

Amending your RMO application

If you have already submitted your RMO application and need to amend details **AFTER the closing date of the campaign**, refer to the following steps.

There are only a few changes that can be made to your online RMO application after submission, including:

- Personal contact details
- Curriculum Vitae (CV)
- Criminal history consent form
- Proof of Identity documents
- VPD evidence documentation
- Referee Details

To log into your application. click the following link <http://medrecruit.nga.net.au/?AudienceTypeCode=RMO>

- Click on Login, top left hand side and enter your email address and password. Click 'Login'



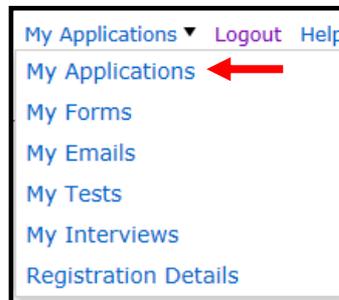
Login

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

Email

Password

- From the 'My Application' dropdown select 'My Applications'



- For the RMO Campaign and year – click on 'View my application summary'



- Once on the Review and Edit page, click on 'Edit Personal Details'

✖

Message

- Applications for this job have closed

[View Job details for RMO](#)

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](#)

- Scroll through the page and amend the required section.

Personal Details

First Name: *

Last Name: *

Indicate which is the best phone number to be contacted on: *

Phone Number (including area code/country code if applicable): *

Address: *

Address 2:

Suburb / Town / Province: *

State: *

Post Code / Zip Code: *

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

Current files: [QH A4 template2.docx](#)

Do you have a **CURRENT** passport?
*Please check that the uploaded passport is your most current. **

Yes
 No

Upload the photo identification and bio/information page(s) of your passport, **as one file**: *

Current files: [Test vpd-evidence-form4.pdf](#)

From the documents list above, upload **two** other forms of identification **as one file**: *

Current files: [Selection criterion.docx](#)

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)**

To download the certification forms or for further information on VPD, please refer to the [Mandatory Vaccinations](#) page.

Yes
 No

Upload a copy of your VPD evidence document: *Note: multiple documents must be uploaded as one file. For the [VPD evidence certification](#) or [VPD evidence](#) please click on the links. **

Referee 2	
Title:*	<input type="text" value="Dr"/>
First Name:*	<input type="text" value="Test"/>
Last Name:*	<input type="text" value="Testor"/>
Position:*	<input type="text" value="s"/>
Health Care Facility/University:*	<input type="text" value="s"/>
Telephone: (including area code/country code if applicable)*	<input type="text" value="s"/>
Country:*	<input type="text" value="s"/>
Email Address: (Organisational email address is preferred)*	<input type="text" value="test@health.qld.gov.au"/>
Is this your immediate supervisor?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="button" value="Cancel"/> <input checked="" type="button" value="Save"/>	

- Once you have amended the section required, scroll to the end of the page and click 'Save'.
- **'Logout'** once you have finalised the amendments, this will update the information on your main application and if you have amended the email address for a referee, re-send the referee request form. *(Note, the request will only be sent to a referee's amended email address and will not delete an already submitted report for your other referee)*