Welcome to Memorial Healthcare System’s Nurse Residency Program Application Process. Please ensure to apply during the designated timeframes for the specific cohort.

In order to be considered, you must provide all required documentation. Please use this checklist as a guide to ensure you provide all required documentation when submitting your application. Documents are to be uploaded as one attachment in the application, under the drop-down selection tab titled “Nurse Residency Supporting Documents.”

Incomplete applications will not be reviewed for consideration.

1. Provide top three track selections as a separate document. To find available tracks please go to: https://careers.mhs.net/career-areas/nursing-residency/available-tracks/
   Please Note: You must click on each category to expand the selection in order to find specific areas of interest and available facilities. (Example: Women’s Services/2nd Floor-Labor and Delivery/Memorial Regional Hospital)

2. Provide unofficial or official transcripts with cumulative GPA.

3. On your resume, include your previous employment history: organization, dates (month/year), job title and responsibilities. Include any/all volunteer work: name of organization, role and responsibilities.
   • Describe any leadership roles in work, school or service organization; honors & awards.

4. On your resume, be sure to include all of your academic clinical experiences: institution name, unit, dates (month/year) and brief descriptions of care provided and competencies performed.
   Example:
   Memorial Regional Hospital (June 2019 – July 2019)
   Pediatric Unit
   Assisted Registered Nurse with pediatric patient treatment.

5. Submit two (2) professional letters of recommendation, on letter head, one of which can be from a clinical faculty member.
   • For internal candidates – one recommendation must come from your current manager.

6. Letter of Intent – include answers to each of the following:
   • What are your expectations of the Nurse Residency Program and how will it help you achieve your goals?
   • Why did you choose the profession of nursing?
   • Why do you want to begin your career at Memorial Healthcare System?

Once an application is successfully submitted, our Nurse Recruiters will promptly review applications. If selected as a top candidate, you will be called by a Nurse Manager. Unfortunately, not everyone will be selected for interviews. If not selected for interviews, you will be notified via email as soon as a decision has been made. You are encouraged to view the status of your application via the Career Website at any time to know where you are in the application process.