How to apply for an advertised vacancy

1. Start a Job Search


2. Careers Home screen

A list of the most recently advertised jobs will appear.
3. **Open the advertised Job Description**

**View the job description:** To view the Job Description and advertised Selection Criteria, click the **blue hyperlink** in the search results.

4. **Apply Now**

Scroll to the bottom of the advertised Job Description. Press the yellow “**Apply**” button to start your application process.

You can email the job description to your own or another person’s email account. To do this, click the yellow “**Email to Friend**” button.
5. Sign into your Recruitment Online account

You will be prompted to sign into your Recruitment Online account. If you have not already created an account, click the “Register Now” link and follow the prompts to set up your account.

6. Recruitment Online application process

After you have signed into Recruitment Online, the Application screen will appear. The bar at the top of the screen shows your progress through the online application process.

6.1 Step 1 of 9 - Terms and Conditions

Tick the box in the yellow terms and conditions bar to progress to step 2. Click “Next” to move to step 2.
6.2 Step 2 of 9 – Employee Status

If you are an existing employee at a Victorian Government School, and have Excess, Compassionate Transfer or Redeployment status, you can identify at this stage. Note that you can progress to step 3 without making a selection at this step.

Date of birth is not a mandatory entry field and you can choose to leave this field blank.

Click “Next” to move to step 3.

6.3 Step 3 of 9 – Education

You can add information about your education history to your online application. Click each of the yellow buttons in this section to add information. Note that you can progress to step 4 without entering information in this step.

Click “Next” to move to step 4.
6.4 Step 4 of 9 – Languages

If you are proficient in a language other than English, you can enter this information in step 4. Note that you can progress to step 5 **without** entering information in this step.

Click “Next” to move to step 5.

6.5 Step 5 of 9 – Employment History

You can add information about your employment history to your online application. Click each of the yellow buttons in this section to add information. Note that you can progress to step 6 **without** entering information in this step.

Click “Next” to move to step 6.
6.6 Step 6 of 9 – Subjects/Duties

Recruiters may include a required Subject/Duty in the job advertisement. If there is a Subject/Duty listed in this screen, you must enter your proficiency to teach this Subject/Duty. Click the “Edit” icon to enter information.

Click “Next” to move to step 7.

6.7 Step 7 of 9 – Online Questionnaire

A question is automatically added to each job advertisement. Make a selection against Yes or No.

Click “Next” to move to step 8.

6.8 Step 8 of 9 – Attachments

You can choose to add 2 attachments of up to 300 kilobytes each to support your application. Click the yellow “Attach” buttons to upload a document. To apply without submitting a Selection Criteria response, put a tick against this option.

Click “Next” to move to step 9.

TOP TIP #4
Each attachment you upload must have a unique name. Include the job opening ID in the document name to identify the attachment.
6.9 Step 9 of 9 – Review/Submit

At step 9, you can preview all the information that you have added to your online application. To change any of the details you have entered, click the “Edit” icon next to each section.

To submit your application, click the yellow “Submit Application” button.
6.10 Application submitted confirmation

After you have completed and successfully submitted your online application, a confirmation message will appear on screen. If you don’t see this message, you can confirm the status of your online application in “My Activities”.

To view My Activities, click the “Return to Job Search” link to return to the Careers Home screen.

7. My Activities view

In the Careers Home screen, click the “My Activities” link at the top of the page.

A list of the vacancies that you have commenced an application for will appear. You can confirm the status of your online application by viewing the “Status” column. Applications that have been successfully submitted online will show with a status of “Submitted”.

[Diagram of My Activities page]
8. **Withdraw an Application**

In **My Activities**, click the withdraw button next to the Application you wish to withdraw.

A pop up message will appear asking you to confirm the Withdrawal.

When the Application has been withdrawn, the Application will not be editable and will be greyed out.

For further information contact:

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