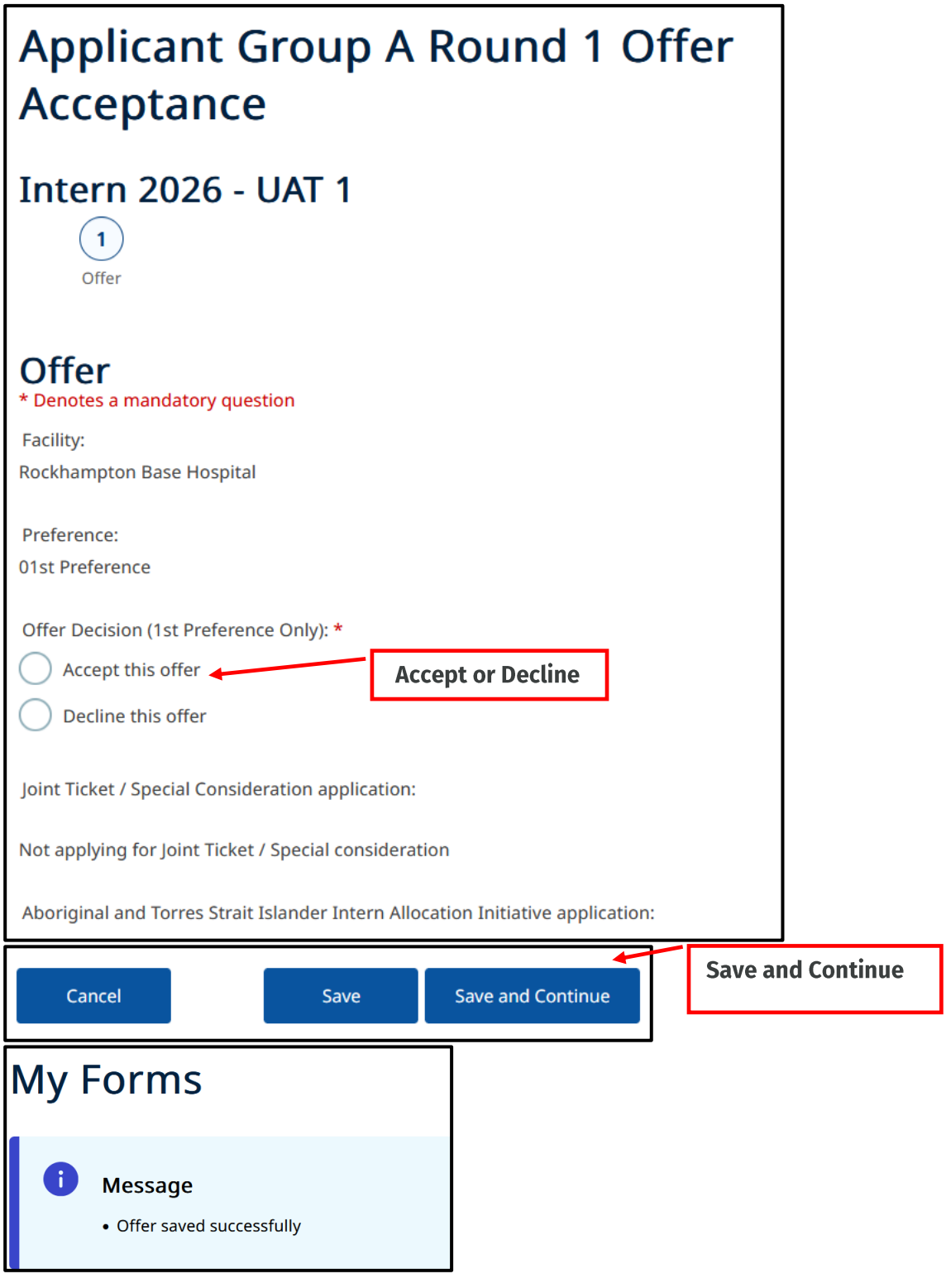
Applicant Group A - Accepting your offer

'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.





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 2026 intern campaign.

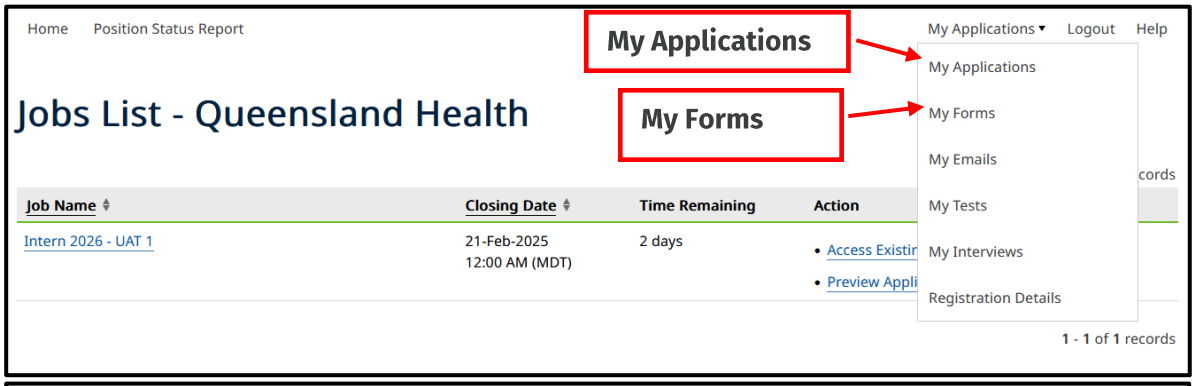
Applicant Group B-D Accepting your offer

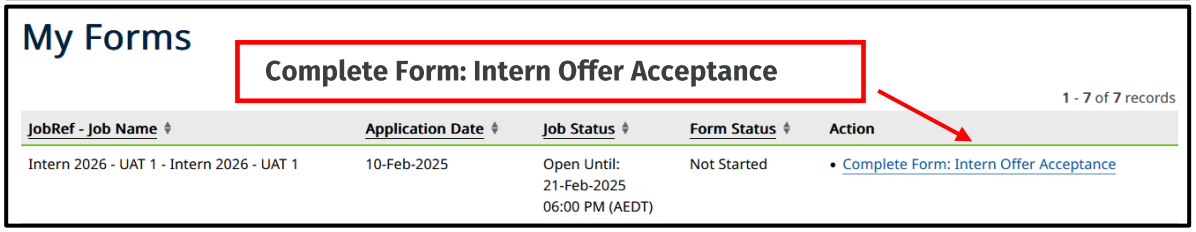
‘Applicant Group B-D’ offer acceptance

‘Applicant group B-D’ who are successful at suitability assessment (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.

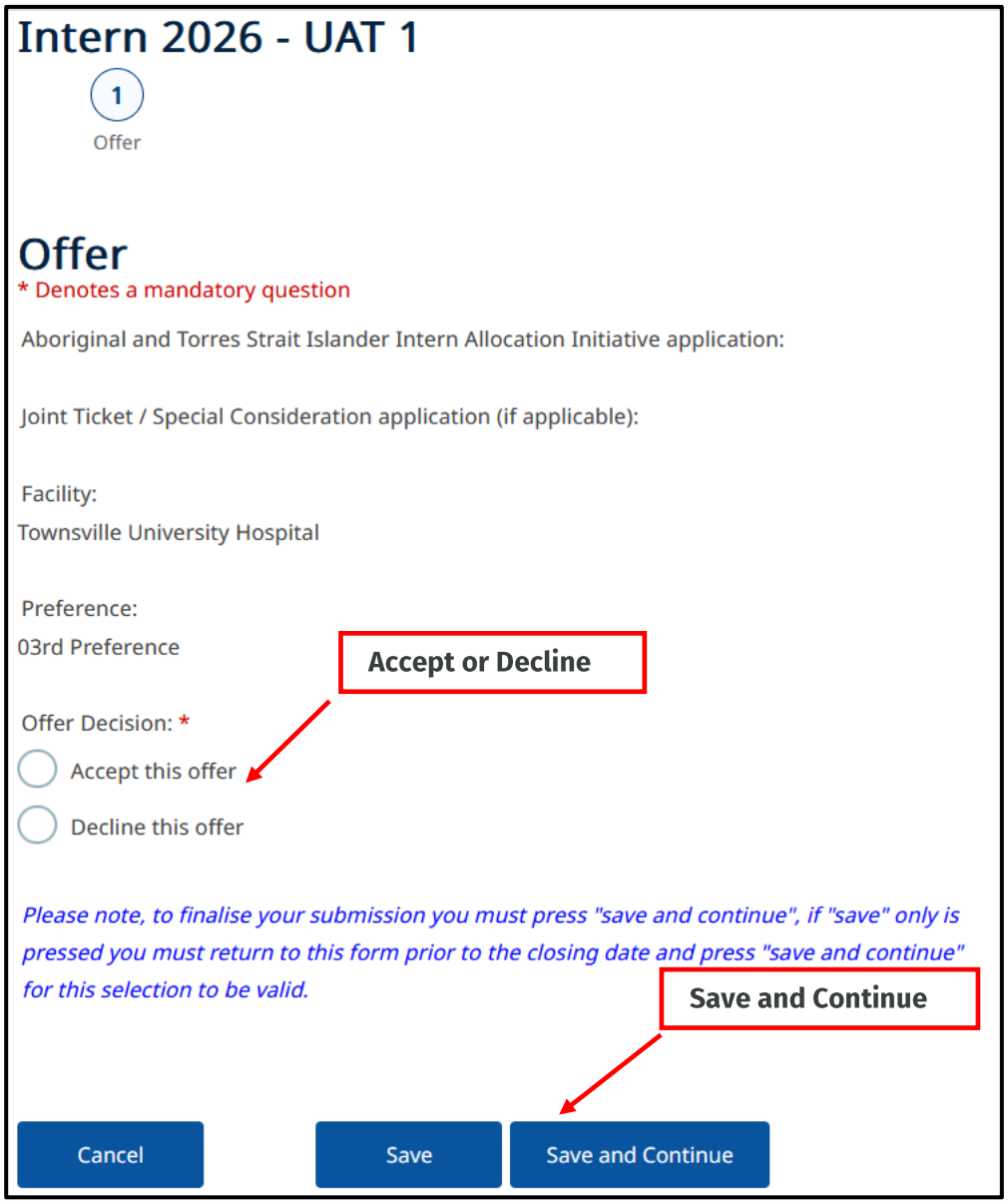
To accept your offer online;

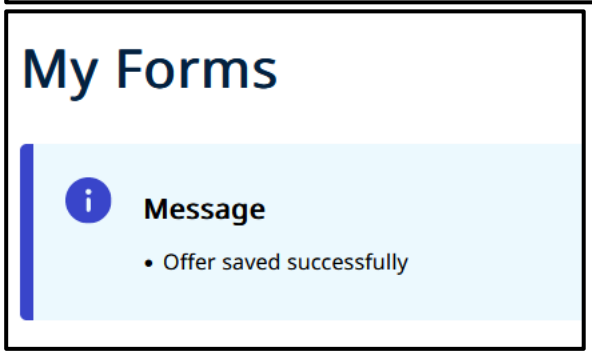
- **‘Login’** to your account, click **‘My Applications’**, select **‘My forms’**, and select **‘Complete Form: Intern Offer Acceptance’**.





- 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 2026 intern campaign.


Intern 2026 - 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:
Townsville University Hospital
Preference:
03rd Preference
Accept or Decline
Offer Decision: *
Accept this offer
Decline this offer
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.
Save and Continue
Cancel
Save
Save and Continue

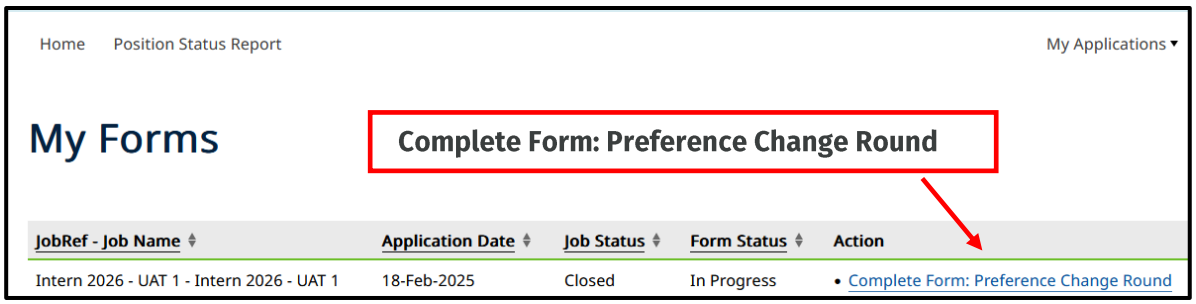

My Forms
Message
Offer saved successfully

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.

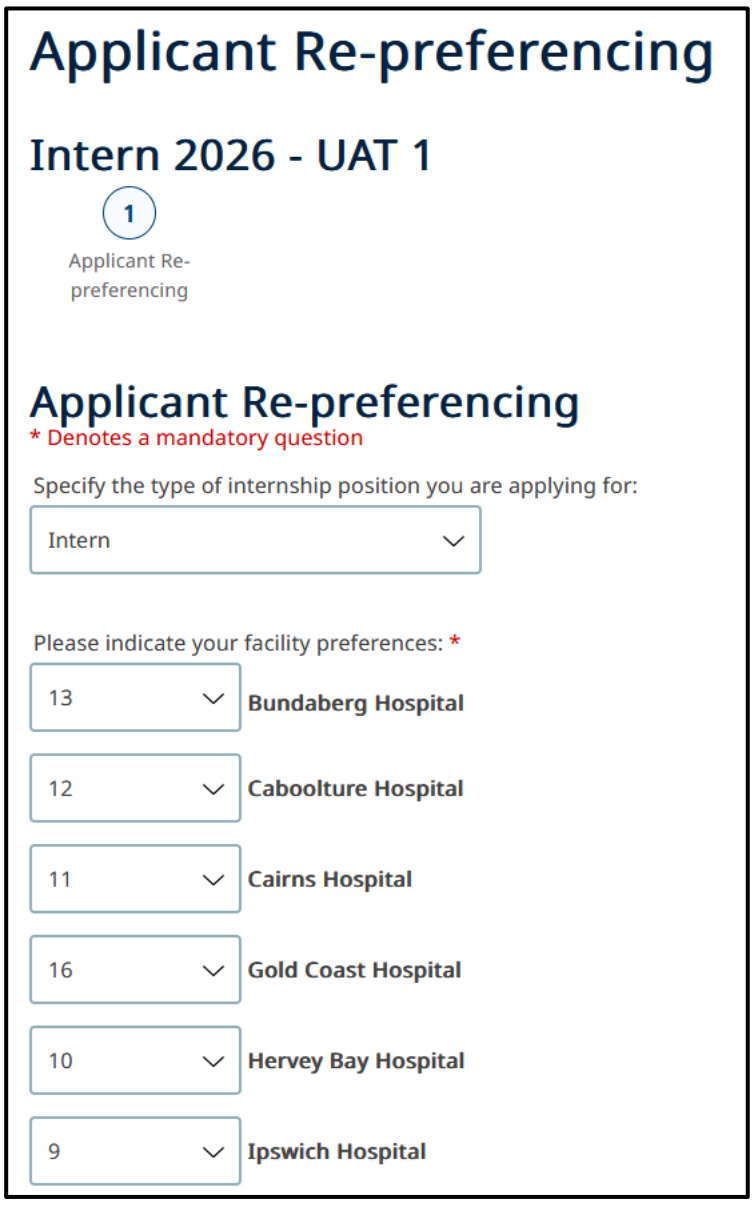
To re-preference;

- **'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 hospitals as well as the two questions on the preferences page.



Note: the preference selections below are an example only.

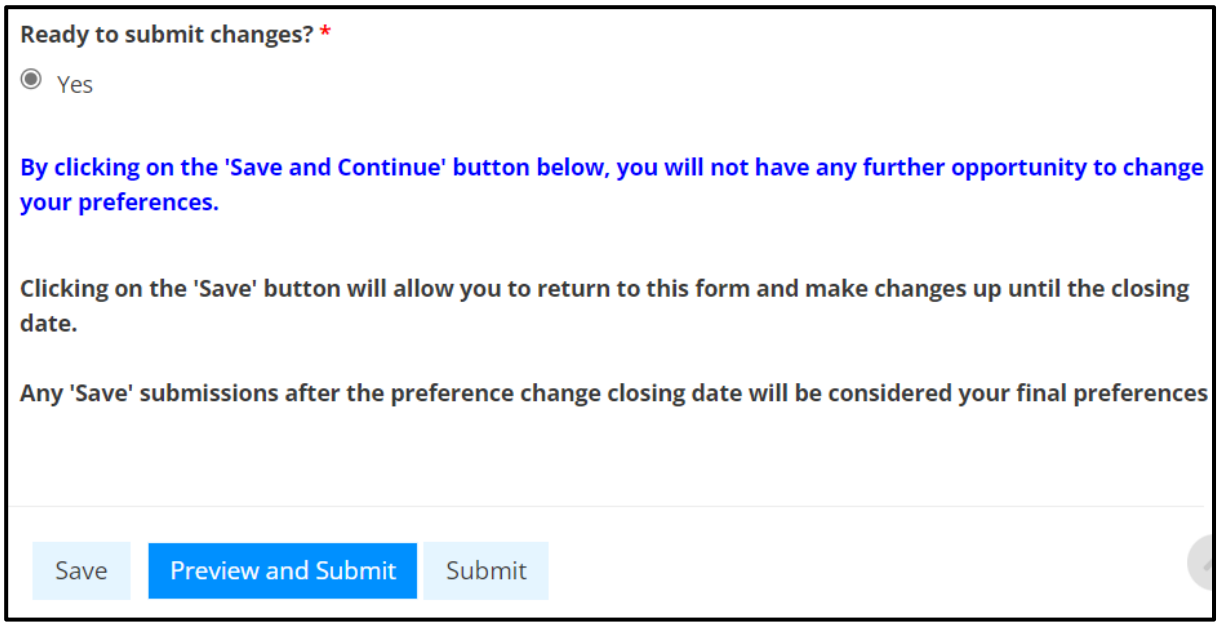
Complete the form if you wish to by preferencing the hospitals from 1-20 in the order you desire; with 1 being your highest preference and 20 being your lowest preference. All hospitals must be preferenced to proceed with your application. Please check the position status report for where there are remaining vacancies. Hospitals will consider first preferences only in the first instance and 2nd – 20th in the open round of recruitment if they have remaining vacancies. Please ensure you check with the individual hospitals what their suitability assessment processes are.



17	Logan Hospital
2	Mackay Base Hospital
15	Mater Health Services
8	Mt Isa Hospital
18	Princess Alexandra Hospital
19	Queen Elizabeth II Jubilee Hospital
7	Redcliffe Hospital
6	Redland Hospital
3	Rockhampton Base Hospital
14	Royal Brisbane and Women's Hospital
5	Sunshine Coast University Hospital
20	The Prince Charles Hospital
4	Toowoomba Hospital
1	Townsville University Hospital

Outline some of your key skills, experiences and/or personal qualities and explain how you might uniquely fulfil the role and contribute to the organisation and its culture (Limit: 250 words): *

What are the clinical experiences you want to pursue in your intern year? e.g. I am interested in paediatrics and would like the opportunity to work with the leaders in the field and obtain the necessary skills to reach my full potential. Experiences in paediatric rotations and research during my internship would also be valuable. (Limit: 250 words) *



- 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.