School Jobs Vic

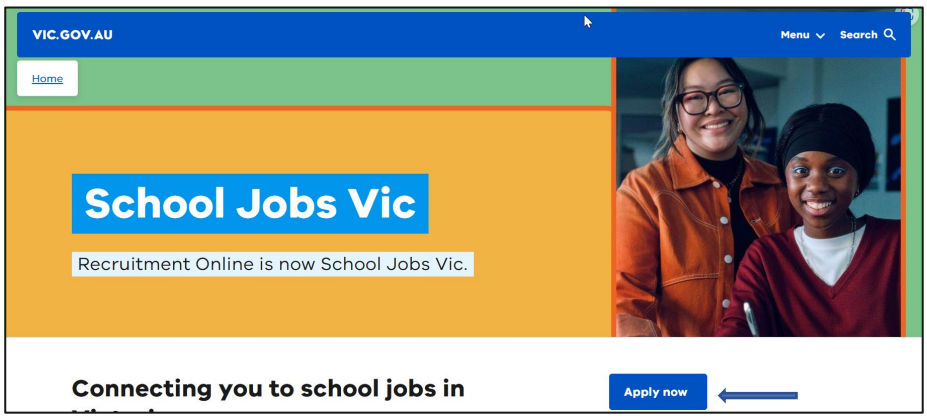
Joining the Applicant pool

VICTORIA State Government | Department of Education

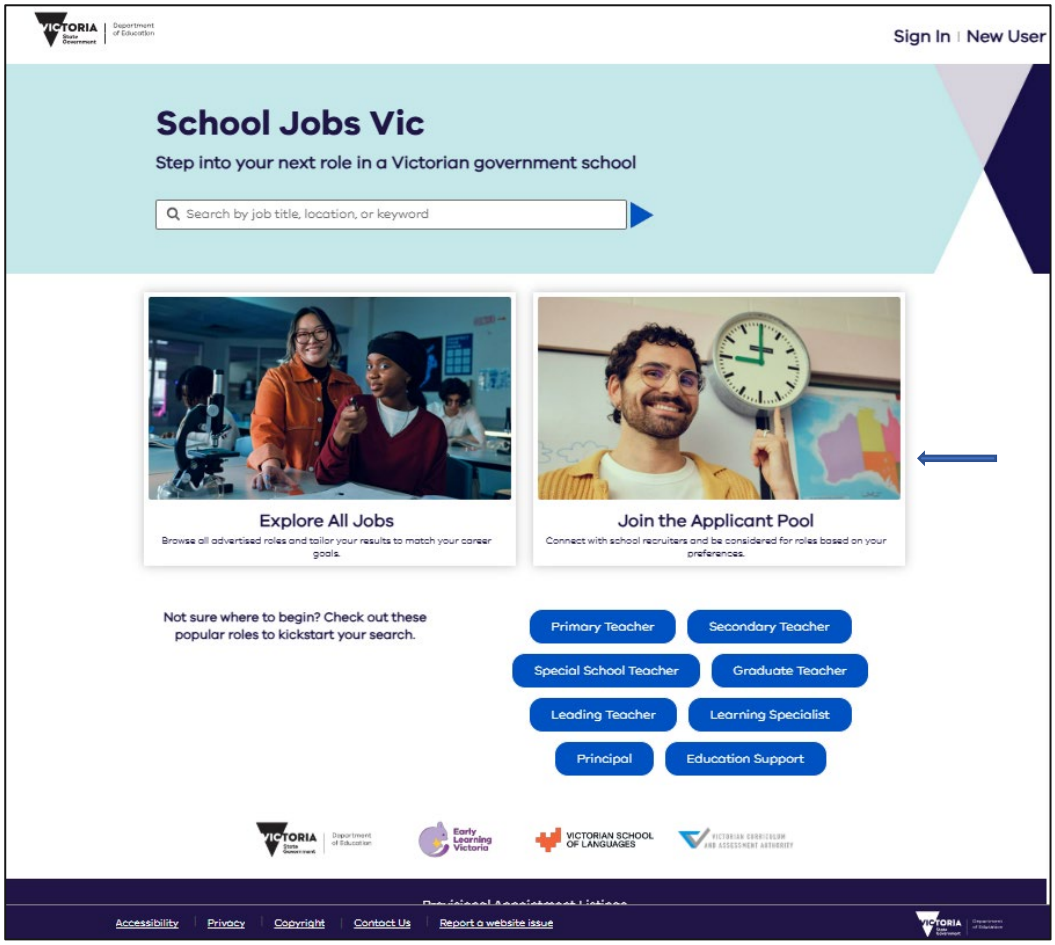
Contents

Applicant Pool Profile

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



Click on the **Join the Applicant Pool** link.



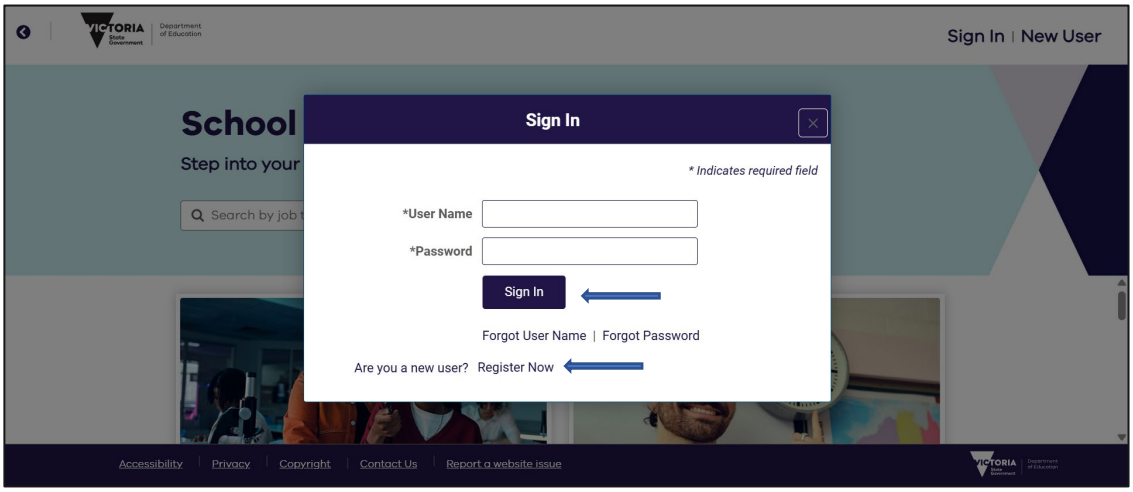
Click on **Join the Applicant Pool** and press the continue button to be prompted to sign into School Jobs Vic.

Sign into your School Jobs Vic account

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

Note: Your username is separate to your email address. If you are having trouble logging in/using the **Forgot Password** link, please confirm the username you created via the **Forgot Username** link.

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



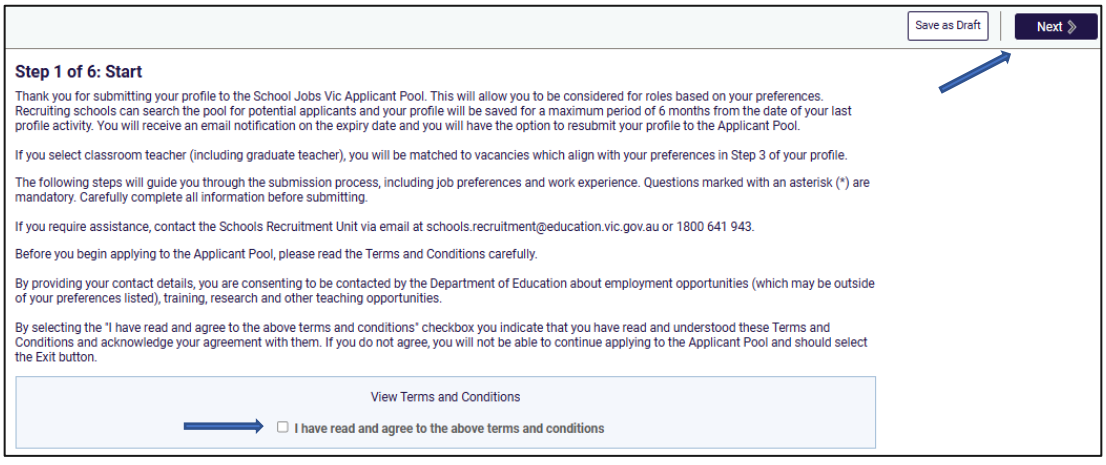
School Jobs Vic application process

After you have signed into School Jobs Vic, the Applicant Pool profile screen will appear. At any time, you can click Save as Draft, so your profile is available for amending prior to submitting.

Step 1 of 6 - 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.

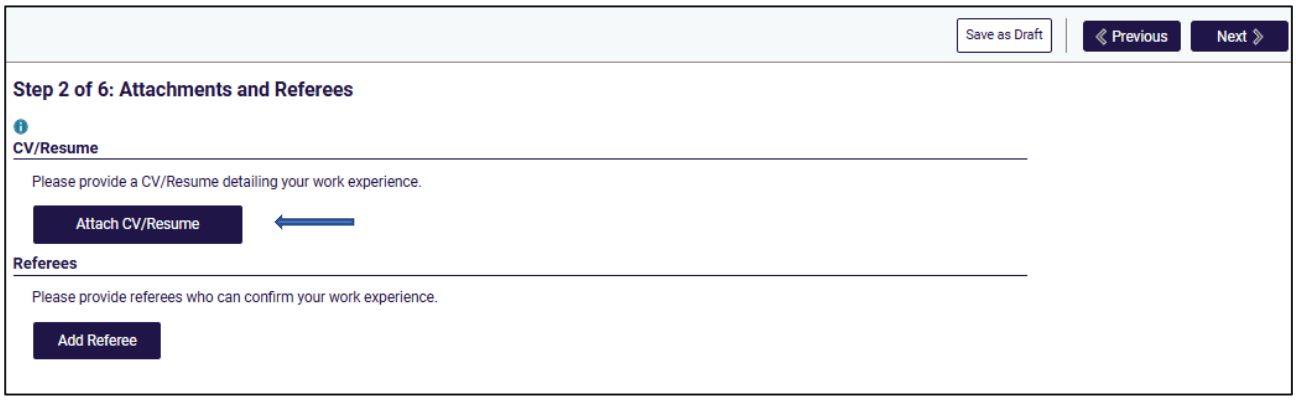


Note: Click the **Next** button to progress through each step.

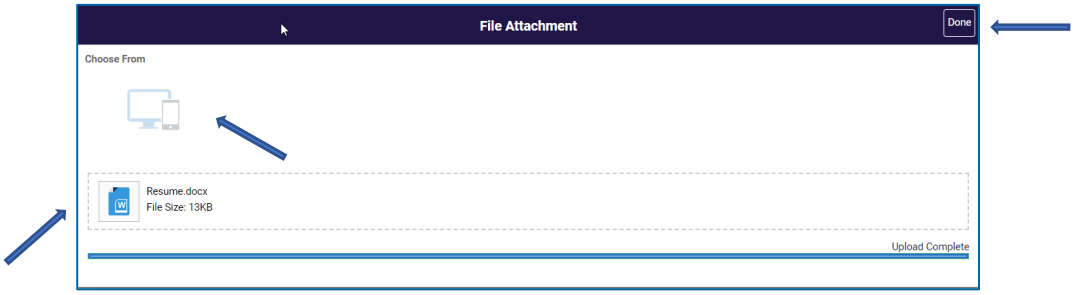
Step 2 of 6 – Attachments and Referees

You can choose to add one or more attachments to support your profile. It is recommended that you attach a generic Cover Letter and a recent CV/Resume.

Note: To be matched to a classroom teacher vacancy, applicants must have either a CV/Resume attached to their profile or have all steps completed on their profile.



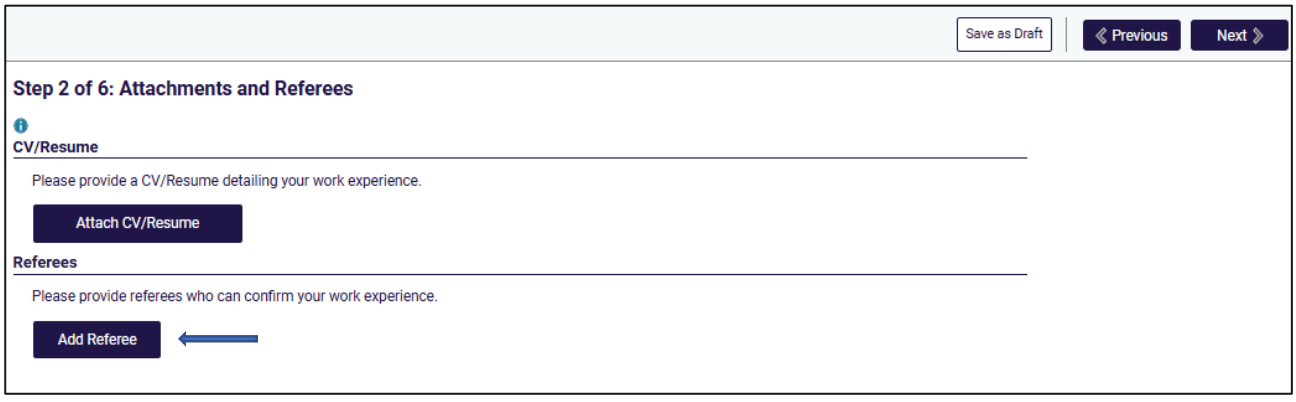
Click on the **Attach CV/Resume** button.



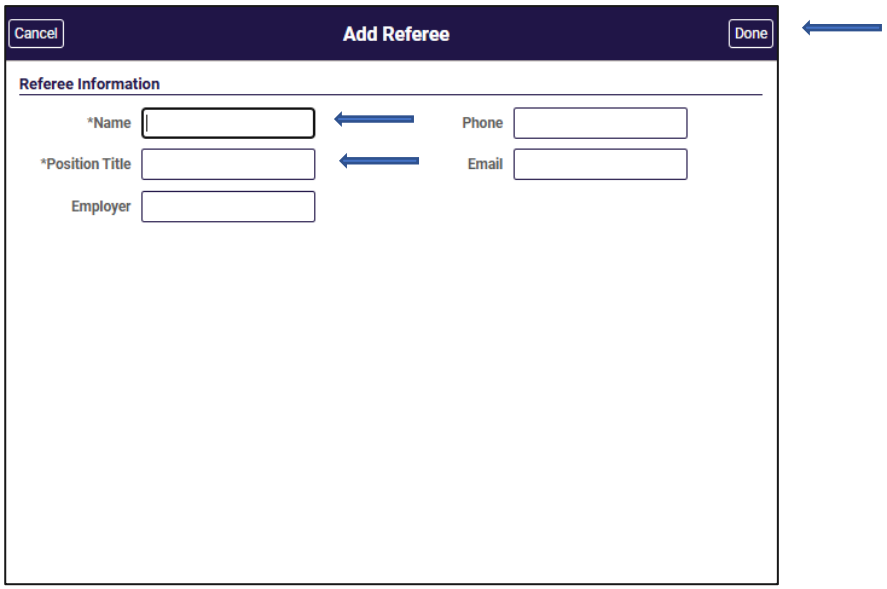
Click on **Choose From** and select the document you wish to upload. Click the **Upload** button.

Click the **Done** button.

Repeat this process if you wish to upload more than one attachment.



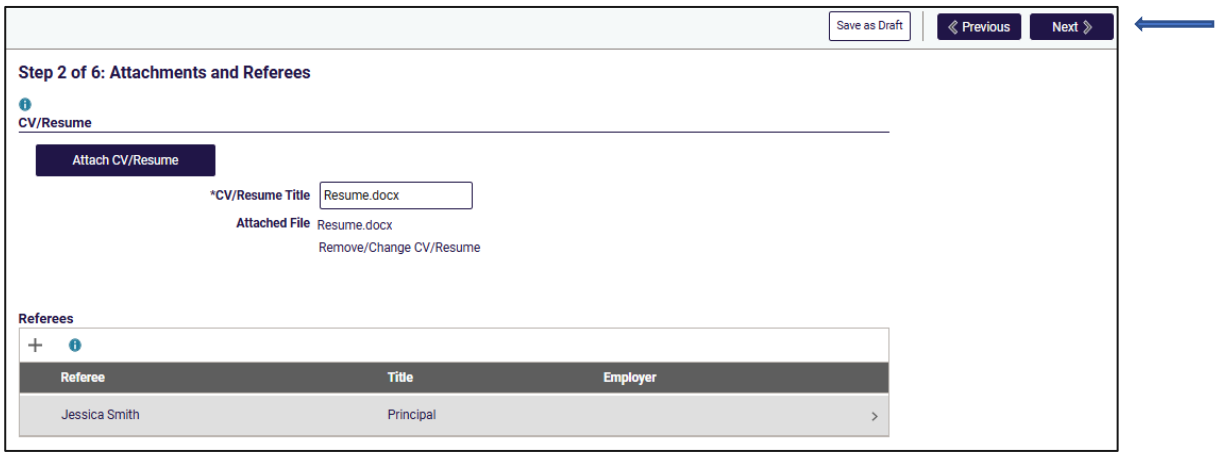
Click the **Add Referee** button to provide contact information to confirm your work experience.



Provide the name and contact information of your referees, click the **Done** button to continue.

Title your attached document/s.

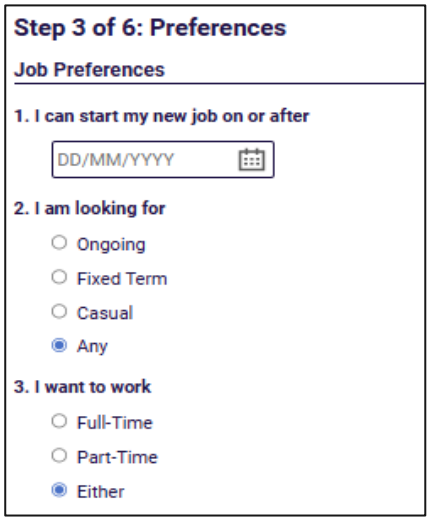
Click the **Next** button to move to Step 3.

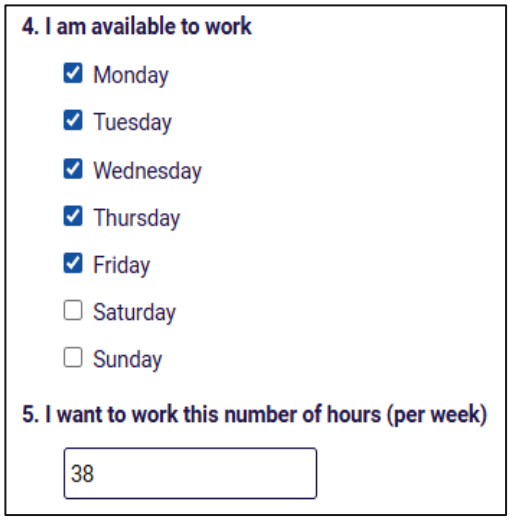


Step 3 of 6 – Preferences

Choose options that are relevant to you.

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





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

Select the kind of job that interests you, i.e., Ongoing, Fixed Term.

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

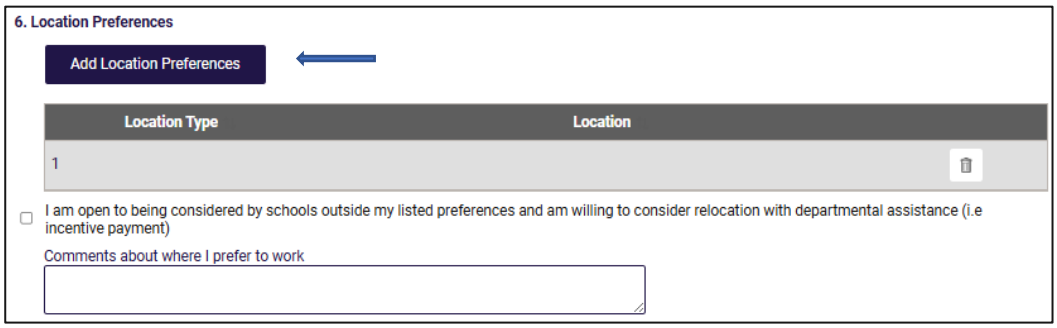
Note: Applicants seeking part time employment are encouraged to select full time also. Successful candidates may negotiate their preferred time fraction as part of the recruitment process.

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

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

Next you will need to **Add Location Preferences**, **Role Types and Subjects/Duties.**

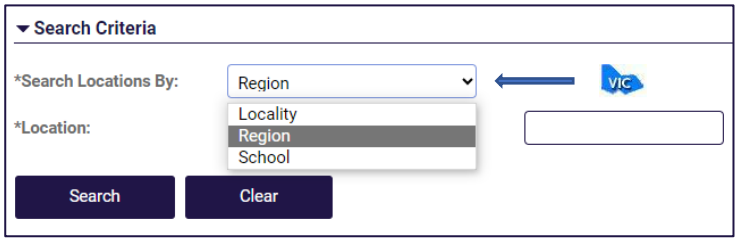
Click on the **Add Location Preferences** button.



You can **Search Locations By** locality, region or school.

Note: The matching function will search within Local Government Areas (LGAs). Note that when a specific school is selected, you will be matched to all schools within the LGA. E.g. If you select Dandenong High School, you will be matched to all schools in the Greater Dandenong LGA.

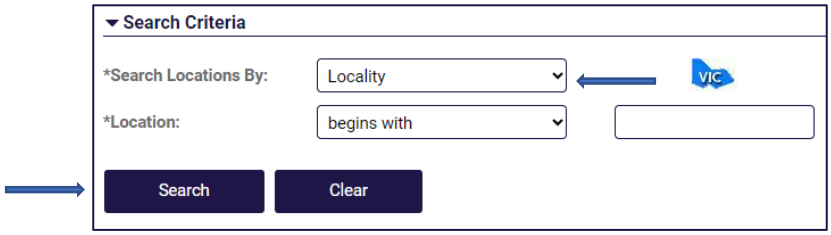
Click the **Search Locations By** drop down menu to make your selection.



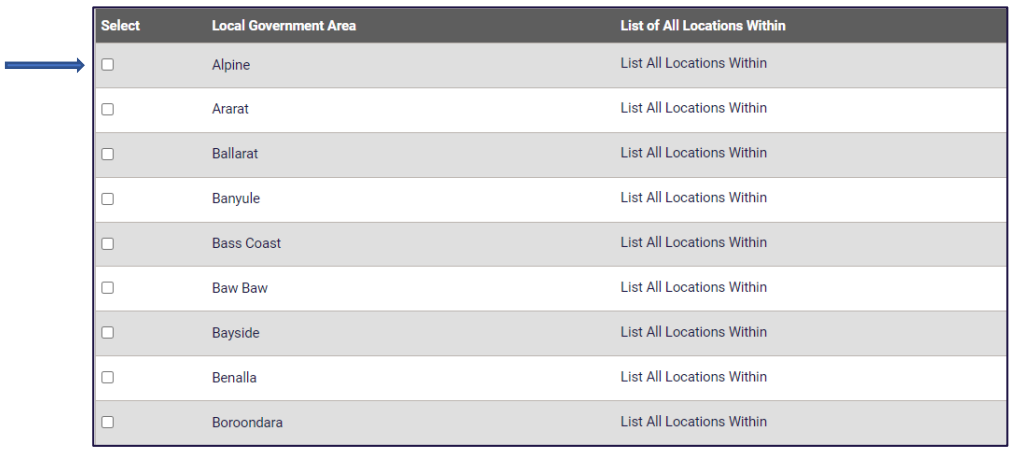
Locality

Select **Locality.**

Click the **Search** button.



Your search results will show LGAs.



Select	Local Government Area	List of All Locations Within
☐	Alpine	List All Locations Within
☐	Ararat	List All Locations Within
☐	Ballarat	List All Locations Within
☐	Banyule	List All Locations Within
☐	Bass Coast	List All Locations Within
☐	Baw Baw	List All Locations Within
☐	Bayside	List All Locations Within
☐	Benalla	List All Locations Within
☐	Boroondara	List All Locations Within

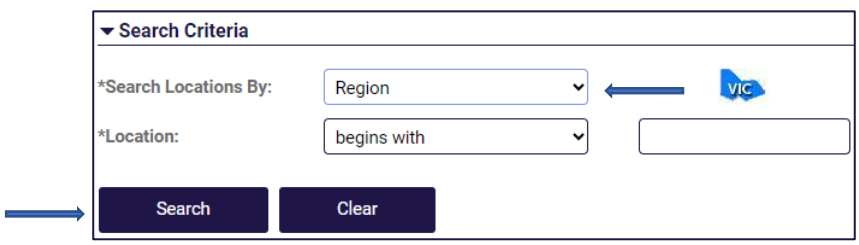
Select all relevant LGA's that you are interested in working in.

Select the **Done** button.

Region

Select **Region.**

Click the **Search** button.



Your search results will show all regions.

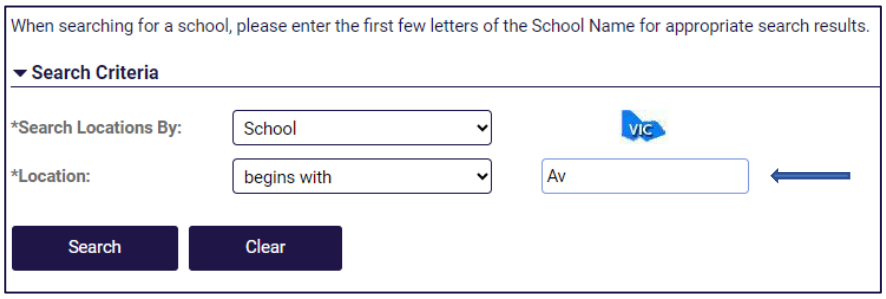
You can select a specific region/s which will indicate you are happy to work at any location within that region.

After selecting a specific region, you will get the following message:

You can change your selection if you are wanting to select either Locality or School instead.

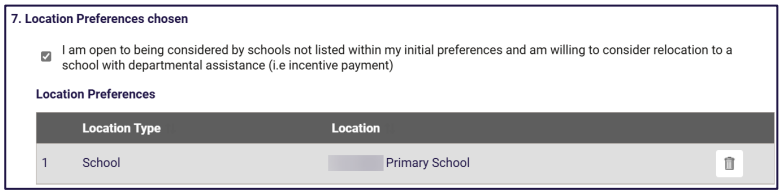
School

Select **School.**



When searching for a school, you will need to enter the first few letters of the school's name to get an optimal result.

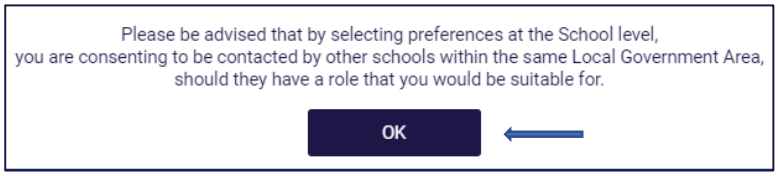
Click the **Search** button.



Tick the **Select** button of the school you wish to choose.

Select the **Done** button.

You will receive the following message:

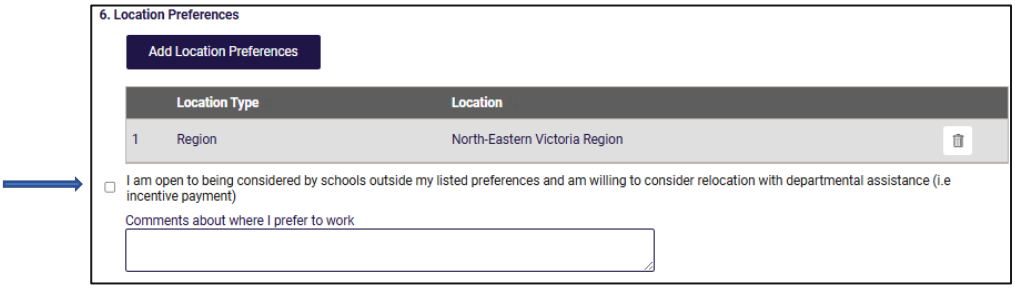


Click the **OK** button.

Your **Location Preferences Chosen** are now visible.

Reminder: The matching function for classroom teacher roles will search within LGAs. Noting that when a specific school is selected, you will be matched to all schools within the LGA. E.g. If you select Dandenong High School, you will be matched to all schools in the Greater Dandenong LGA.

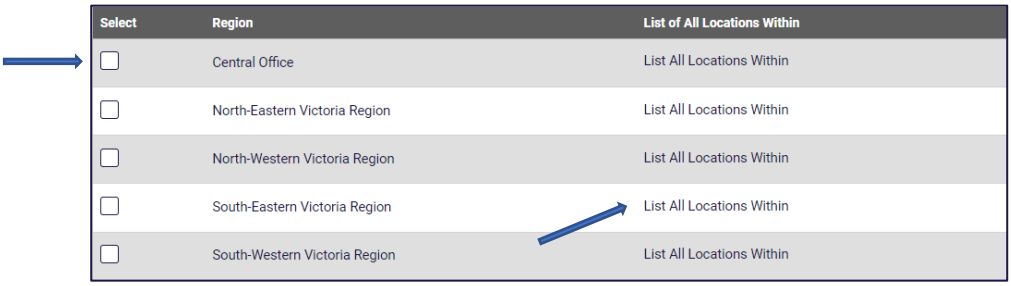
Note: You can indicate if you would like to be considered for opportunities from schools not listed in your preference/s. To confirm this, tick the checkbox.



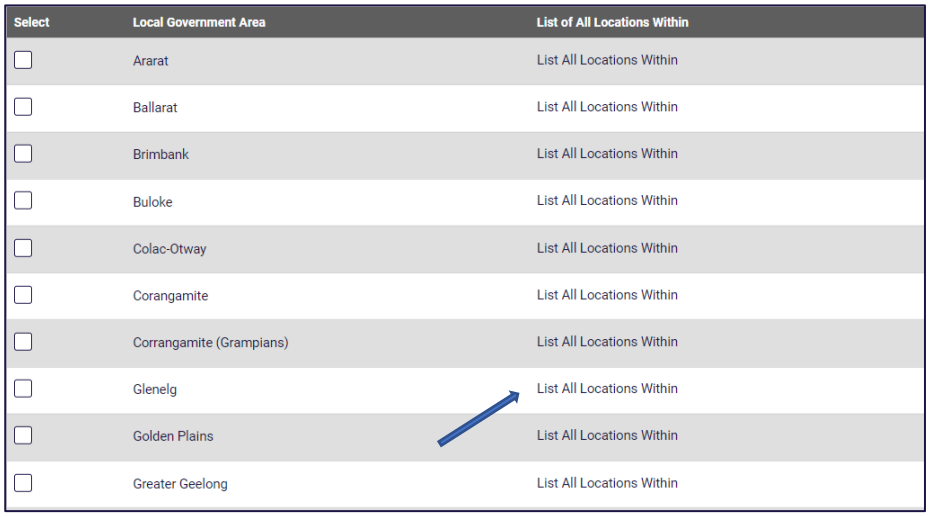
Location Preferences is a mandatory field so you must select at least one preference before moving on to the next step.

You can check schools within a LGA when adding your location preferences.

To check the schools within an LGA, click the **List all Locations Within** link next to the Region.



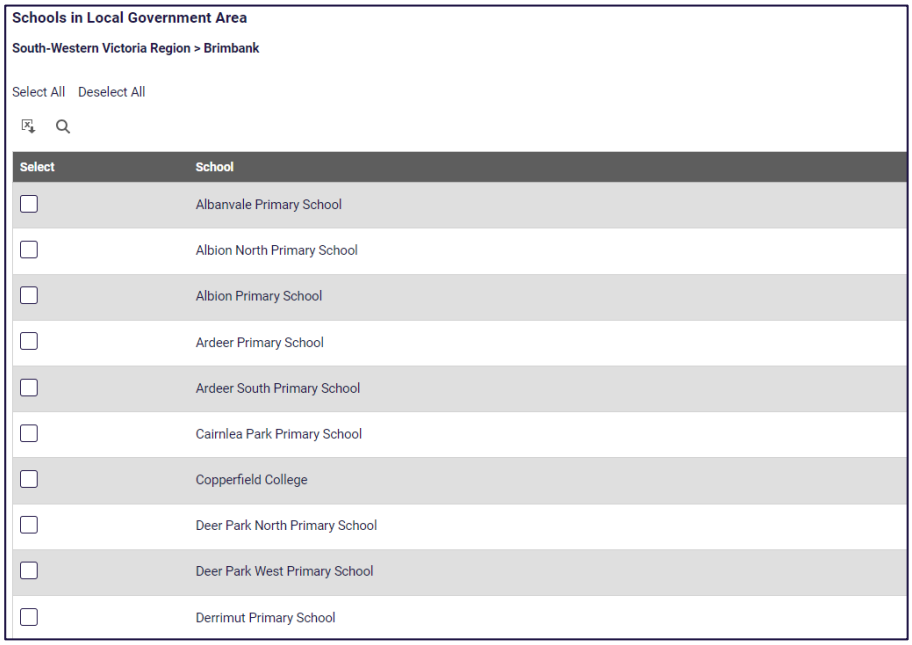
The search result will list the LGAs within that Region.



Select	Local Government Area	List of All Locations Within
☐	Ararat	List All Locations Within
☐	Ballarat	List All Locations Within
☐	Brimbank	List All Locations Within
☐	Buloke	List All Locations Within
☐	Colac-Otway	List All Locations Within
☐	Corangamite	List All Locations Within
☐	Corrangamite (Grampians)	List All Locations Within
☐	Glenelg	List All Locations Within
☐	Golden Plains	List All Locations Within
☐	Greater Geelong	List All Locations Within

You can also see the schools listed within each LGA.

Click the **List All Locations Within** link next to the LGA.



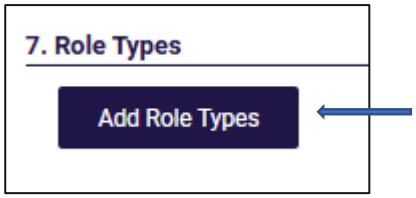
Schools in Local Government Area

South-Western Victoria Region > Brimbank

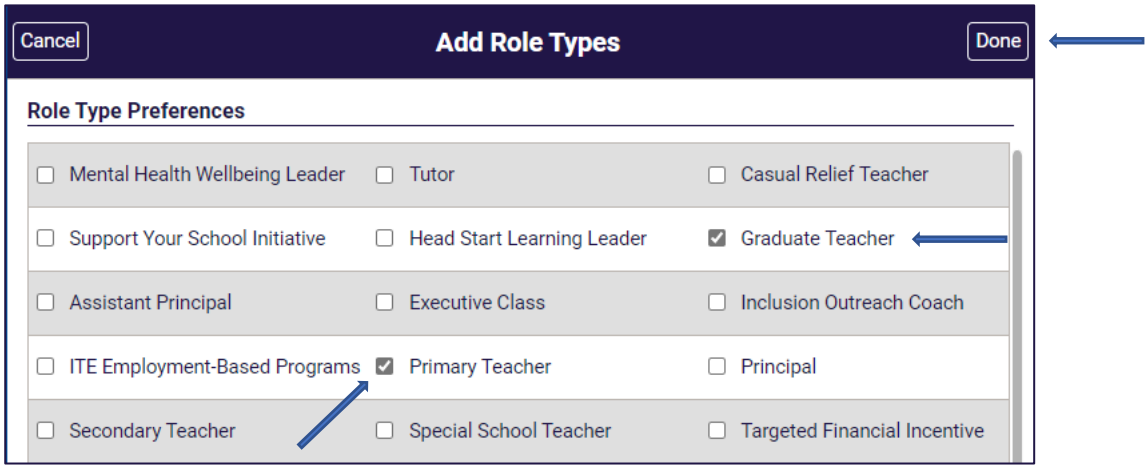
Select All Deselect All

Select	School
☐	Albanvale Primary School
☐	Albion North Primary School
☐	Albion Primary School
☐	Ardeer Primary School
☐	Ardeer South Primary School
☐	Cairnlea Park Primary School
☐	Copperfield College
☐	Deer Park North Primary School
☐	Deer Park West Primary School
☐	Derrimut Primary School

Next, click on the **Add Role Types** button.



Select the **Role Types** appropriate for you: Graduate Teacher, Primary Teacher, Secondary Teacher, and/or Special School Teacher etc.

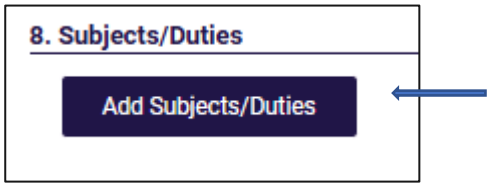


Note: To be matched with graduate teacher positions, applicants must select the **Role Types** - Graduate Teacher in addition to the **Role Types**: Primary, Secondary, and/or Special School Teacher**.**

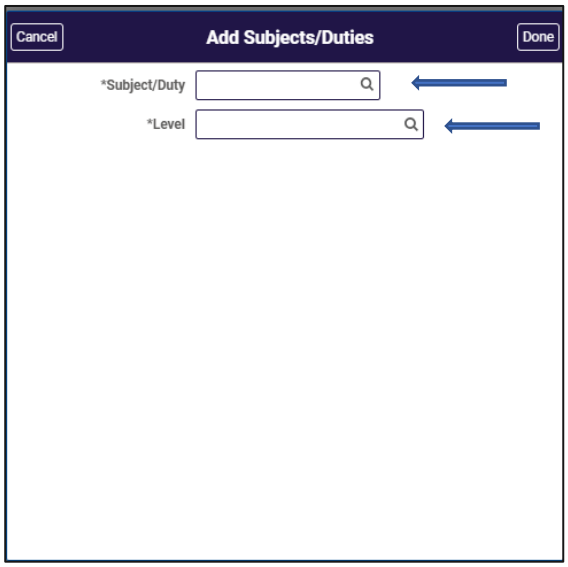
Click the **Done** button once you have selected your **Role Types**.

You can select multiple **Role Types.** To add, change or remove your selected **Role Types** click on 

Next, click the **Add Subjects/Duties** button



Ensure selections are made relevant to the school type that you wish to be considered for (Primary, Secondary, and/or Special Schools).

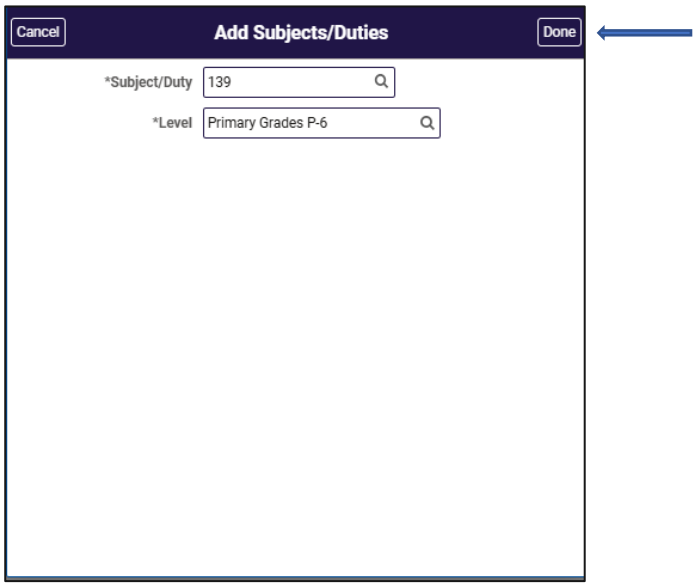


Click on the **Subject/Duty look up** button.

Select your **Subject/Duty.**

Click on the **Level** look up button.

Select your **Level.**

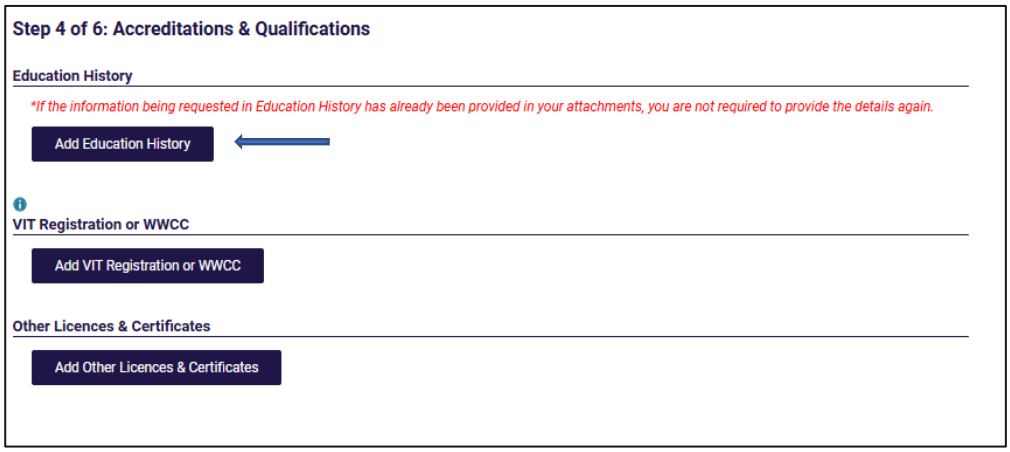


Click on the **Done** button once you have selected your Level & Subject/Duty

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

Step 4 of 6 – Accreditations & Qualifications

You can add information about your **education history, VIT registration/WWC check, licences and certifications** to your Applicant Pool profile.

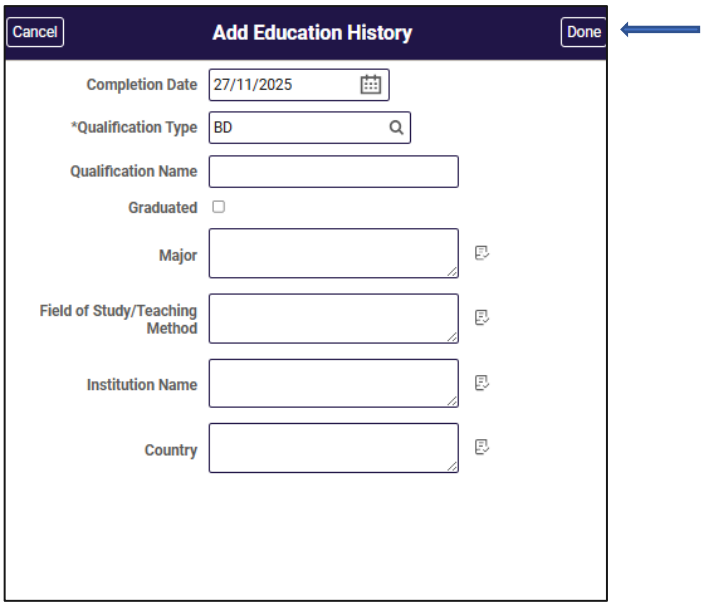


Click on the **Add Education History** button.

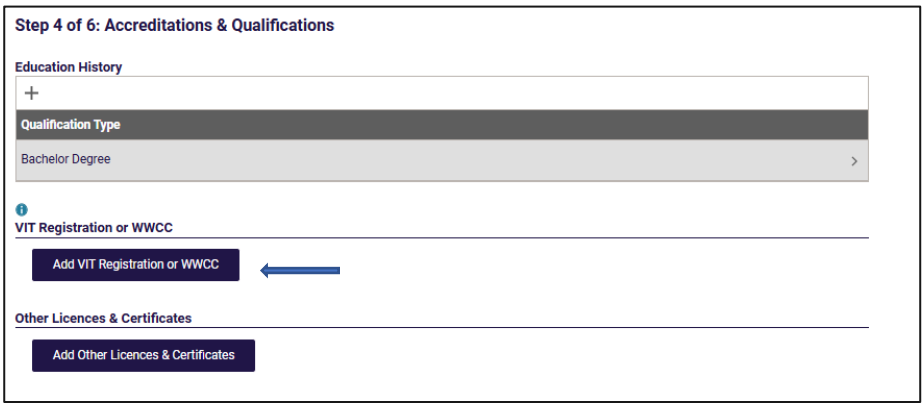
Note: This is not a mandatory field.

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

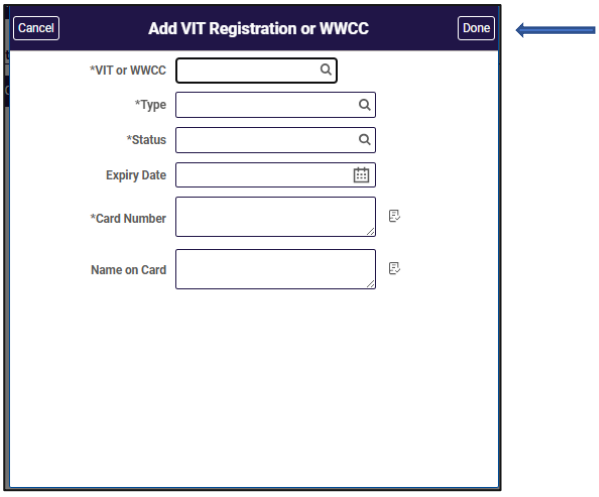
Note: The **Completion Date** is the date that you finished your course requirements.



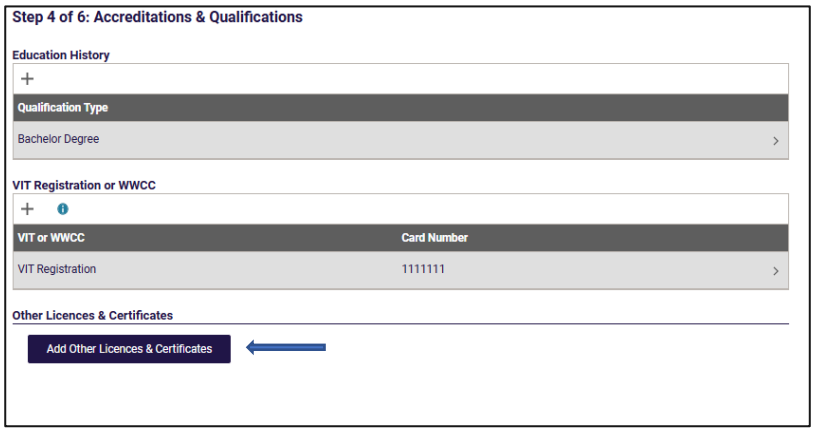
Click the **Done** button.



Click the **Add VIT Registration/WWCC** button.

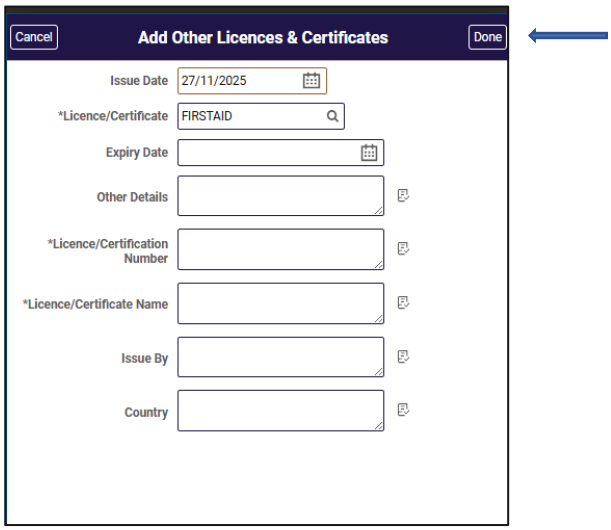


Enter your **VIT Registration / WWC Check** information and press the **Done** button.

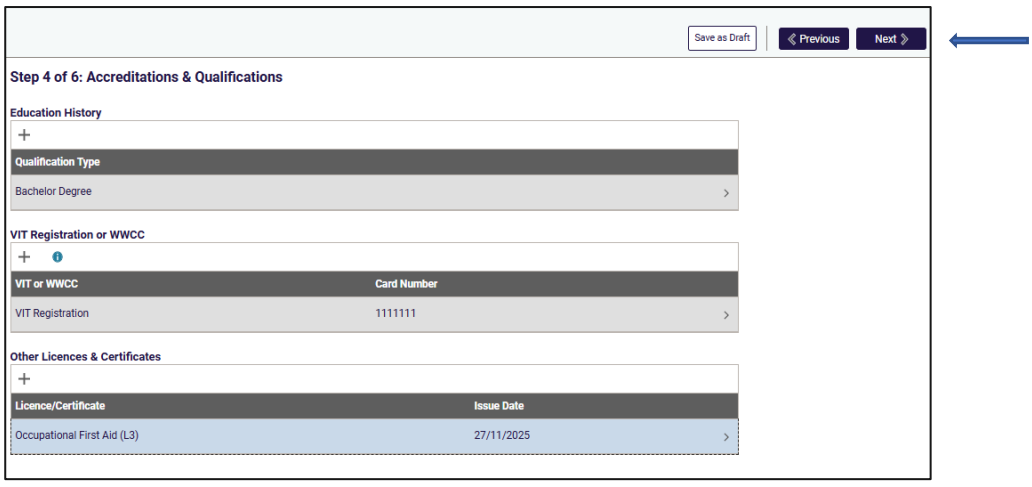


Click the **Add Other Licences and Certificates** button.

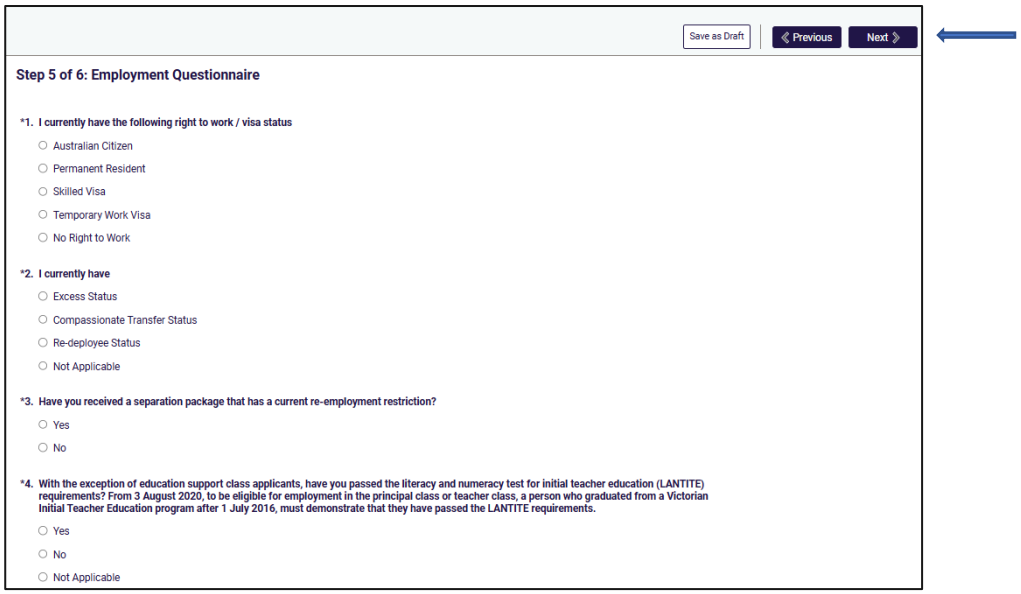
Enter any other relevant Licences and certificates before clicking **Done**.



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



Step 5 of 6 – Employment Questionnaire



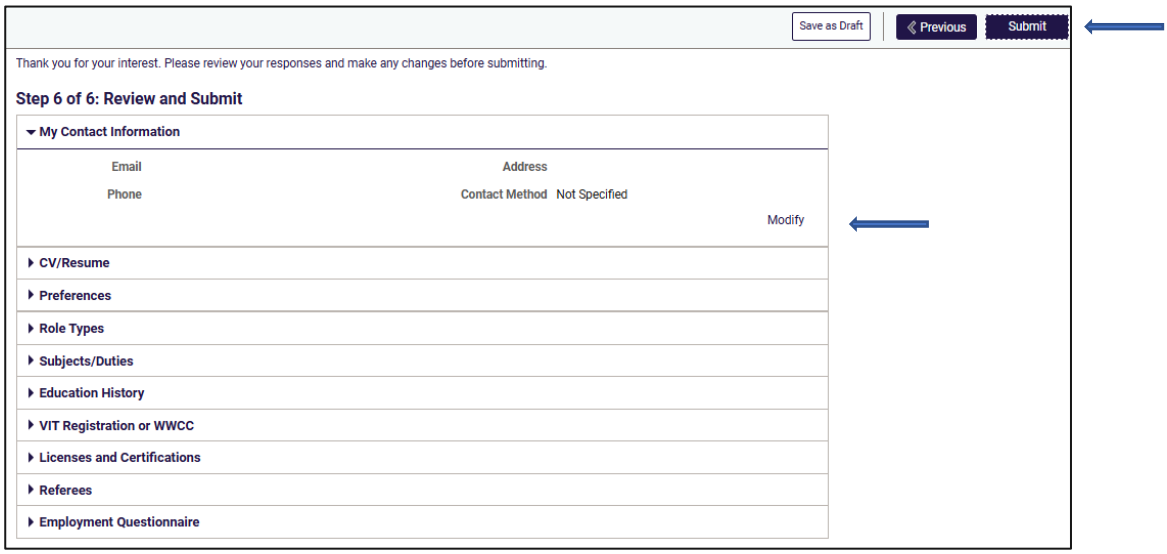
Select the correct options for you.

Note: This is a mandatory question. If you have Excess or Compassionate Transfer status, you are required to provide your Employee ID.

Click the **Next** button to go to Step 6.

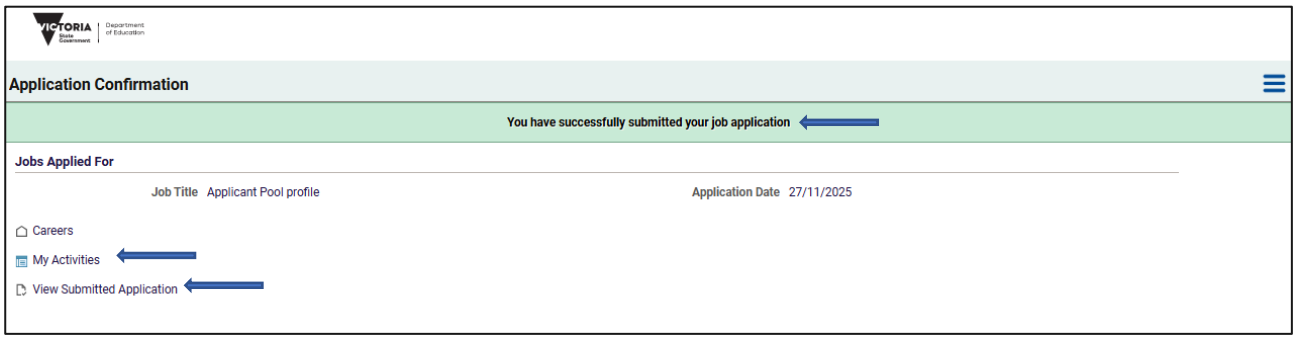
Step 6 of 6 – Review and Submit

At Step 6, 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 Applicant Pool profile, click the **Submit** button.



Application submitted confirmation

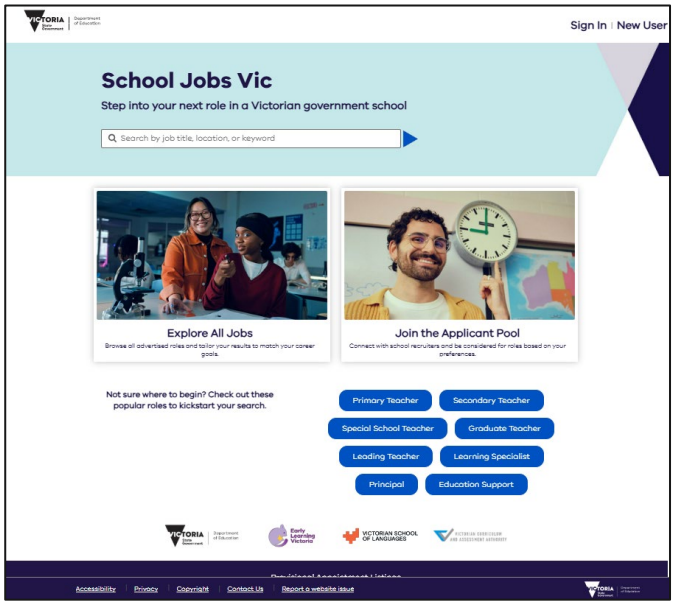
After you have completed and successfully submitted your profile to the Applicant Pool, a confirmation message will appear on the screen.



You will receive an email confirming your profile has been added to the School Jobs Vic Applicant Pool.

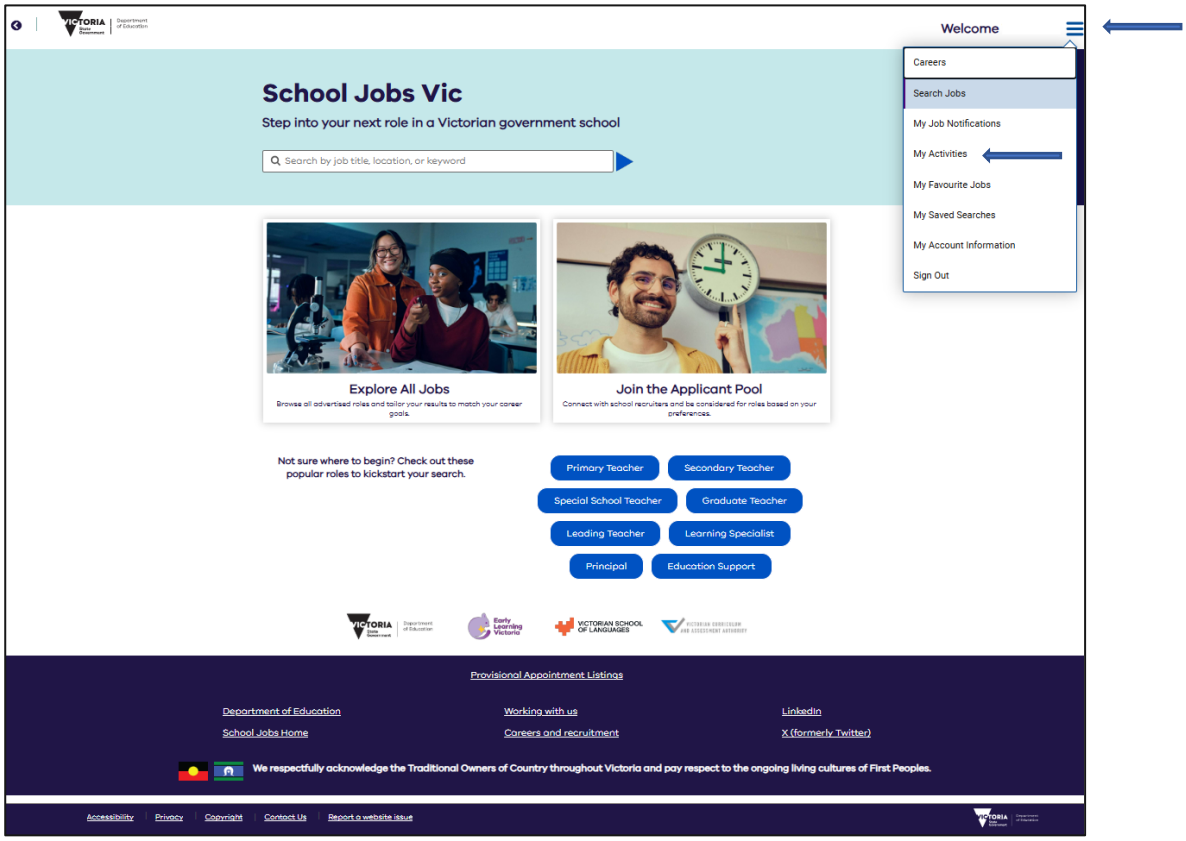
Click the **View Submitted Application** to see the Application Summary.

Click the **Careers** link on the confirmation message to return to the School Jobs Vic careers portal Home screen.

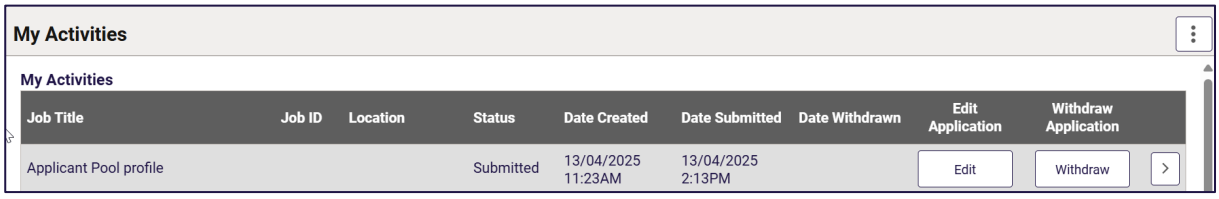


My Activities view

On the School Jobs Vic careers portal Home screen, click the **My Activities** link.

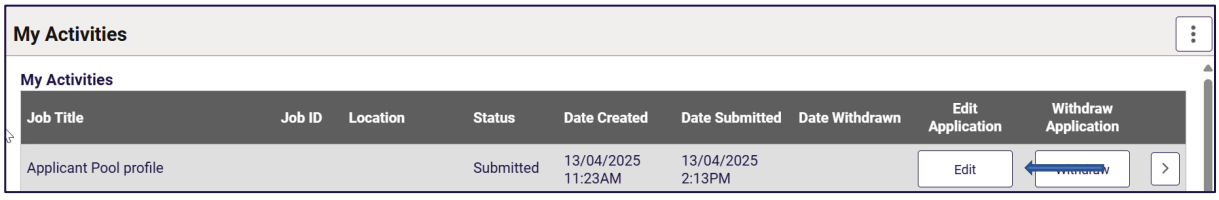


Your Applicant Pool profile will appear here.



Edit your Applicant Pool profile

You can **Edit** your profile.

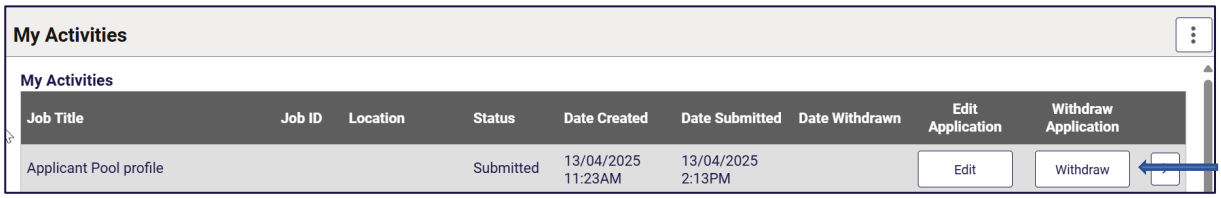


To edit your submitted profile, click on the **Edit** button. Click on the section you wish to edit, make your changes and once satisfied with your profile click **Submit**.

Once you have clicked submit, you will receive a submission confirmation message.

Withdraw your Applicant Pool profile

You can **Withdraw** your profile at any time.

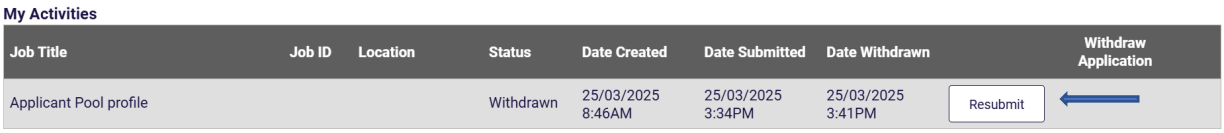


In **My Activities**, click the withdraw button next to the selection you wish to withdraw.

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

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

You can resubmit your withdrawn profile via the **My Activities** page.



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 the entered data.

Further Assistance

For additional assistance please contact the Schools Recruitment Unit.

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