Register for Covid-19 Principal Support Opportunities

Applicant registrations

Applicants interested in casual employment, as a Covid-19 Principal Support, can register their interest by creating an Applicant Profile in the Job Opportunities pool and should provide information such as Role Type, location preferences and availability to work. Schools will then be able to use this information as search filters when undertaking a selection process.

Create your Profile

To create an applicant profile and register your interest, open the Recruitment Online portal (Jobs in a Victorian Government Schools) via the ROL link on HRWeb at:
http://www.education.vic.gov.au/hrweb/careers/Pages/advacsSCH.aspx

Or if you are a current employee open the Recruitment Online portal through eduPay Careers tile.

Click **Add your resume to ROL Job Opportunities** to login and create a profile to register your interest in Covid-19 Principal Support positions/s.

After you have signed into Recruitment Online, the Job Opportunities profile screen will appear.

Terms and Conditions

Tick the box in the terms and conditions bar to progress to step 2. This is the only step that you must complete before you can progress through the system.

Click **Next** to move to the next step on each page.

Attachments

You can choose to add 1 attachment to support your application. Click the **Add Attachment** button to upload a document. Your attachment should be less than 5MB in size.

Preferences

You are able to choose options that are relevant to you such as:

- Start date
- Type of employment
- Full or part time employment.

You are then able to add your location preferences and can select your preference by Region, Locality or School when you select the **Add Location Preferences** button.

You will then select your role type by clicking on the **Add Role Types** button. In this case you would select R00605 – Covid-19 Principal Support as your preferred Role Type.

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

Other Information

It is recommended you record your Victorian Institute of Teaching (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.

Click the **Add VIT Registration / WWC Check** button and select the appropriate registration type for VIT or WWC.

Employment History

You can add information about your employment history to your online application. Click the **Add Work Experience** button and the **Add Reference** button to add information.

Subjects/Duties

For Covid-19 Principal Support vacancies it is not necessary to enter information about the Subjects/Duties you are able to teach or perform.

Review/Submit

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 next to each section.

Prior to submitting your applicant profile ensure you have indicated **Covid-19 Principal Support** under the Role Types option. This is important for principals to identify people interested in these positions.

Click **Submit** when you have completed a review of your profile.

Application submitted confirmation

After you have completed and successfully submitted your Job Opportunities 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**.

Your profile is now complete.

Additional Information

Further applicant help is available here. The Applicant Help page contains step by step guides and FAQs.

Contact:

Schools Recruitment Unit
Phone: 1800 641 943
Email: schools.recruitment@education.vic.gov.au