

Applicant Pool – Applicant Information Sheet

Education Support Class Expansion

Overview

The School Jobs Vic Applicant Pool allows you to connect with school recruiters and be considered for a range of school jobs based on your preferences.

To join the Applicant Pool and be considered for a range of roles, simply:

- create a profile in the Applicant Pool,
- upload your CV/resume, and
- select your preferences, including location, role type, school type and work hours (FTE).

Once your profile is set up, school recruiters can view your profile and contact you if you are suitable for a role in their school. There is no requirement for written responses to selection criteria. The selection criteria will be used to determine suitability for shortlisted applicants. You can update your preferences at any time, including deselecting certain schools.

Matching to roles

In Term 1, 2026, the Applicant Pool matching functionality will be extended to include education support level 1 range 2 (ES1-2) roles. This means education support applicants who select ES1-2 role types will be matched to vacancies in the same way as classroom and graduate teachers based on the preferences selected in their Applicant Pool profile.

How the matching process works

- A school recruiter posts a vacancy on School Jobs Vic.
- The matching process runs overnight and will match your profile to roles based on your preferences.
- You will receive an email notification if a role matches to your profile preferences.
- You can log in to update your preferences or withdraw from a position at any time.

The Applicant Pool matching function is available for:

- classroom teachers,
- graduate teachers, and
- ES1-2 roles.

Benefits of using the Applicant Pool

- You only need to create a profile once, saving time.
- A written response to the selection criteria is not required and instead will be used as part of the interview stage.

- You can be matched to roles that suit your selected preferences.
- You can choose not to be visible to your current school if you are already employed.
- You will receive email notifications when your preferences match to a new role.
- You can view and manage your matched roles and withdraw if the position is not suitable.

Merit and Equity

- When roles are posted, they are open for a minimum of 3 days. Schools can extend the listing period but cannot reduce it to less than 3 days.
- School recruiters are encouraged to inform internal employees of available roles in the lead up to and during the listing period at their school.
- Interested internal employees should create an Applicant Pool profile. If a late application is submitted, school recruiters can link the late application to the role.

Frequently Asked Questions

How do I create an Applicant Pool profile?

You must first register for an account on the School Jobs Vic careers portal. Once registered, you can create your Applicant Pool profile. Once your profile is complete, you will begin matching to suitable roles based on the preferences you've selected.

Further instructions on how to create your profile is available [here](#).

Can I indicate which schools, localities or regions I prefer to work in?

You can select your preferred locations, including schools, localities and regions, when creating your Applicant Pool profile. The matching function will use these preferences to match you to relevant roles.

Can I express interest in specific schools?

You can nominate individual schools as part of your location preferences when setting up your Applicant Pool profile.

How does the matching process work?

The matching function runs every night and will match your profile to roles based on the preferences you select in the following:

- **School Type** – primary, secondary and specialist school
- **Role Type** – e.g. primary teacher, teacher aide. etc.
- **Subjects/Duties** – e.g. English, Science. etc.
- *Note:* Subjects/Duties is only applicable to teaching roles.

- **Employment Type** – ongoing and/or fixed term
- **Schedule Type** – full-time and/or part-time
- **Location Preferences** – individual school, Local Government Area or region
- Start date

Am I required to respond to selection criteria?

You are not required to respond to selection criteria in your Applicant Pool profile. If you are shortlisted, the school may ask you to address the selection criteria at that stage.

Who can see the roles I'm matched to?

Only the school that has posted the role will be able to view your match. If you are currently employed, you can choose to make your profile invisible to your current school.

Will I receive a notification if I'm matched to a vacancy?

You will receive an email notification each time a position matches your profile.

Is there a guide to help me register and create an Applicant Pool profile?

There are several guides to assist you with your Application Pool profile. You can access them [here](#).

Assistance

For further assistance regarding the Applicant Pool contact the Schools Workforce Initiatives and Support:

Phone: 03 7022 5555

Email: Schools.Initiatives@education.vic.gov.au