The Education State

Applicant Pool – Tutor Vacancy

New User

VICTORIA State Government | Department of Education

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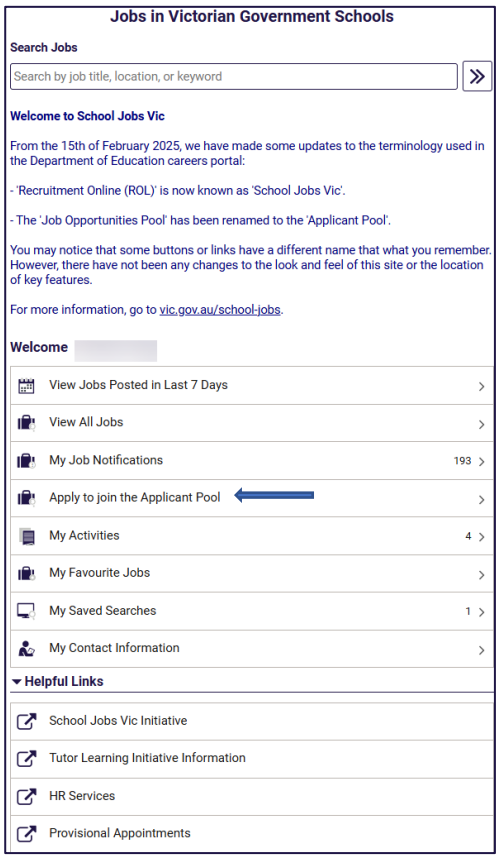
Applicant Pool - Tutor Vacancy - New User

Create your Applicant Pool profile

Open the School Jobs Vic careers portal via the **Apply Now** button on the School Jobs Vic webpage.

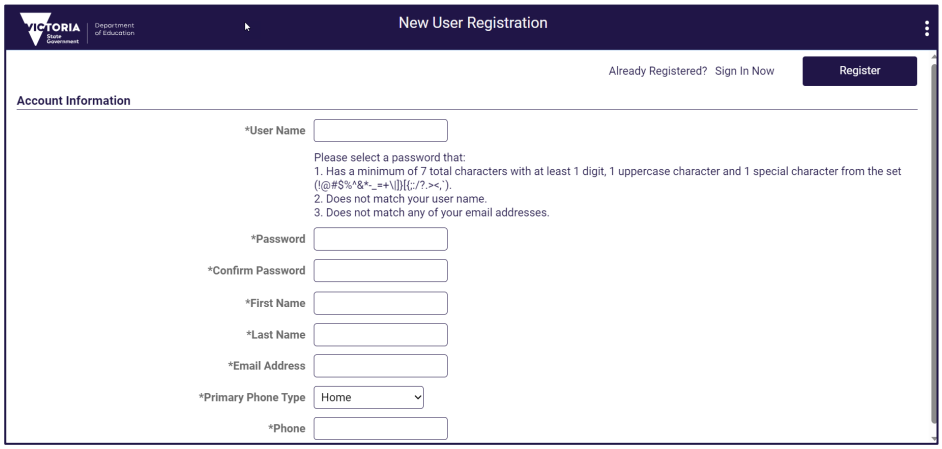
Click **Apply to join the Applicant Pool** to log in and create a profile to register your interest in Tutor or CRT employment with the Department of Education.



Create a School Jobs Vic account

You will be prompted to sign into School Jobs Vic. As a new user, click **Register Now** and follow the prompts to set up an account.

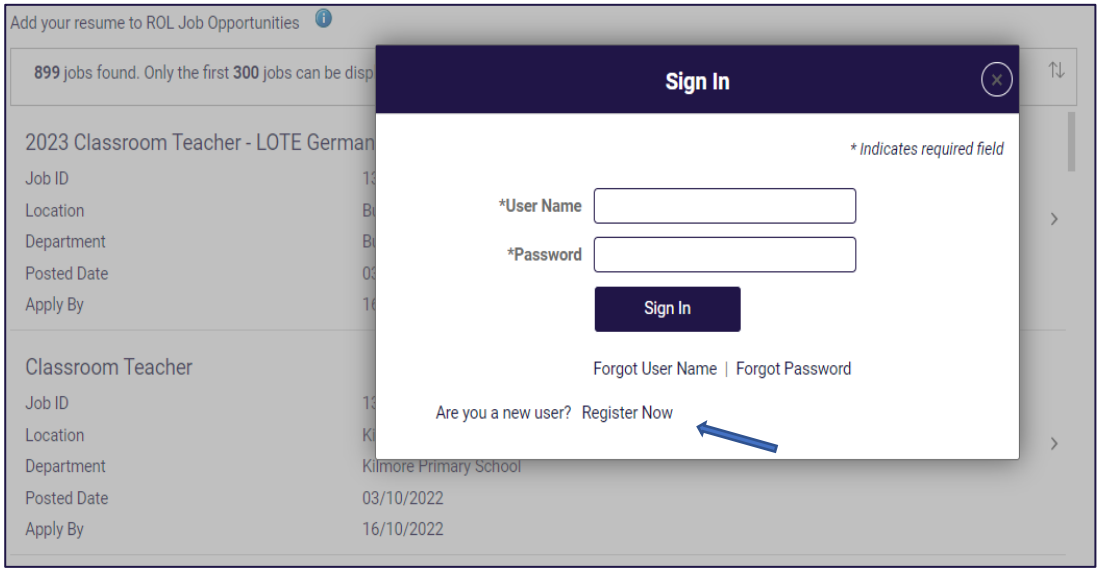
Note: You will need access to a personal email to set up an account.



Complete the Account Information to register your details.

Click the **Register** button.

If you have been a previous user of School Jobs Vic and you use the same email, the system will not allow you to create another account using the same email – see the Applicant Pool – User Guide - Current User guide to set up an Applicant Pool profile with your current email account.

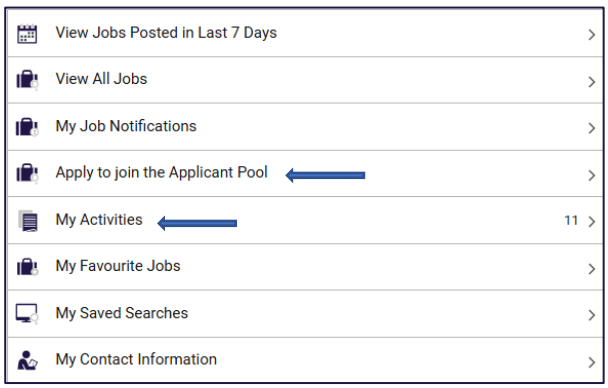


Access your profile

School Jobs Vic is the recruitment platform for Victorian government school jobs.

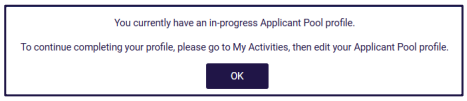
Current users can open School Jobs Vic via eduPay through **Employee | Careers | School Jobs**.

Click **Apply to join the Applicant Pool** to login and create a profile to register your interest in tutor or casual relief teacher (CRT) positions.

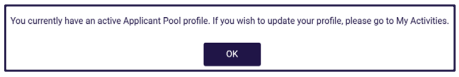


Where you have previously, submitted or saved an applicant pool profile, an error message will display. Access your saved/submitted profile under the **My Activities** menu on the home screen.

Saved



Submitted

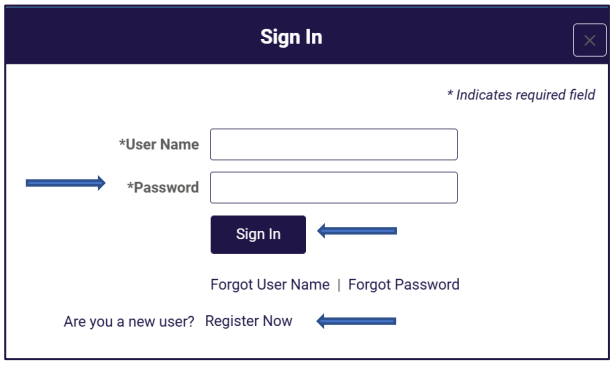


Sign into your School Jobs Vic account

You will be prompted to sign into your School Jobs Vic account. Enter your username and password.

If you have forgotten your username and/or password, use the links under the Sign In button to obtain your username or reset your password, please note that your email address is NOT your username.

If you have not previously created an account, click the “Register Now” link and follow the prompts to set up your account. Refer to the New User help document for additional help.



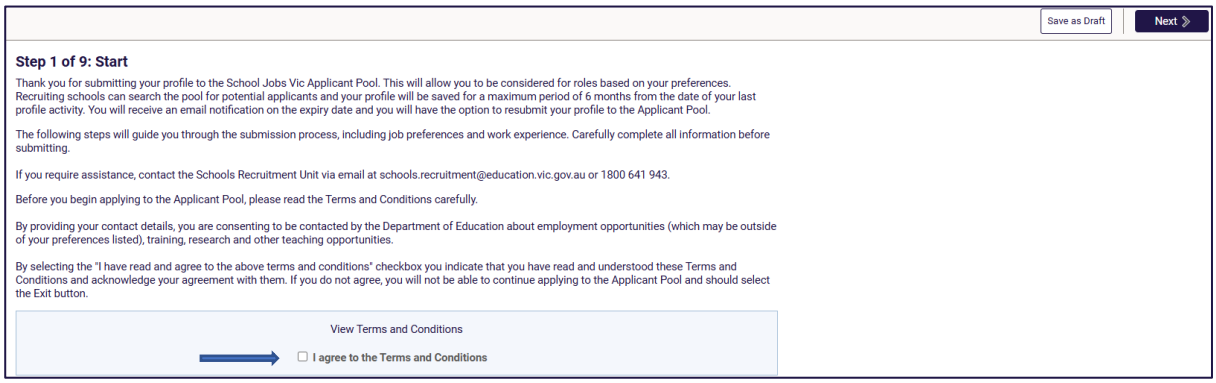
School Jobs Vic application process

After you have signed into School Jobs Vic, you will be directed to the main **Careers** page. From the main careers page, you can choose to **Apply to join the Applicant Pool**, once selected, the bar at the side of the screen shows your progress. If you have previously created a profile, the system will retain the information . Confirm this information remains correct. The key updates for inclusion in the Tutor Program are at steps 3 and 5.

Step 1 of 9 - Start

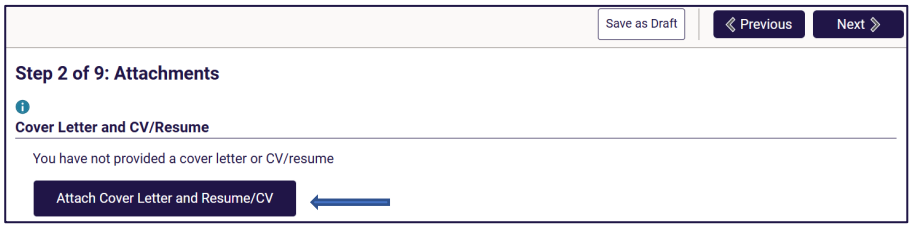
Read the information provided. Once you have read and agreed to the terms and conditions, tick the box and click the **Next** button to move to Step 2.

Note: To progress to Step 2, this checkbox must be ticked.

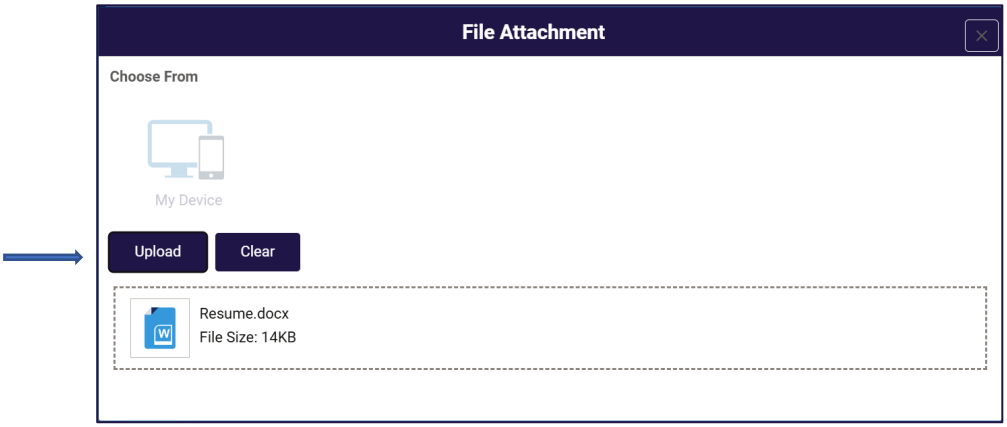


Step 2 of 9 – Attachments

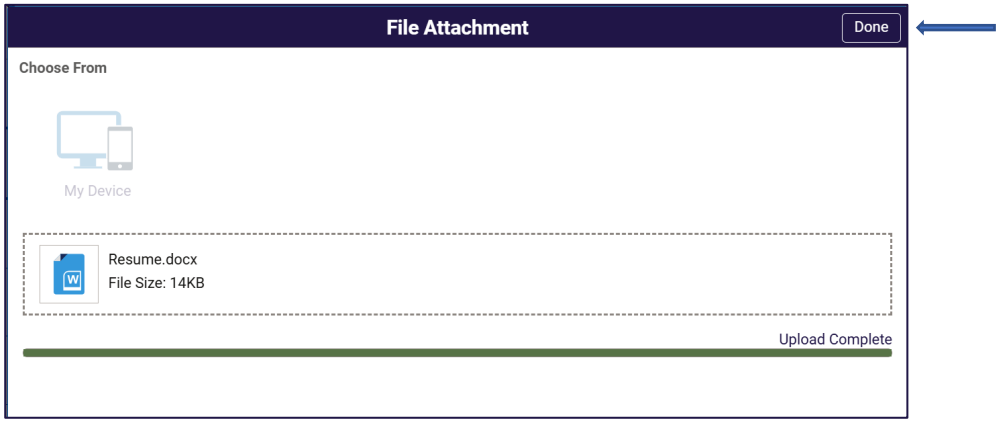
You can choose to add 1 attachment to support your application. Click the **Attach Cover Letter and Resume/CV** button to upload a document. Your attachment should be less than 5MB in size.

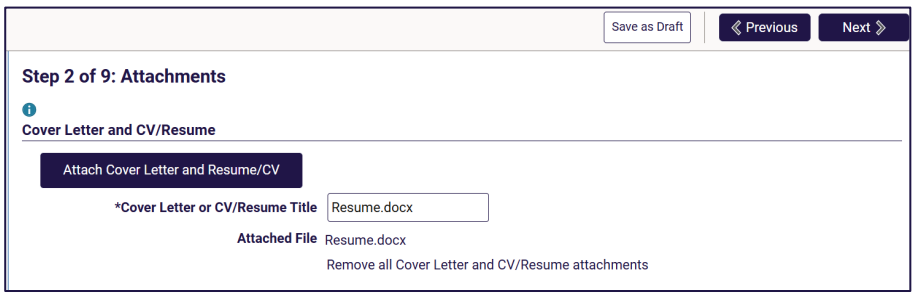


Click the **Upload** button.



Click the **Done** button.

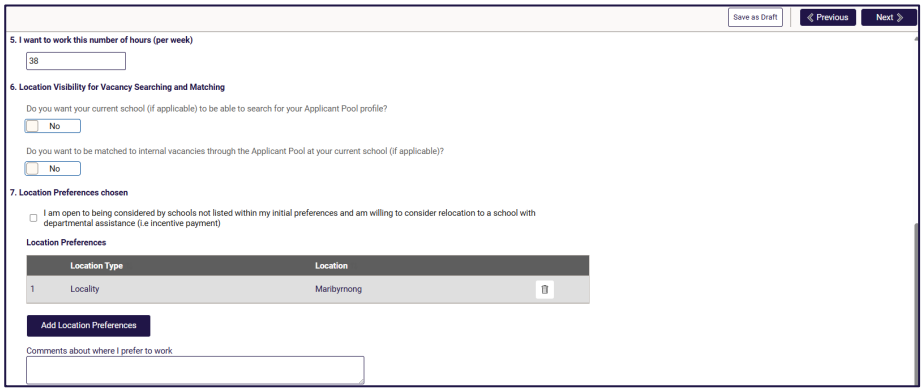


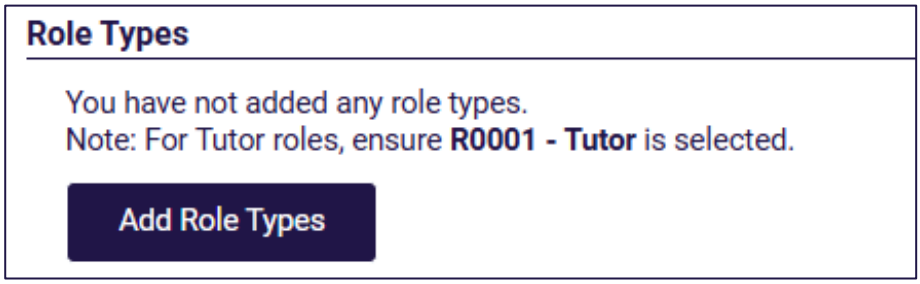


Click **Next** to move to step 3, to attach multiple files press the **Attach Cover Letter and Resume/CV** button again for each document.

Step 3 of 9 – Preferences

Enter your preferences.





Scroll down to add your preferences. Enter your preferred:

- Date of availability
- Type of job you are looking for (Ongoing, Fixed term or Causal)
- Full, Part time or Casual availability
- Desired hours per week

- Days of the week you are available.

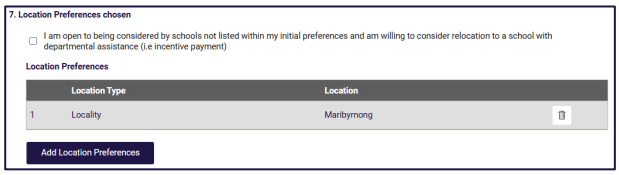
Select **Yes** or **No** for Location Visibility for **Vacancy Searching** and **Matching**.

Note: Applicants seeking part time employment are encouraged to select full time also. Successful candidates may negotiate their preferred time fraction as part of the recruitment process.

Note: Selecting **No** means the system will not show your Applicant Pool profile to recruiters at your current school or match your Applicant Pool profile to vacancies at your current school.

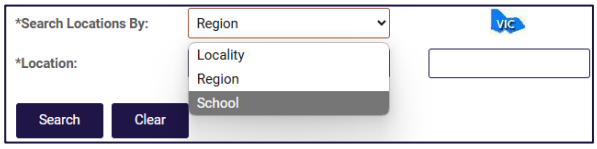
Select your location preferences by clicking on the **Add Location Preference** button.

Note: If you are open to being considered by schools not listed within your initial preference, click the tick box above location preferences to indicate this.

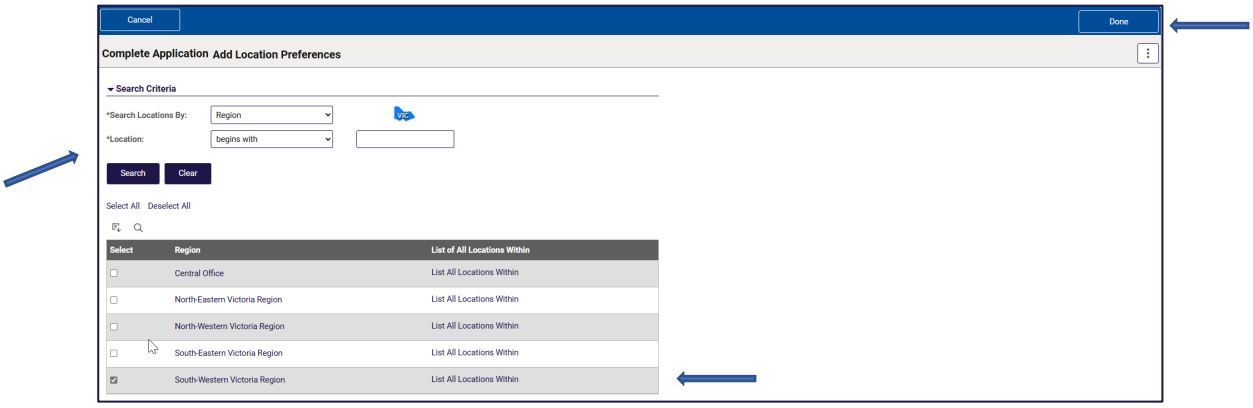


Click the **Add Location Preferences** button.

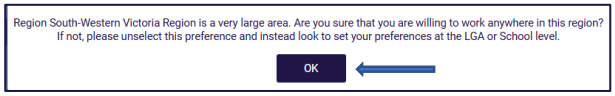
You can select by **Locality**, **Region** or **School**.



If searching by **Region**, click the **Search** button and make your selection by selecting the corresponding tick box.



Note: you will receive a message as shown below:

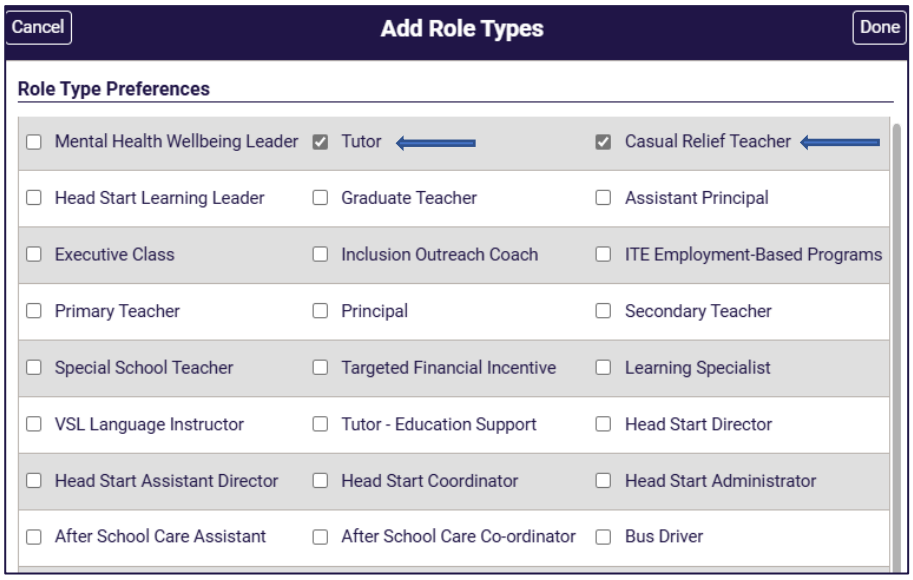


If you are happy with your selection, click the **OK** button.

Select **Done**.

Click the **Add Role Types** button 

and a popup with all available selections will appear.

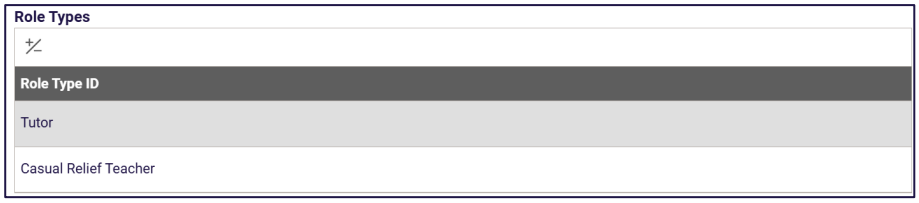


Select **Tutor** and any other role types you would like to be considered for. You can select more than one **Role Type**. When you are complete press the 'Done' button in the top right corner of the popup

Note: The **Role Type** is important for the Tutor program – do not skip this step. Add the role type: **R0001 – Tutor** if you wish to be considered for the Tutor Learning Initiative.

Note: Further selections are required in Step 8 of 9 - Subjects and Duties.

You will then return to the 'Preferences' page displaying the **Tutor Role** type as well as any others added.



Click **Next** to move to Step 4.

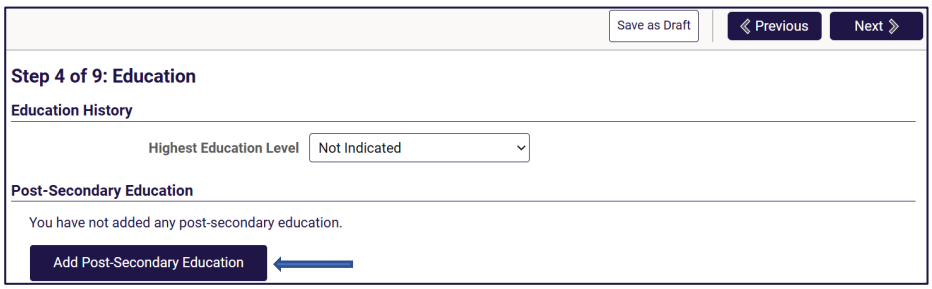
Step 4 of 9 – Education

You can add information about your education history to your profile. Click the **Add Post Secondary Education** button in this section to add information.

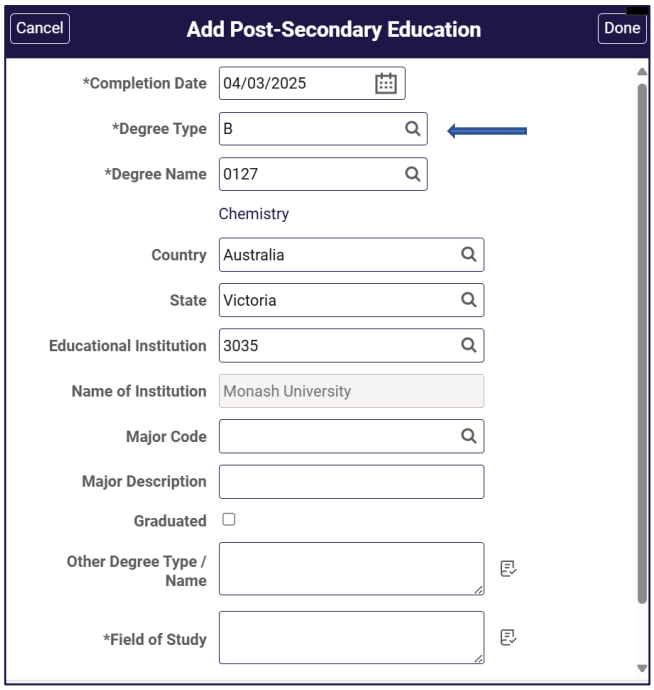
Click on the **Highest Education Level** drop-down menu.

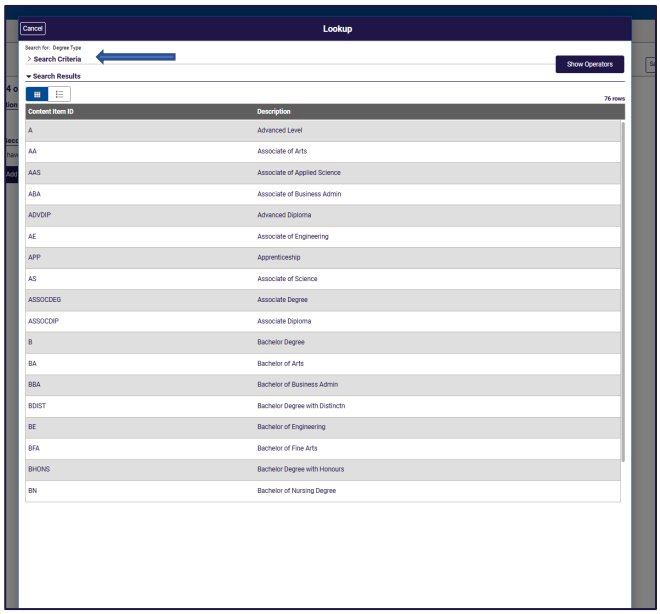
Select your **Highest Education Level.**

Note: This is not a mandatory field.



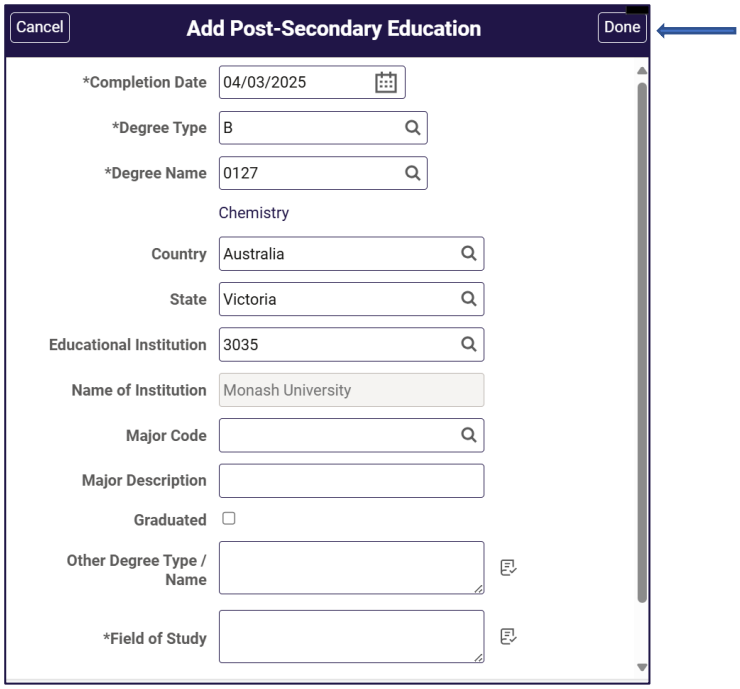
To see all possible options for the compulsory fields, press the magnifying glass icon ( ) in the text box to open the **Lookup** section, which will include a list of available selections. This can be repeated for all steps.





If you are unable to find an appropriate selection among the available list in the **Lookup** section, you can expand your search via the **Search Criteria** dropdown at the top of the page and typing in the **Description** section revealed by pressing this dropdown.

Click the **Done** button once complete/you have added the relevant criteria.



Note: You can progress without entering this information. If this has been included in your Resume/CV added in step 2 (Attachments) it will still be readily available for consideration as a part of your application.

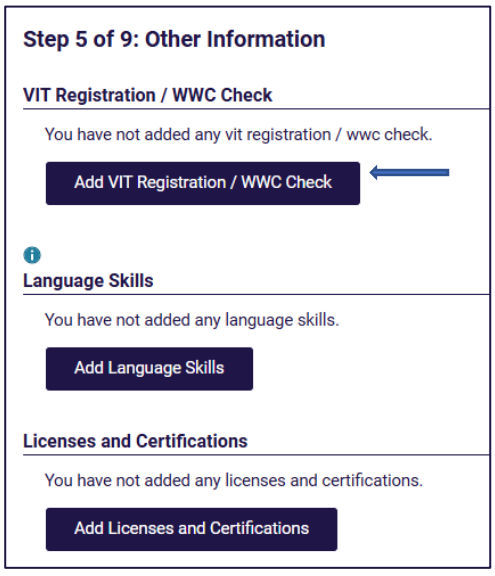
Click **Next** to move to Step 5.

Step 5 of 9 – Other Information

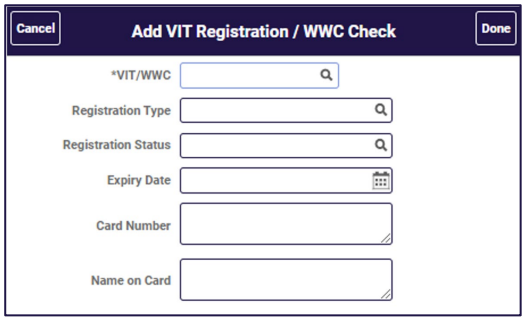
It is recommended you record your Victorian Institute of Training (VIT) or Working with Children Check (WWC Check) card details in the relevant section on this page.

Add any relevant Licenses & Certifications and Language Skills that you may have.

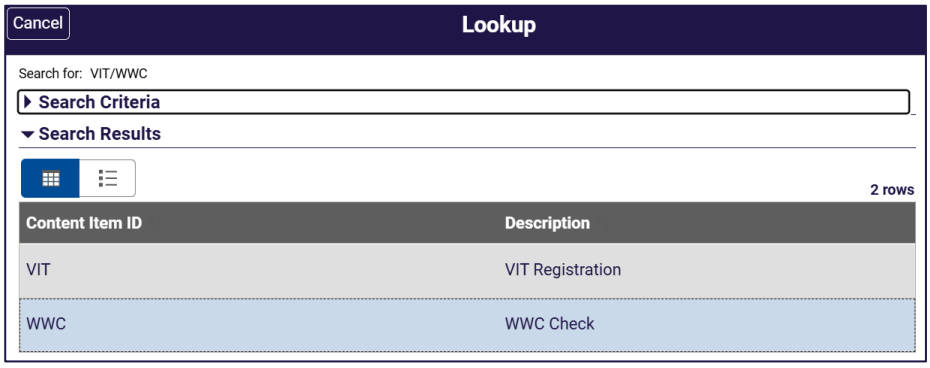
You may progress to step 6 without completing this section, however, entry of this information may assist in the selection process.



Click the **Add VIT Registration / WWC Check** button.



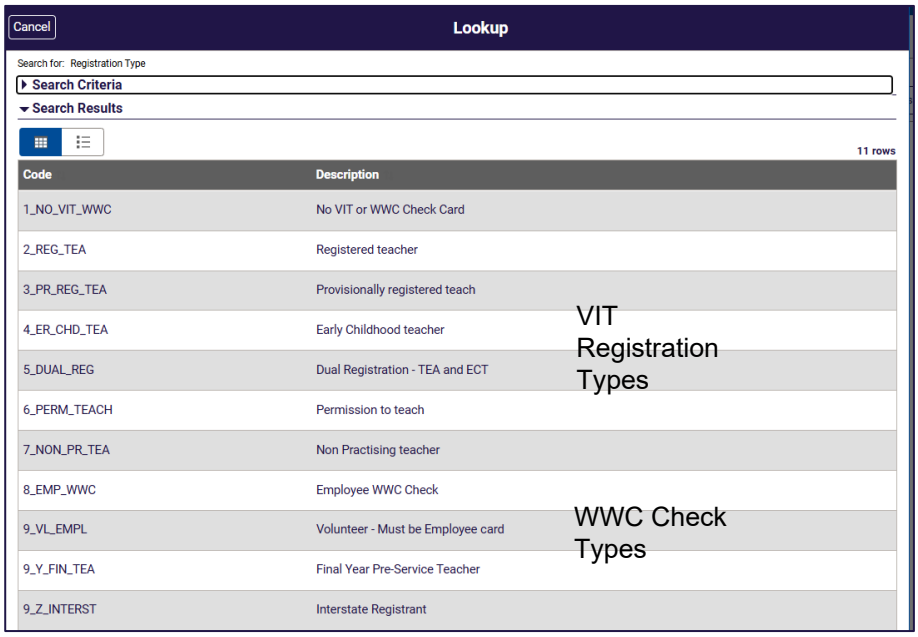
Click the **VIT/WWC** lookup icon (🔍) and select from the options displayed for VIT or WWC Check.



Select the appropriate registration type for VIT or WWC Check for your card.

Note: If you don't currently hold VIT registration and you are a qualified teacher, visit the vit.vic.edu.au website for more information. You can apply for a position as a tutor without current VIT registration or a WWC Check, however, if you are selected as a tutor, you will be required to obtain VIT registration or an employee type WWC Check as appropriate for the position offered.

Click the **Registration Type** look up button (🔍).

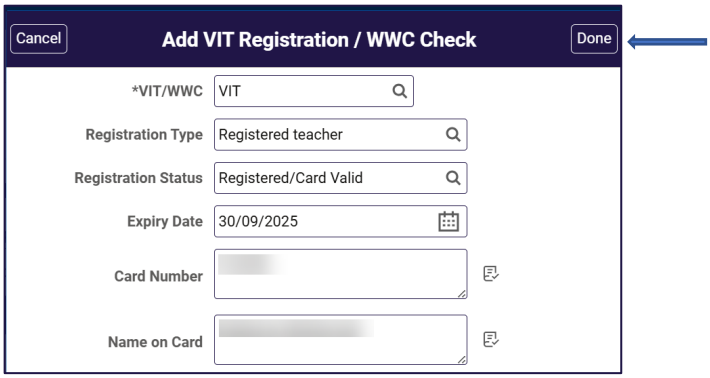


Click the Registration Type that is appropriate for you.

Ensure that the **Add VIT Registration / WWC Check** page has recorded the:

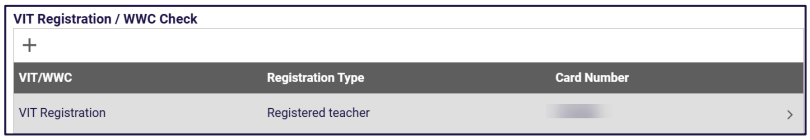
- Expiry date of your registration,
- Card number, and
- Name on the card.

Note: VIT registration must be valid. A WWC Check card must be an employee type and have an expiry date in the future. A Volunteer card cannot be used for employment purposes.

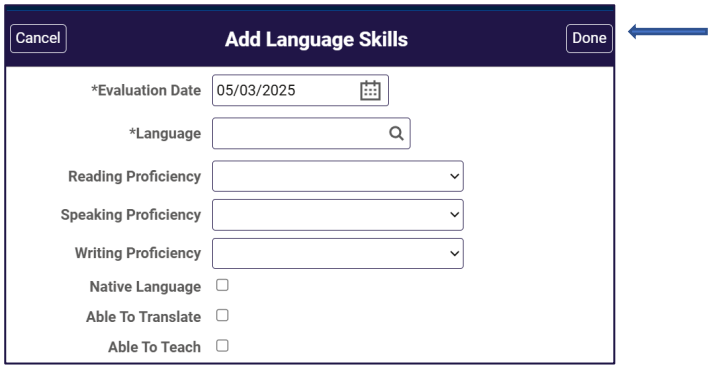


Click **Done** when complete.

The Step 5 **Other Information** page will update to show the results of your entry.



Click the **Add License and Certifications** button to add License/Certifications. Complete the relevant fields and click the **Done** button.



Click the **Add Language Skills** button to add any Language skills you may have. Complete the relevant fields and click **Done**.

Click **Next** to move to step 6.

Step 6 of 9 – Questionnaire

You will need to answer these questions before moving to the next step.

Click **Next** to move to step 7 when ready.

Step 7 of 9 – Work Experience

You can add information about your employment history to your profile. Click the **Add Work Experience** and **Add References** buttons in this section to add the required information.

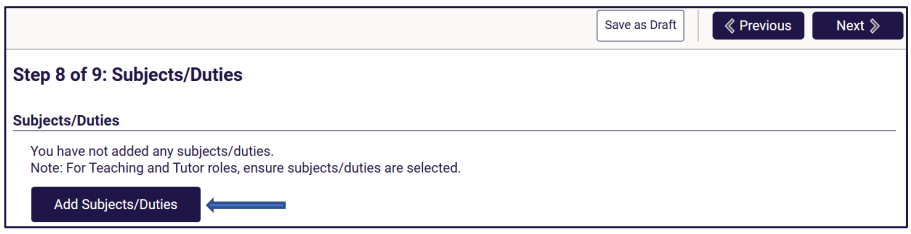
Note: You can progress to step 8 without entering this information. If this info has been included in your Resume/CV, added in step 2 (Attachments), it will still be readily available for consideration as a part of your application.

Click **Next** to move to Step 8.

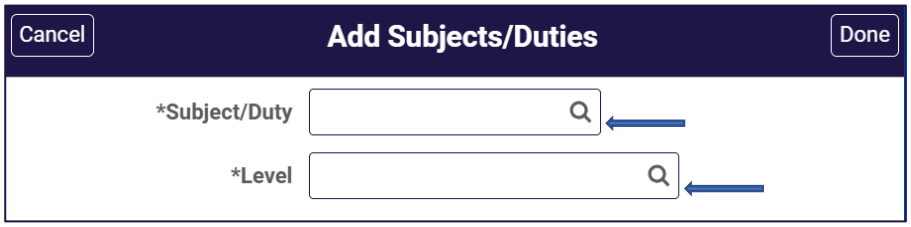
Step 8 of 9 – Subjects/Duties

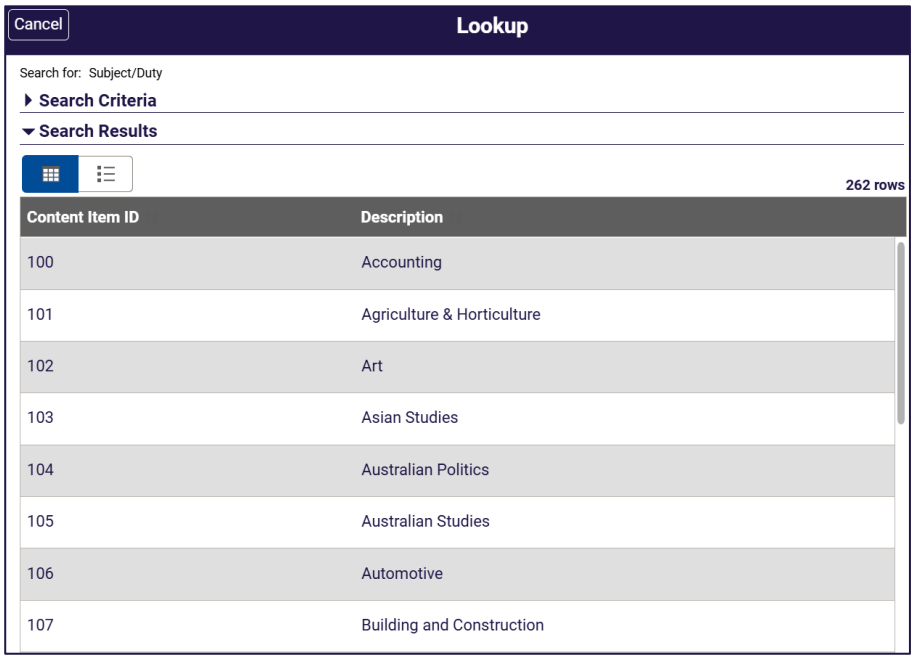
You can enter information about the **Subjects/Duties** you are able to teach or perform.

Click on the **Add Subjects/Duties** button.



Click on the Subject Duty look up.



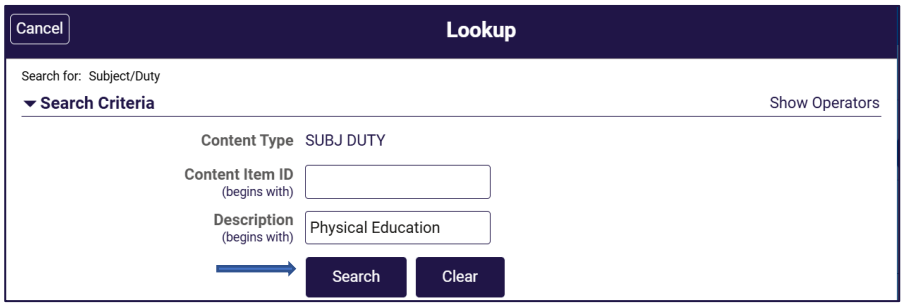


Select the subject.

Note: Use the scroll bar to find the subject you are looking for.

You can use the **Search Criteria** fields to narrow the subject search.

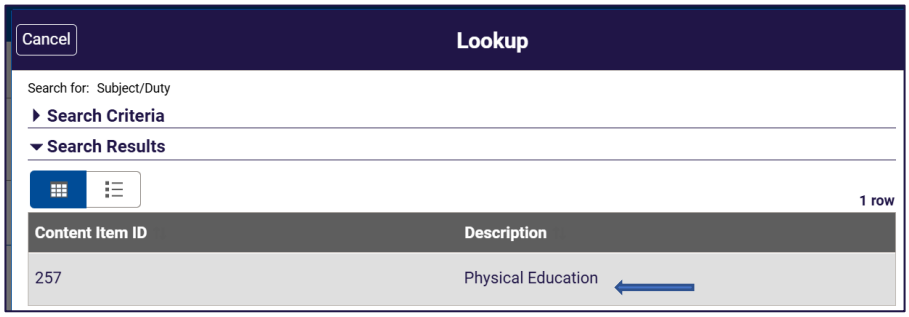
Click on **Search Criteria**.



Enter the subject you are looking for in the **Description** text box.

Click the **Search** button.

The search results will appear.



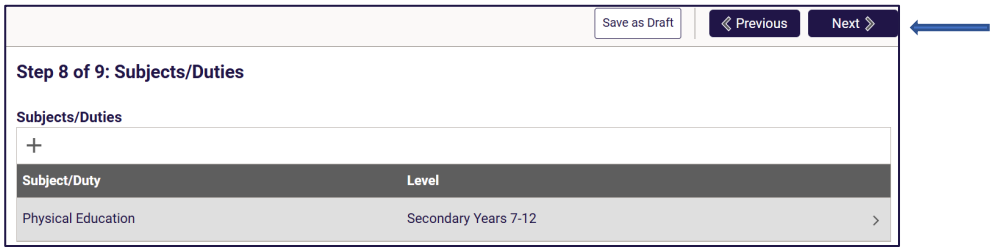
Click on the search results to select.

Click on the **Level** look up.

Select the Level for the subject you can teach.

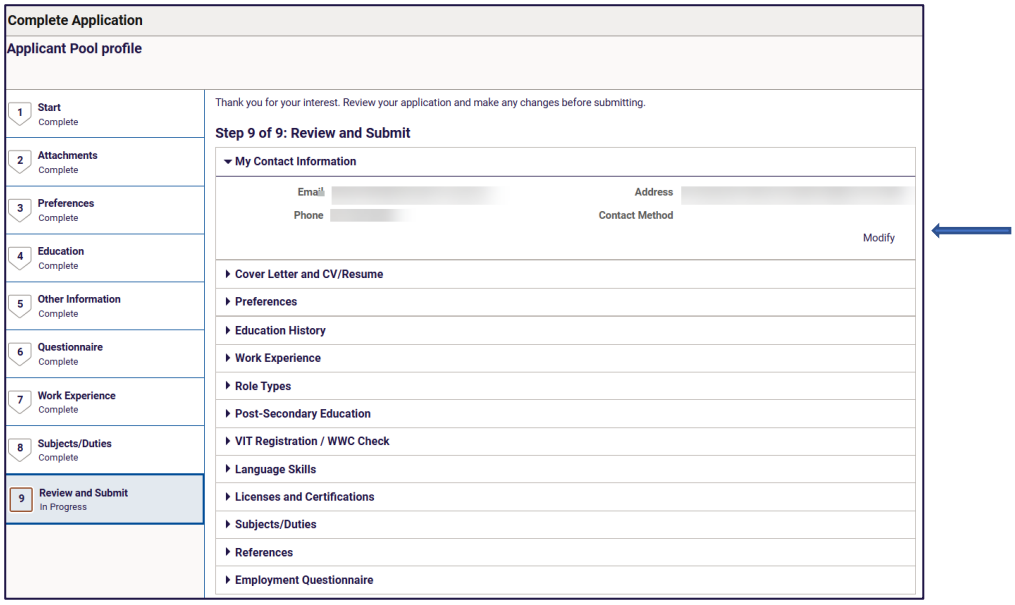
Click the **Done** button to save the Subject/Duty selected, repeat as necessary.

Click **Next** to move to Step 9.



Step 9 of 9 – Review/Submit

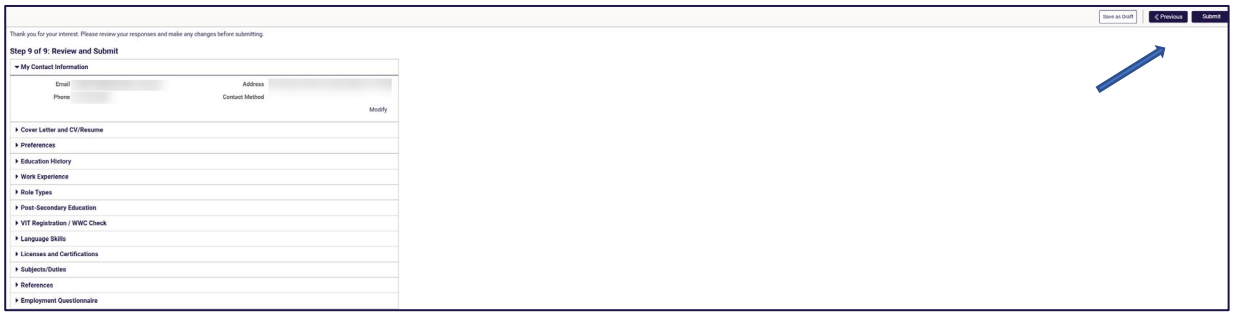
At step 9, you can preview the information that you have added to your profile via dropdowns. To change any of the details you have entered, click the **Modify** icon in the bottom right corner of each dropdown section.



To submit your application, click the **Submit** button in the top right corner of the page.

Make sure you have indicated Tutor Program and Step 3 Preferences under the Role Types option. This is the key variable for principals and recruiters to identify people interested in these positions.

Note: if you do not wish to submit you can click the **Save as Draft** button.

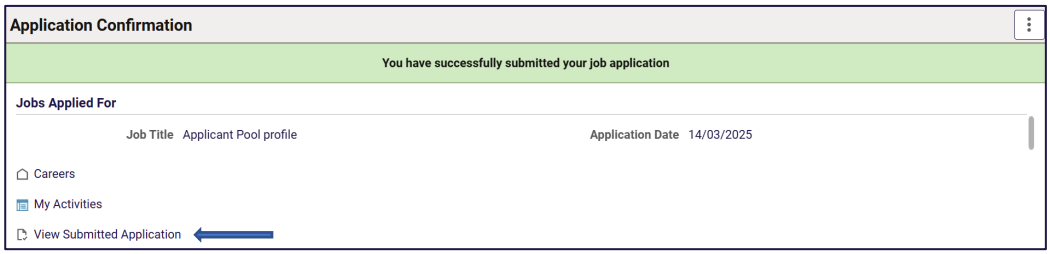


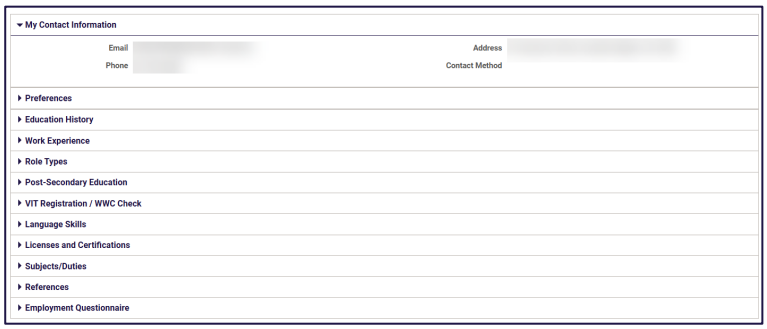
Click **Submit** after you have completed reviewing your profile application.

Application submitted confirmation

After you have completed and successfully submitted your details to applicant profile, a confirmation message will appear on screen. If you don't see this message, you can confirm the status of your profile in **My Activities** on the main careers page.

Click the **View Submitted Application** to see an Application Summary

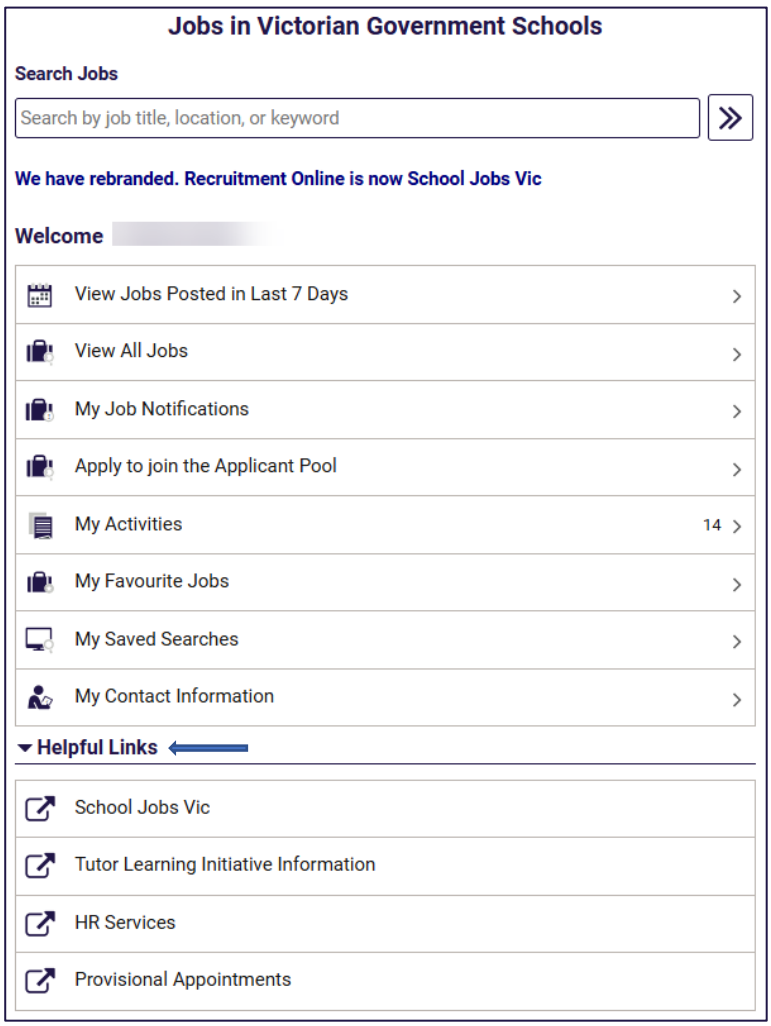




Your profile is now complete.

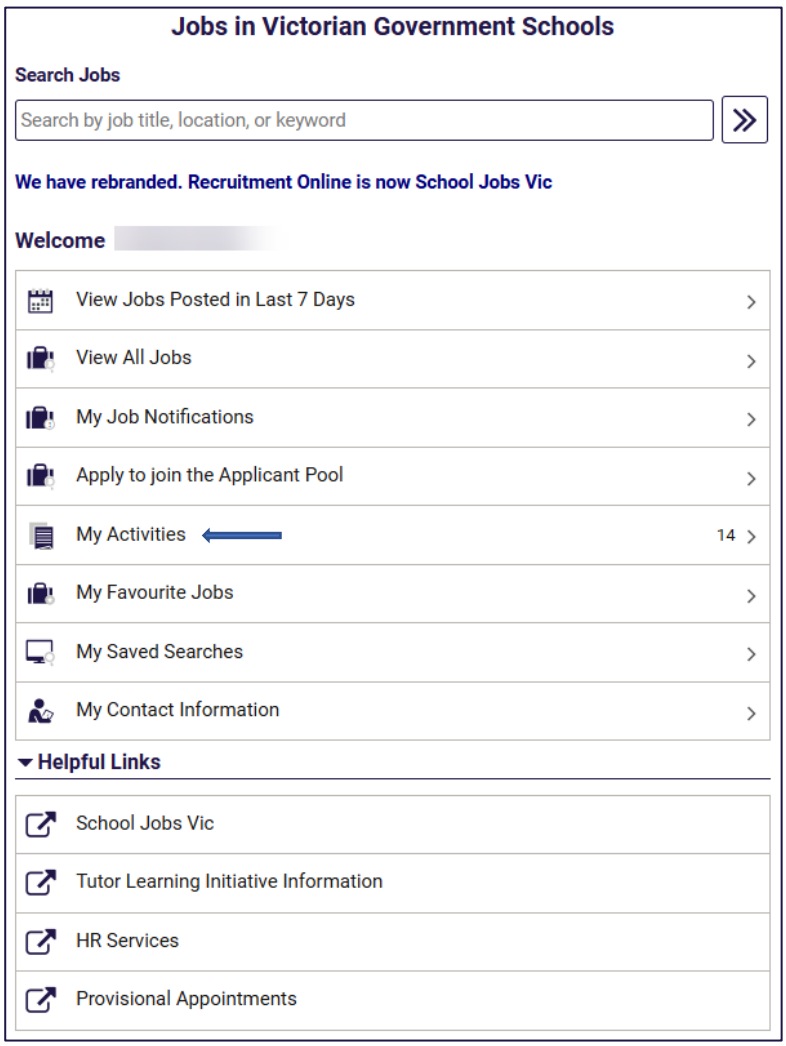
Additional Information

Click the **Careers** link to return to the School Jobs Vic Home screen. The **Helpful Links** section contains links to School Jobs Vic help page, Tutor Learning Initiative Information, HR Services contact information and Provisional Appointments.



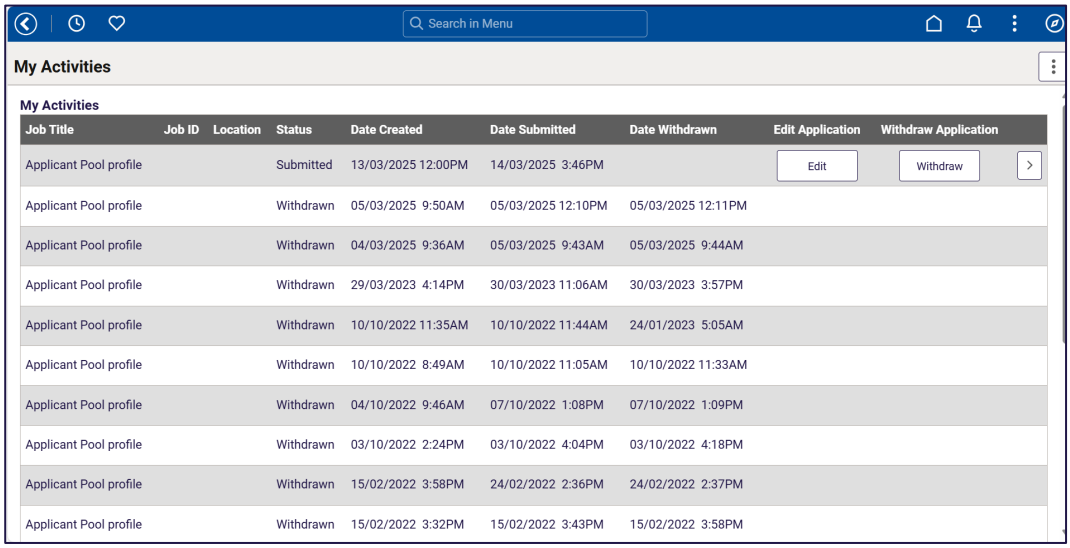
My Activities view

In the Careers Home screen, click the **My Activities** to view any current, previous or drafted applications, including ones for the Applicant Pool.



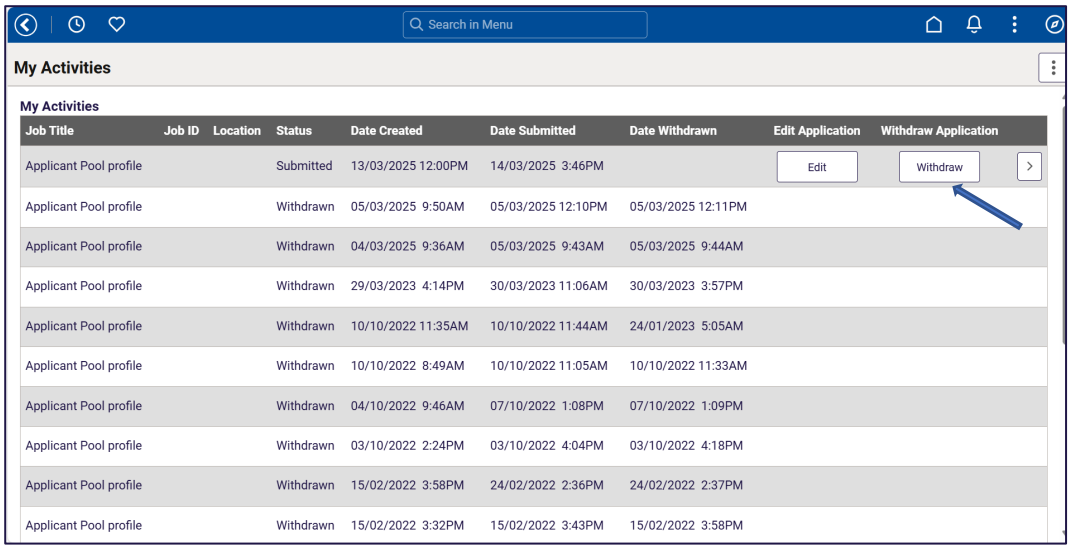
Tutor Learning Initiative vacancies are not advertised. From the Applicant Pool profile you have submitted, a principal or recruiting officer can search for your record based on their requirements against the information you have included and contact you directly. A more complete profile may lead to more opportunities being offered to you.

You may also apply for other advertised positions. In the My Activities section, any advertised positions you apply for will appear. You can confirm the status of your online application by viewing the **Status** column. Applications that have been successfully submitted will show with a status of **Submitted**.

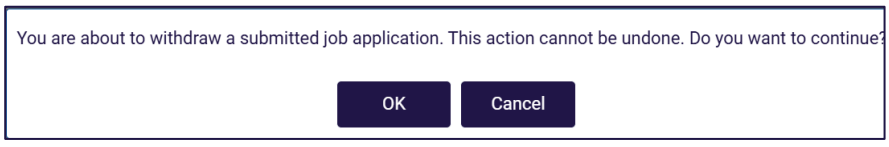


Withdraw from the Applicant Pool

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.



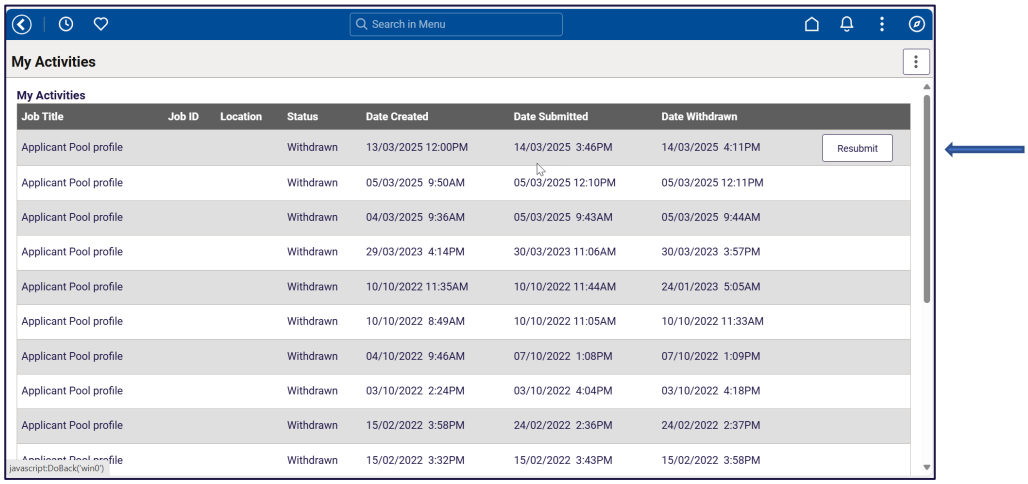
Click the **OK** button.

Your application has now been withdrawn.

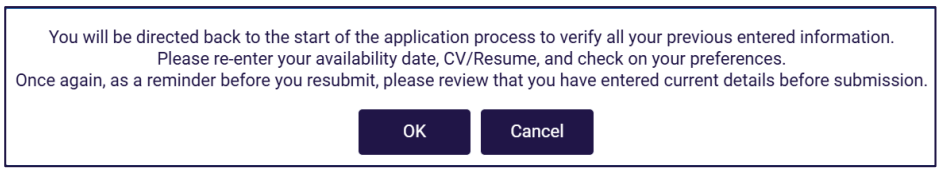
Resubmit

You can resubmit your application by clicking on the Resubmit button.

In the **My Activities** page click the **Resubmit** button for the application you wish to submit again.



You will receive the following message.



You will then be directed to the start of the application process to verify your previously entered information.

Follow the application steps to complete your application.

Further Assistance:

Schools Recruitment Unit

Phone: 1800 641 943 (selection options for Schools Recruitment)

Email: sr.tutor.recruitment@education.vic.gov.au