Submit your application to the Job Opportunities Pool

1. Start a Job Search

Open Recruitment Online (Jobs in Victorian Government Schools) via the ROL <u>Search or Apply for a Job</u> link on the Human Resources Recruitment Online page <u>http://www.education.vic.gov.au/hrweb/careers/Pages/advacsSCH.aspx</u>

Click on the Apply to the Job Opportunities pool link.

Education and Training

Jobs in a Victorian Government School	
Search Jobs	
Bearch by job title, location, or keyword	[>>
Welcome Cathie Nind	Sign Out
View Jobs Posted in Last 7 Days	>
😰 View All Jobs	>
My Job Notifications	>
Apply to Job Opportunities Pool	>
My Activities	>
My Favorite Jobs	>
My Saved Searches	>
k My Account Information	>

Click on Apply to Job Opportunities Pool.

2. Sign into your Recruitment Online account

You will be prompted to sign into your Recruitment Online account using your User ID and Password.

Note: If you have not already created an account, click the "**Register Now**" link and follow the prompts to set up your account.

dd your resume to ROL Job Opportunities 🛛 🛈			_
899 jobs found. Only the first 300 jobs can be disp	Sig	ın In	
2023 Classroom Teacher - LOTE German		* Indicate:	s required field
Job ID 13			
Location Bi	*User Name		>
Department Br	*Password		
Posted Date 03			
Apply By 10	Sign In		
Classroom Teacher	Forgot User N	ame Forgot Password	
Job ID 13	Are you a new user? Register Now		
Location Ki			>
Department Kiln	ore Primary School	-	
Posted Date 03/	0/2022		
Apply By 16/	0/2022		

3. Recruitment Online application process

After you have signed into Recruitment Online, the Job Opportunities profile screen will appear. At any time you can click Save as Draft so your profile is available for amending prior to submitting.

3.1 Step 1 of 9 - Start

Read the information provided in Start. Tick the box in the View Terms and Conditions bar and click the **Next** button to move to Step 2.

Note: In order to progress to Step 2 this checkbox must be ticked.

	Save as Draft	Next 📎
Step 1 of 9: Start		
Thank you for your interest and for submitting your application to the Job Opportunity Pool. This will allow you to express interest in Teaching. Education Support and casual roles. Recruiting Schools can search the pool for potential candidates and your profile will be saved for a maximum period of 3 months from the date you have submitted your application. You will receive an email notification at the expiry date and can resubmit your application in the Job Opportunity Pool.		
The following steps will guide you through the submission process, including job preferences and work experience. Carefully complete all information before submitting.		
If you require assistance, contact the Schools Recruitment Unit via email at schools.recruitment@education.vic.gov.au or 1800 641 943.		
Before you begin the job application process, please read the Terms and Conditions carefully.		
By providing your contact details, you are consenting to be contacted by the Department of Education and Training about employment opportunities (which may be outside of your preferences listed), training, research and other teaching opportunities.		
By selecting the 'I have read and agree to the above terms and conditions' checkbox you indicate that you have read and understood these Terms and Conditions and acknowledge your agreement with them. If you do not agree, you will not be able to proceed to submit an application and should select the Exit button.		
View Terms and Conditions		
✓ I have read and agree to the above terms and conditions		

Note: To progress through each step you can click the Next button or click the step you want on the side menu.

3.2 Step 2 of 9 – Attachments

You can choose to add 1 or more attachments to support your application. It is recommended that you attach a covering letter and a recent resume/CV. You must attach at least 1 attachment in this section before you can proceed with your application. Click on the **Attach Cover letter and Resume/CV button**.



Education

Click on **Choose From** and select the document you wish to upload. Click the **Upload** button. Repeat this process if you wish to upload more than one attachment.

Click the **Next** button to move to Step 3.

	Save as Draft Save as Draft Next	≫	-
Step 2 of 9: Attachments		•	
0			
Cover Letter and Resume/CV (Required)			
Attach Cover Letter and Resume/CV			
*Cover Letter or Resume/CV Title	Resume.docx		
Attached File	Resume.docx		
Attached B			
Attached On	03/10/2022 11:07AM		
Cover Letter or Resume/CV Title	Resume.docx		
Attached File	Resume.docx		
Attached By			
Attached On	03/10/2022 II:07AM		
	Remove all Cover Letters and Resume/CVs		



3.3 Step 3 of 9 – Preferences

You can customise your Job Opportunities profile to reflect the type of jobs you are interested in.

Job Preferences	4. I am available to work the following days of the week
1. I can start my new job on or after 27/10/2023	✓ Monday
2. I am looking for the following kind of job	v Hesday √ Wednesday
Ongoing	√ Thursday
○ Fixed Term	
◯ Casual	√ Friday
• Any	Saturday
3. I want to work the following kind of employment	Sunday
◯ Full-Time	5. I want to work this number of hours (per week)
○ Part-Time	38
● Either	

Note: The I can start my new job on or after date is a mandatory field. Click on the calendar to select the date you are able to commence.

Select the kind of job that interests you, i.e. Ongoing, Part time.

Select the kind of employment that interests you, i.e. Full or Part time.

Select the days of the week you are able to work, i.e. Monday, Tuesday.

Select the total number of hours you want to work weekly, i.e., 20, 38.

Scrolling down will allow you to Add Location Preferences and Role Types.

Click on the Add Location Preferences button.

✓ Search Criteria				
*Search Locations By:	Region	~	VIC	
*Location:	begins with	~		
Search	Clear			
Select All Deselect All				

You are able to search by selecting the region and a specific area location.

Select	Region	List of All Locations Within
	Central Office	List All Locations Within
	North-Eastern Victoria Region	List All Locations Within
	North-Western Victoria Region	List All Locations Within
	South-Eastern Victoria Region	List All Locations Within
	South-Western Victoria Region	List All Locations Within



You can select a specific region/s which will indicate you are happy to work at any location within that region.

6. Location Preferences chosen

I am open to being considered by schools not listed within my initial preferences and am willing to consider relocation to a school with departmental assistance (i.e incentive payment)

Location Preferences

	Location Type	Location		
1	Region	South-Western Victoria Region	Î	
You have not added any Location Preference information to your application.				

Add Location Preferences

Note: You are able to indicate you if you would like to be considered for opportunities from schools not listed in your preference/s. To confirm this, tick the checkbox.

Location Preferences is a mandatory field so you must select at least one preference before moving on to the next step.

Click on the **Done** button once you have made your selection.

Click on the Role Type button.

Select the appropriate Role Type/s.

Note: You must select at least one Role Type.

Click the + button to add Role type/s preference.

Role	Type Preferences				
	Tutor	\checkmark	Casual Relief Teacher	\checkmark	Support Your School Initiativ
	Head Start Learning Leader		Graduate Teacher		Assistant Principal
	Executive Class		Inclusion Outreach Coach	\checkmark	Primary Teacher 🔶 🗕 🛶 🛶 🛶 🛶 🛶 🛶 🛶 🛶 🛶 🛶 ۲
	Principal		Secondary Teacher		Special School Teacher
	Targeted Financial Incentive		Teacher Leadership - not Prin		Learning Specialist
	Tutor - Education Support		Head Start Director		Head Start Assistant Directo
	Head Start Coordinator		Head Start Administrator		After School Care Assistant
	After School Care Co-ordinator		Bus Driver		Business Manager

Applicant Job Opportunities



Click on the **Done** button once you have made your selection.

Click on the **Next** button to move to Step 4.

3.4 Step 4 of 9 – Education

You can add information about your education history to your Job Opportunities profile. Click on the + to add your education information.

Click the buttons in this section to add information. Noting that you can progress to step 5 **without** entering information in this step.

Cancel Add	Post-Secondary Education	Done	+
*Completion Date	þ4/10/2022		
*Degree Type	٩		
*Degree Name	٩		
Country	Australia Q		
State	٩		
Educational Institution	٩		
Name of Institution			
Major Code	٩		
Major Description			
Graduated			
Other Degree Type / Name		Ľ	
*Field of Study		Ľ	

Once you have entered your information click on the **Done** button.

			Save as Draft	Previous	Next 📎
Step 4 of 9: Education					
Education History					
Highest Education Leve	Not Indicated	~			
Post-Secondary Education					
+					
Degree Type					
Bachelor Degree					>

Click the Next button to move to Step 5.



3.5 Step 5 of 9 – Other Information

You can customise your Job Opportunities profile to reflect other details relevant to your application such as Licenses & Certifications and Language Skills.

Exit	Complete Application	:
Job Opportunities		Save as Draft 🛛 < Previous Next 📎
1 Start Complete	Step 5 of 8: Other Information	
2 Attachments Complete	Licenses and Certifications	-
3 Preferences Complete	You have not added any licenses and certifications. Add Licenses and Certifications	
4 Education Complete	ିତ Language Skills	_
5 Other Information In Progress	You have not added any language skills.	
6 Work Experience Not Started	Add Language Skills	
7 Subjects/Duties Not Started		
8 Review and Submit Not Started		

Clicking the Add License and Certifications button to add License/Certifications.

Job Opportunities					Sara as Draft / Drawlown
1 Start Complete	Step 5 of 8: Other Information	Cancel Add	Licenses and Certifications	Done	
2 Attachments Complete	Licenses and Certifications	"Issue Date	09/15/2020		
3 Preferences Complete	Add Licenses and Certifications	*License	COACH L1 Q		
4 Education	0	State	Mictoria Q		
	Language Skills	Renewal Required	No		
5 In Progress	Add Language Skills	Renewal In Progress	No		
6 Work Experience Not Started	_	Expiration Date			
7 Subjects/Duties Not Started		Other License Details			
8 Review and Submit		License/Certification Number			
		Issued By			

Click the **Done** button once the information is entered.

Click the Add Language Skills button to add your language skills.

5 of 8: Other Information	ancel	Add Language Skills	Done	
es and Certifications	*Evaluation Date	09/15/2020		
	*Language	JA Q		
	Reading Proficiency	3 - High 🗸		
Level 1	Speaking Proficiency	3 - High 🗸		>
	Writing Proficiency	3 - High 🗸		
e Skills	Native Language	No		
ave not added any language skills.	Able To Translate	No		
Add Language Skills	Able To Teach	No		

You are able to enter the language several ways. You can:

- Enter the first 3 letters of the language directly in the **Language** field. This will either enter the language or will give you a minimised search result if there is more than once language beginning with the letters
- Click the look up button on the Language field and use the scroll bar to scroll down and find the language wish to enter
- Click on the Search Criteria button and enter the language in the Description (begins with) field.

Once the language has been entered continue to enter data in the remaining fields as appropriate.

Click the **Done** button once the information is entered.

Scroll down to enter VIT Registration / WWC Check.

Click on the + under VIT Registration / WWC Check.

Cancel Add V	Add VIT Registration / WWC Check							
*VIT/WWC	; Q							
Registration Type	۹ 🛛 🔍							
Registration Status	۲. ۵							
Expiry Date								
Card Number								
Name on Card		Ū						

Enter your VIT Registration / WWC Check information.

Note: Interstate Registrant - this is for applicants who are qualified teachers from other states who do not hold a VIT but hold the interstate equivalent. This will identify they are an interstate registrant.



For Victorian teacher applicants a current VIT is required.

Once you have entered your information click the **Done** button.

VIT Registration / WWC Check

+			
VIT/WWC	Registration Type	Card Number	
VIT Registration	Registered teacher	123456789	>

Click the Next button to move to Step 6.

3.6 Step 6 of 9 – Questionnaire

	Save as Draft	Previous	Next 📎
Step 6 of 9: Questionnaire			
Employment Questionnaire			
Questions marked with an * are required. You are required to answer all the mandatory questions. Please answer the following questions as carefully as possible.			
*1. Right to work / Visa status			
Australian Citizen			
O Permanent Resident			
◯ Skilled Visa			
Temporary Work Visa			
○ No Right to Work			

Select the correct radio button for you.

Note: This is a mandatory question.

Click the **Next** button to go to Step 7.

3.7 Step 7 of 9 – Work Experience

You can add information about your employment history and add your references to your online application.

🕷 Esit	Complete Application	:
Job Opportunities		Save as Draft 🖌 Provideus Next 📎
1 Start Complete	Step 6 of 8: Work Experience	
2 Attachments	Work Experience	
Complete	You must enter information in this section.	
3 Preferences Complete	Add Work Experience	
4 Education	References	
Company	You have not added any references.	
6 Other Information Complete	Add Reference	
Work Experience In Progress		
7 Subjects/Duties Not Started		
8 Review and Submit Nat Started		



Click the Add Work Experience button.

Exit			Complete Application	:
Job Opportunities				Save as Draft 🔨 Previous 🛛 Next 📎
1 Start Complete 2 Attentis Complete 3 Preferences Complete 4 Education Complete 5 Objective Complete 6 Objective Complete 7 Subjective Complete 7 Subjective Complete 8 Objective Controls 9 Mark Specific Controls 10 Review and Statestit	Step 6 of 8: Work Experience Work Experience (Requind) Wor rust enter information in this section. Add Work Experience Performed Add Baference	Cancel "Start Date End Date "Engloyer "Engloyet Supervisor Supervisor Email Supervisor Email OK to contact? Description Country	Add Work Experience 02/01/2000 Im Aberton Primary Im Clissroom Treacher Jessee Smith Jessee Smith Im Australia Im	
		Address I		

Once you have entered the information click the **Done** button.

Step 6 of 8: Work Experience		Cancel	Add Reference	Done
Work Experience (Required)		Reference Information		^
Employer	Jobi	*Reference Type	Professional ~	- 1
Alberton Primary	Clas	*Reference Name	Jessica Smith	. 1
A		*Title	Principal	- 1
References		Employer		- 1
You have not added any references.		Phone		. 1
Add Reference		Email Address		- 1
		Address		_
		Country	Australia ~	- 1
		Address 1		- 1
		Address 2		- 1
		City / Postcode	٩	
				-

Once you have entered the information click the **Done** button.

Click Next to move to Step 8.

3.7 Step 8 of 9 – Subjects/Duties

You must enter at least once subject/duty to progress to the next step.



Click on the Add Subjects/Duties button.



Education

Once you have selected at least one Subject/duty click the **Done** button.

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

3.9 Step 9 of 9 - Review/Submit

At Step 9, you can preview the information that you have added to your profile. To change any of the details you have entered, click the **Modify link** or the **Modify** icon in each section. To submit your application, click the **"Submit**" button.

			Save as Draft	Previous Submi
hank you for your interest. Review your application and make any chan	nges before submitting.			
Step 9 of 9: Review and Submit				
✓ My Contact Information				
Email	Address			
Phone	Contact Method			
		Modify		
Cover Letter and Resume/CV				
Preferences				
Education History				
Work Experience				
Post-Secondary Education				
Licenses and Certifications				
▶ Language Skills				
▶ Role Types				
Subjects/Duties				
► VIT Registration / WWC Check				
► References				
Employment Questionnaire				

4 Application submitted confirmation

After you have completed and successfully submitted your details to Job Opportunities, a confirmation message will appear on screen.

<u> </u>		Application Confirmation	
		You have successfully submitted your job application	
Jobs Applied For			
	Job Title You have submitted an application for job opportunities.	Application Date 03/10/2022	
🏫 Careers			
😼 View Submitted Ap	pplication		

Click the View Submitted Application to see the Application Summary



Click the **Careers** link on the confirmation message to return to the **Careers Home** screen.

 	View Jobs Posted in Last 7 Days	>
ı Rş	View All Jobs	>
	My Job Notifications	>
I 🕞	Apply to Job Opportunities Pool	>
	My Activities	7 >
i	My Activities My Favorite Jobs	7 >
	My Activities	7 >

5 My Activities view

In the Careers Home screen, click the My Activities link.

Your Job Opportunity profile will appear here.

My Activities									
Job Title	Job ID	Location	Status	Date Created	Date Submitted	Date Withdrawn	Edit Application	Withdraw Application	
Job Opportunity			Submitted	03/10/2022 2:24PM	03/10/2022 4:04PM		Edit	Withdraw	>

4. Edit your Job Opportunity profile

You are able to **Edit** your profile.

My Activities									
Job Title .	Job ID	Location	Status	Date Created	Date Submitted	Date Withdrawn	Edit Application	Withdraw Application	
Job Opportunity			Submitted	03/10/2022 2:24PM	03/10/2022 4:04PM		Edit	Withdraw	

To edit your submitted profile click on the **Edit** button.

Click on the section you wish to edit, make your changes and once satisfied with your profile click Submit.

Once you have clicked submit you will receive a confirmation message as details above.

Your application to Job Opportunities will appear as Job Opportunity.

5. Withdraw your Job Opportunity profile

You are able to Withdraw your profile.

VIC	TORI State Governmen	A E or	ducation nd Training						
My Activities									
Job Title	Job ID	Location	Status	Date Created	Date Submitted	Date Withdrawn	Edit Application	Withdraw Application	
Job Opportunity			Submitted	03/10/2022 2:24PM	03/10/2022 4:04PM		Edit	Withdraw	>

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

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

Click the **OK** button if you wish to continue.

Once your profile is withdrawn you are able to resubmit at a later date.

My Activities										
Job Title	Job ID	Location	Status	Date Created	Date Submitted	Date Withdrawn				
Job Opportunity			Withdrawn	03/10/2022 2:24PM	03/10/2022 4:04PM	03/10/2022 4:18PM	Resubmit			

If you do wish to resubmit, click the resubmit button which will direct you to the start of the application process.

Reminder: before resubmitting ensure you review your entered data.

6. Assistance

For additional assistance please contact the Schools Recruitment Unit.

Phone: 1800 641 943 (selection options for Schools Recruitment) Email: <u>schools.recruitment@education.vic.gov.au</u>