School Jobs Vic

Apply for a Job – Applicant User Guide

VICTORIA State Government | Department of Education

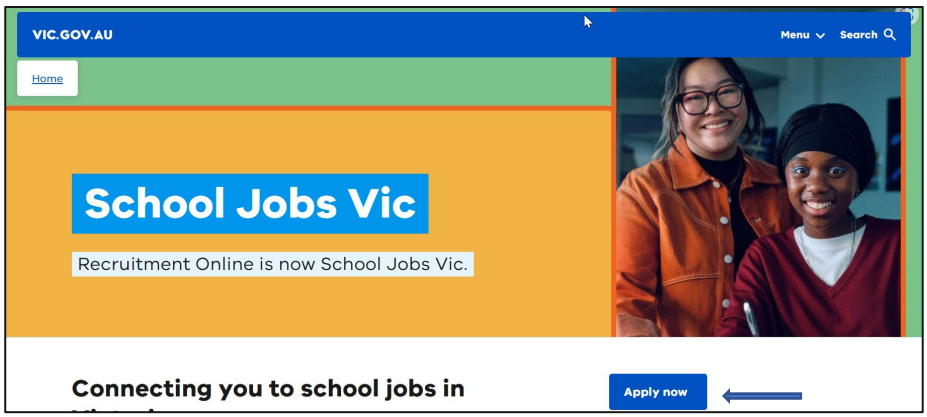
Contents

School Jobs Vic is the department's recruitment platform for Victorian government school jobs. School Jobs Vic allows you to:

- search and apply for advertised vacancies
- be notified of relevant new vacancies by setting up a job alert via **My Saved Searches**
- create a profile in the Applicant Pool for school recruiter to search and consider for short term vacancies
- be matched to jobs based on your preferences in your Applicant Pool profile (available to classroom teachers).

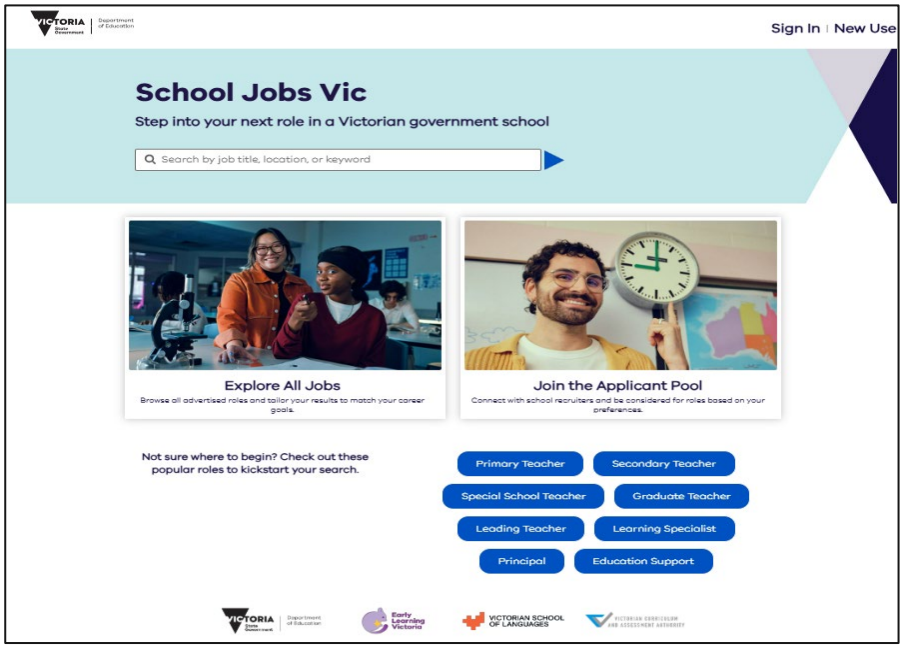
Navigation

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

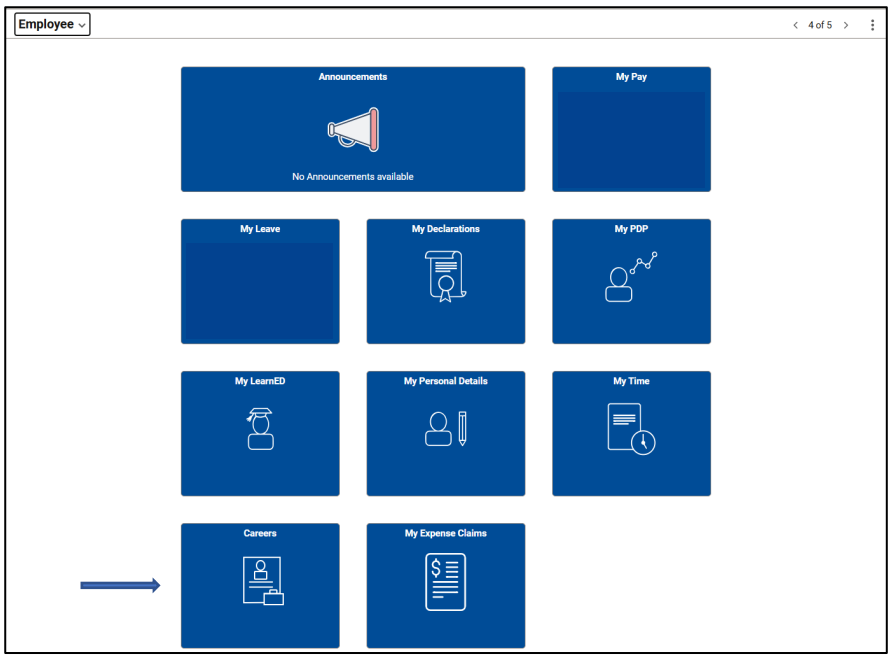


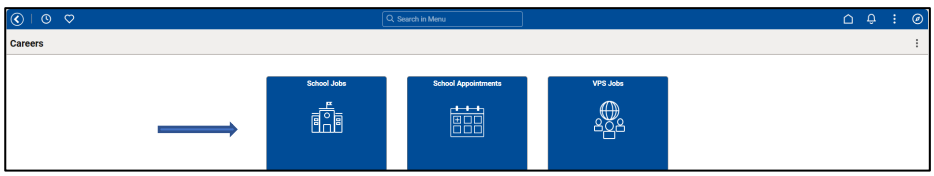
On the School Jobs Vic careers portal, applicants wanting to search for jobs, can either:

- Click on **Explore All Jobs**
- Enter either job title, location or keyword into the search section.
- Click on popular roles to see postings by classification



Note: Internal applicants that have a DE log in ID, can also enter through eduPay. Once logged on to eduPay, internal applicants can navigate via **Careers | School Jobs**; in order to go to School Jobs Vic through seamless sign on.

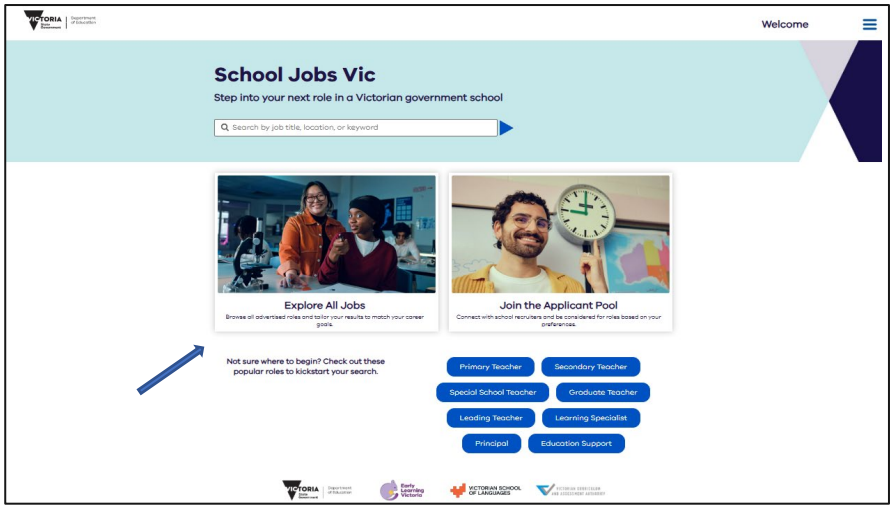


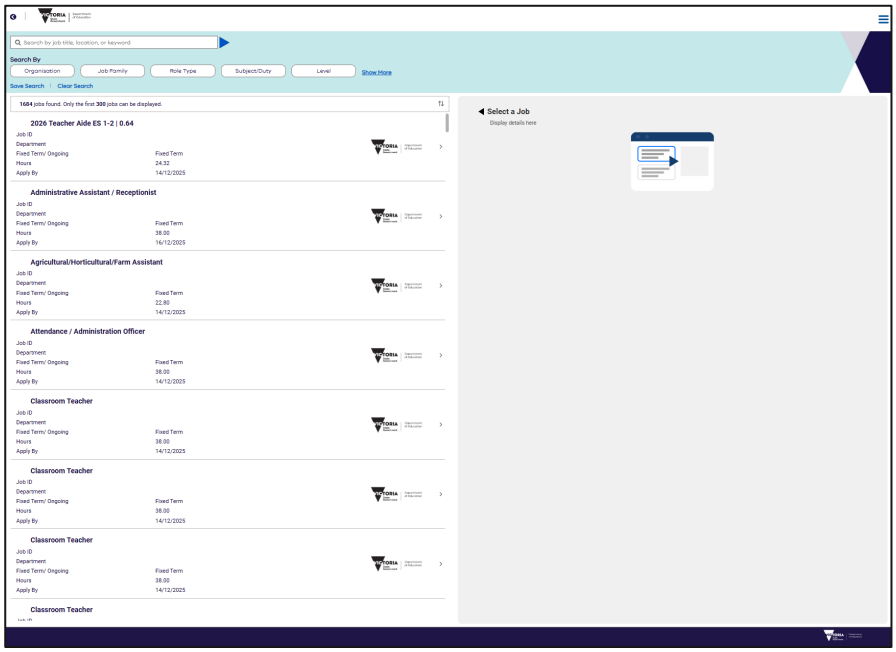


Clicking on **School Jobs** will direct applicants to the School Jobs Vic careers portal.

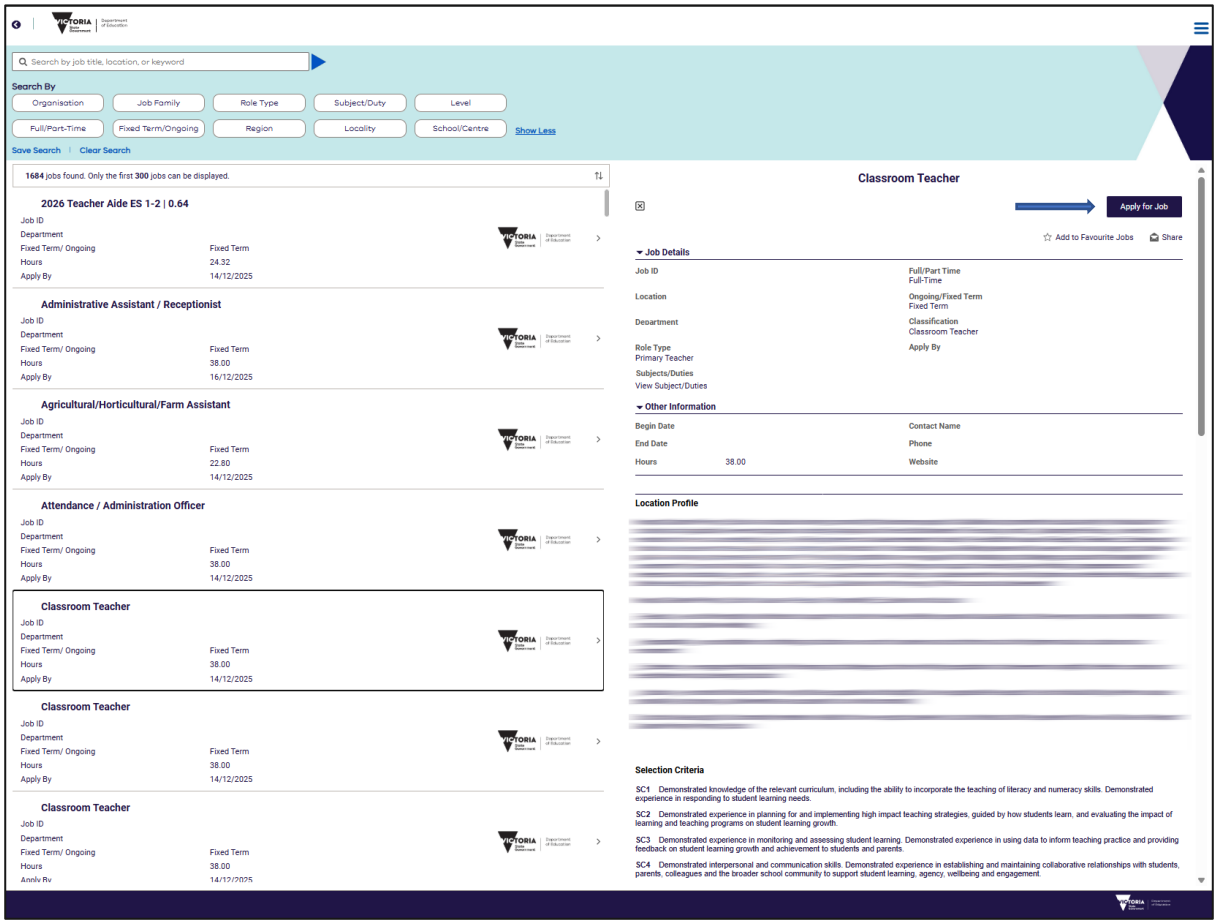
Search Jobs

Click **Careers | School Jobs** to be taken to the School Jobs Vic careers page. Applicants can press **Explore All Jobs** to see a list of advertised positions based on their search criteria.





Clicking on the job opening will display the job advertisement on the right side of the page.

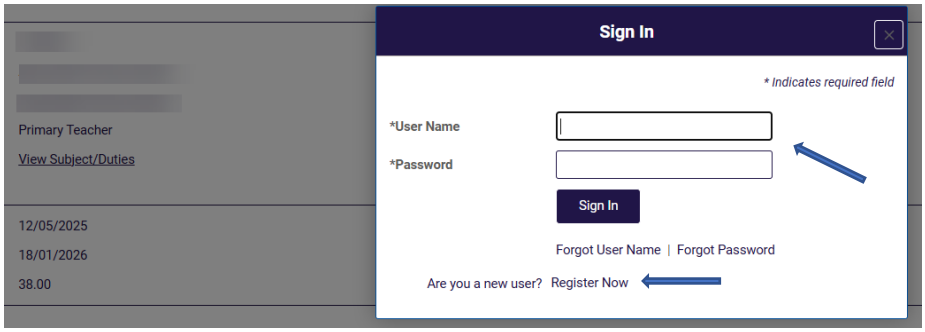


To apply for a job, click the **Apply for Job** button.

Apply for job

Once you've clicked the **Apply for Job** button on the job description page, you will be prompted to sign into your School Jobs Vic account (if you haven't already signed in).

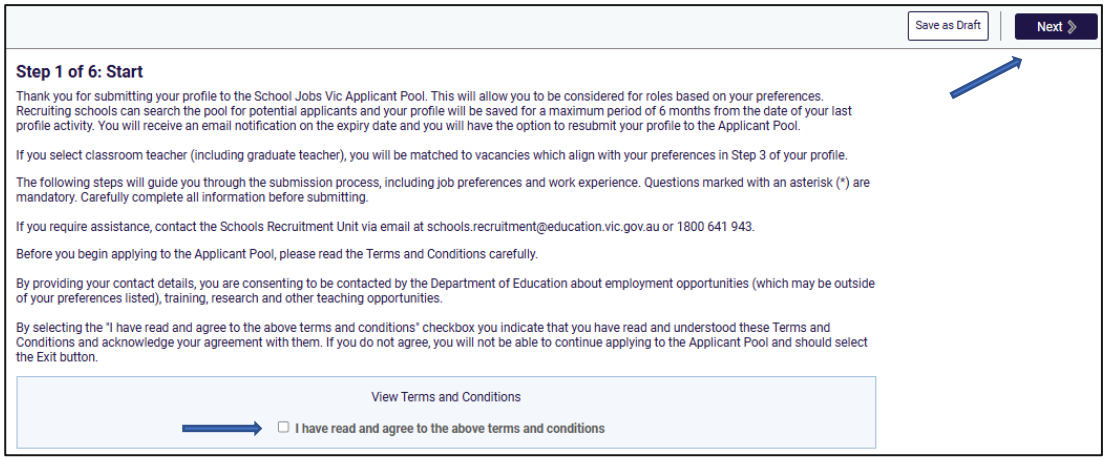
Note: If you have not already created an account, click the **Register Now** link and follow the prompts to set up your account.



Step 1 of 6 - Start

Once you're logged in, you will be taken to a new tab and see the 6 steps to complete the application process. The left bar will show you your progress through the application process.

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.



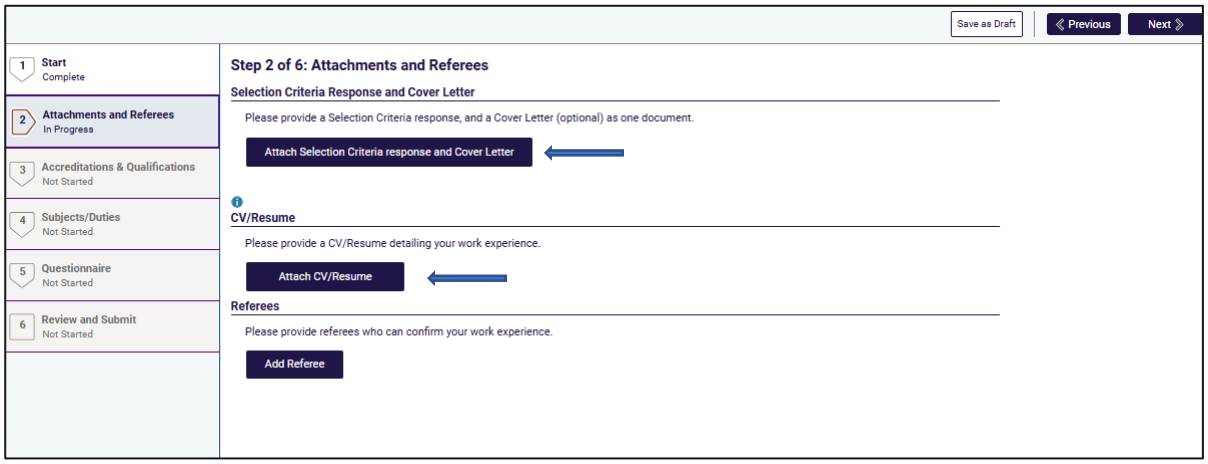
Step 2 of 6 - Attachments and Referees

In step 2, you can add attachments including:

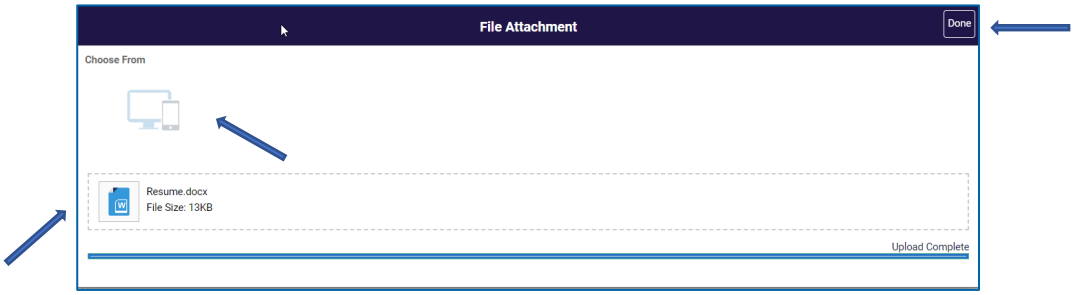
- Selection criteria
- CV/Resume
- Cover Letter.

You are able to progress without attaching these documents. However, at time of application submission, the system will check to see if you have attached documents and will not allow you to submit without any attachments.

Click the **Attach Selection Criteria Response and Cover letter** button to attach your response and cover letter.



Click the **Attach CV/Resume** button to attach your cover letter and resume/CV.

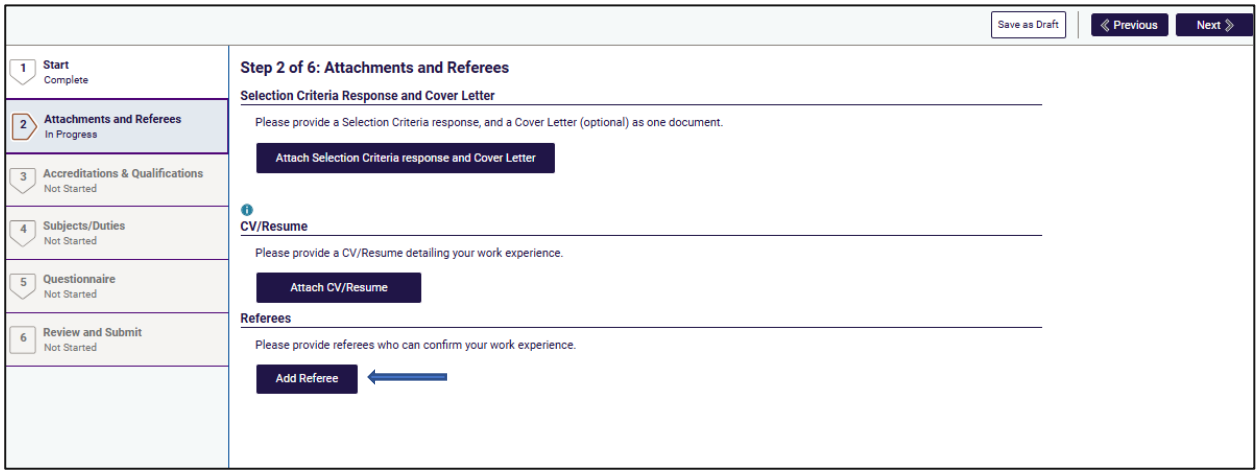


Click on **Choose From** and select the document you wish to upload. Click the **Upload** button.

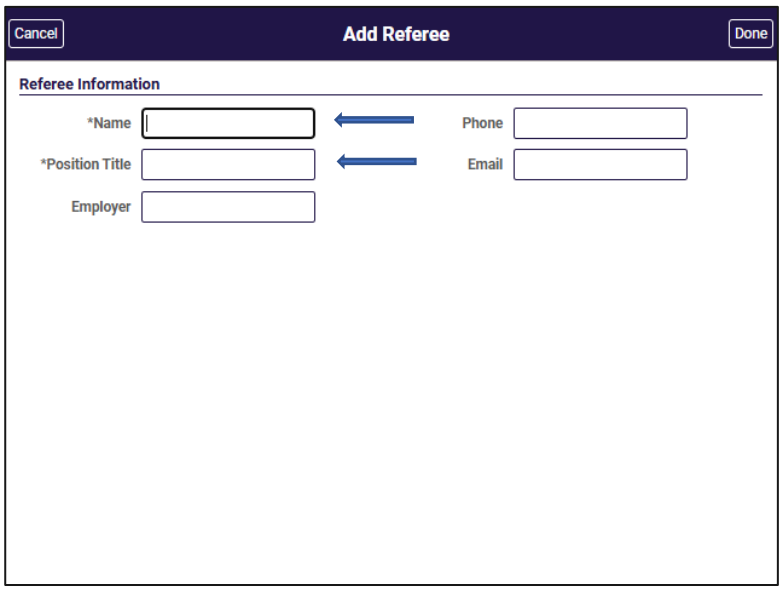
Click the **Done** button.

Title your attached document/s.

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.

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

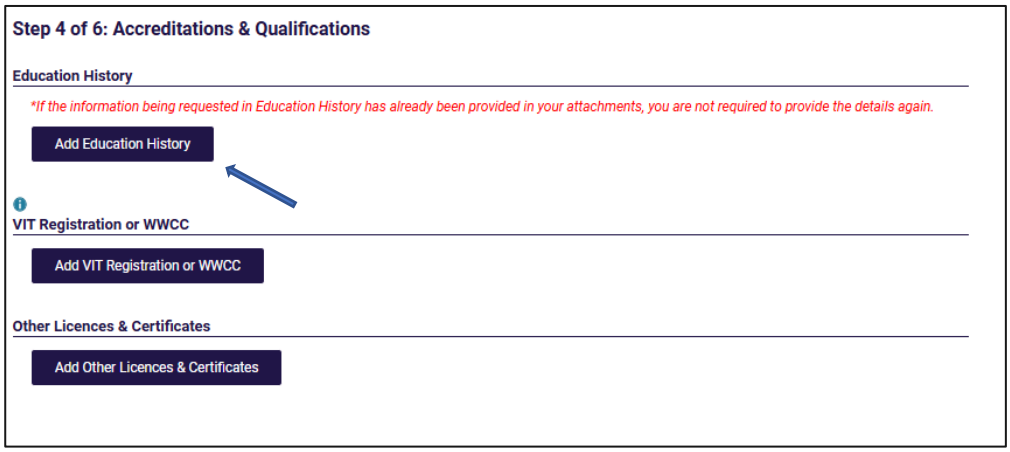
Step 3 of 6: Accreditations & Qualifications

In step 3, you can include details relating to your education.

Note: If this information already exists in your attachments through Step 2, there is not a requirement to provide the same information again in this section. You may choose to select **Next** to progress to the next step.

You can add information about your **Education History, VIT Registration/WWC Check, other Licences and Certifications** to your Applicant Pool profile.

Note: If you cannot find the appropriate selection from the dropdown, you could choose **Other** and enter in your information in the **Other Degree Type/Name**.

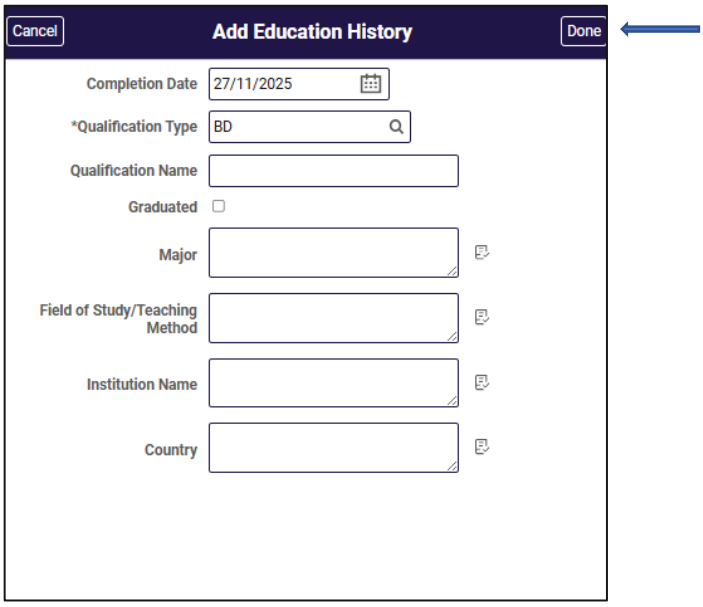


Click on the **Add Education History** button.

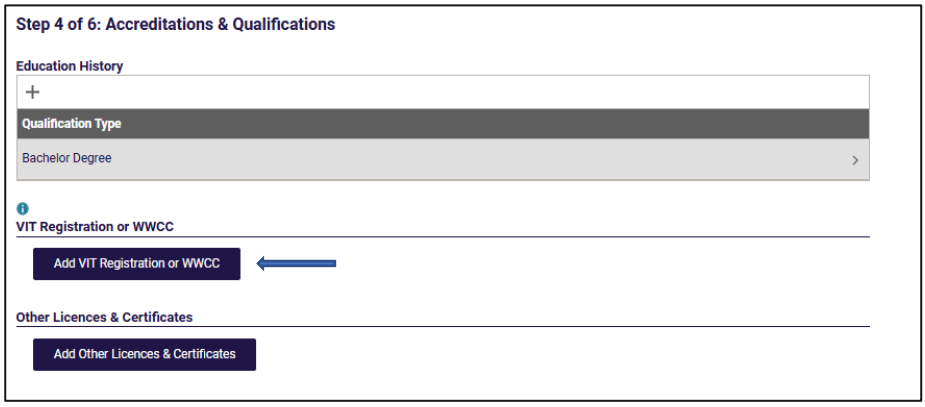
Note: This is not a mandatory field.

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.

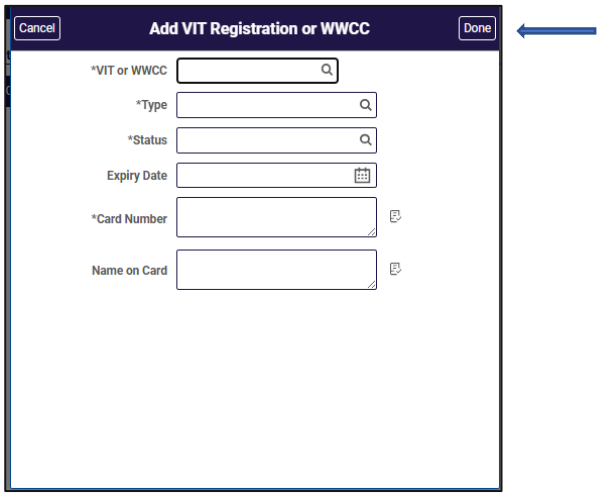
Note: The **Completion Date** is the date that you finished your course requirements.



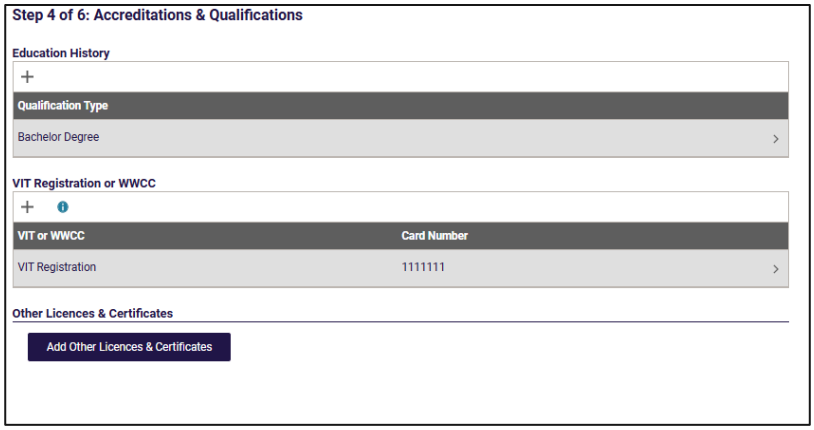
Click the **Done** button.



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

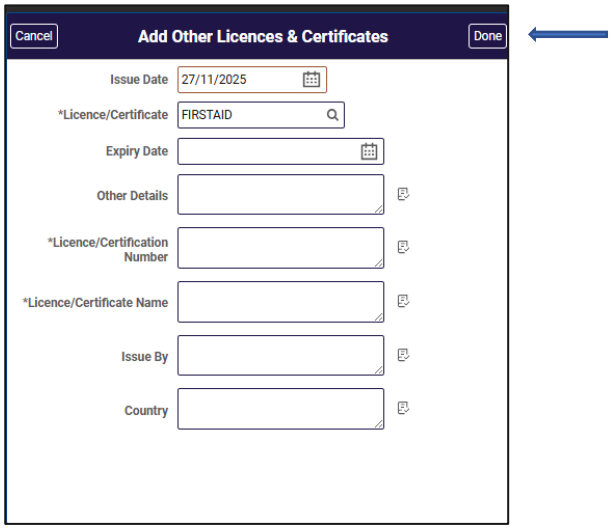


Enter your **VIT Registration / WWC Check** information and press the **Done** button.

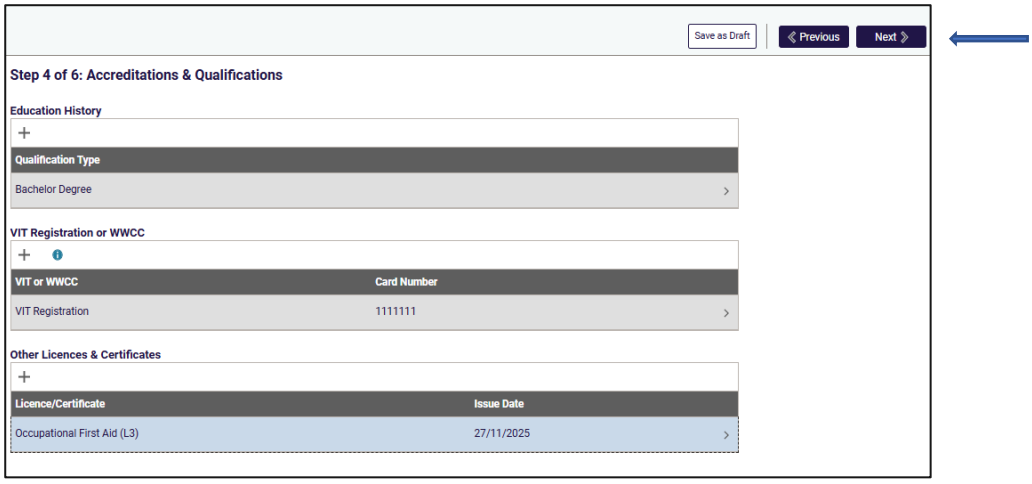


Click the **Add Other Licences and Certificates** button.

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



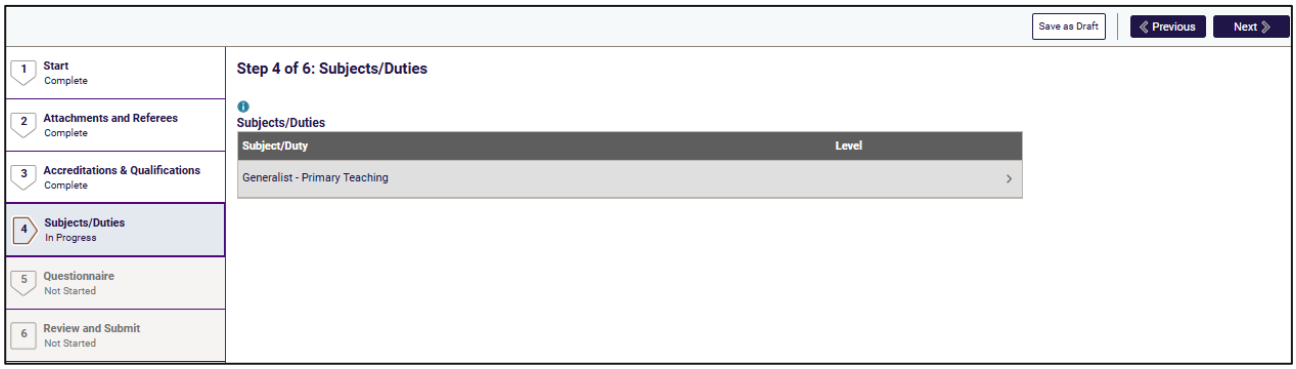
Click **Next** to move to step 4.



Note: You can progress to step 4 without entering information in this step.

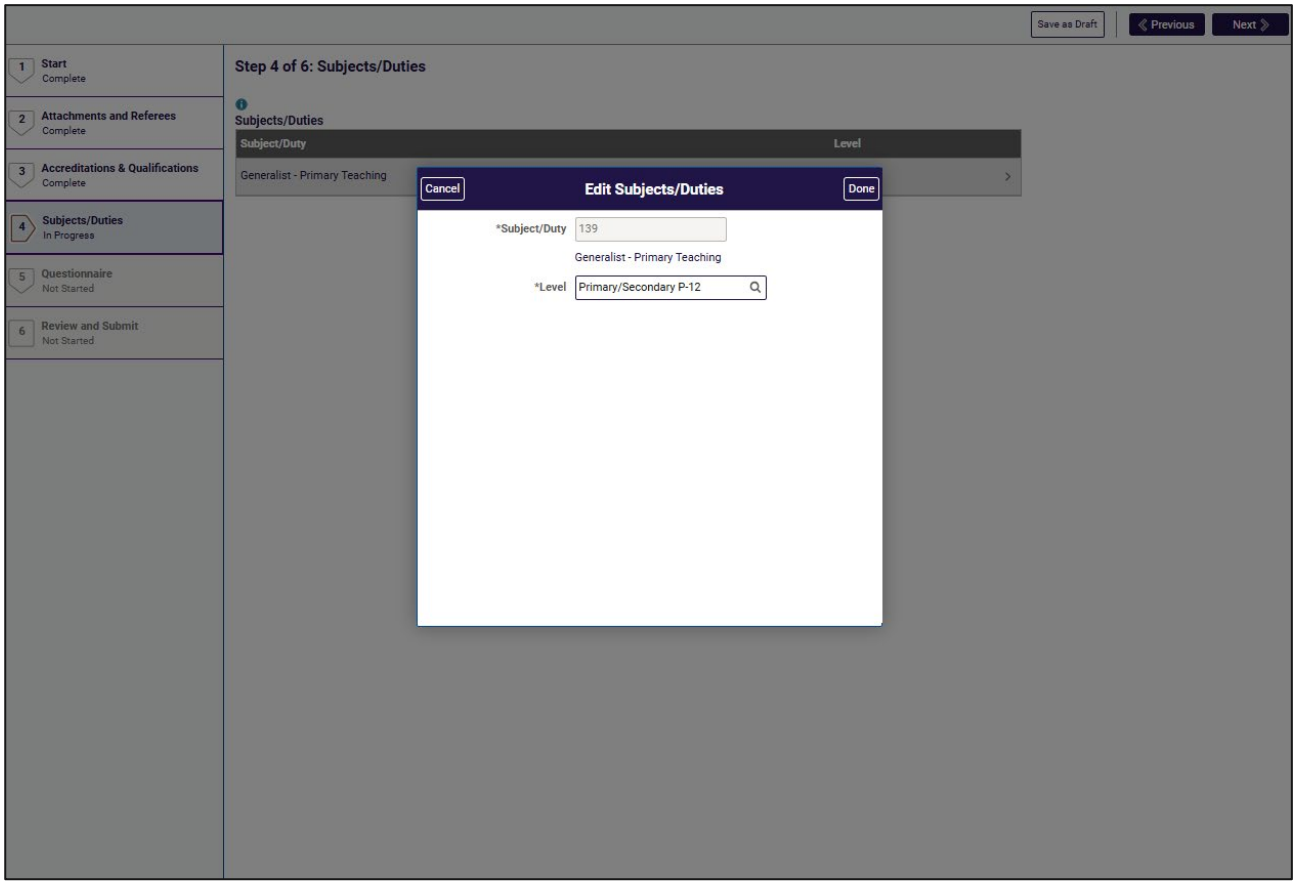
Step 4 of 6: Subjects/Duties

School recruiters may include Subject/Duties in the job advertisement, and this section will show Subjects/Duties if they have been included in the advertisement.

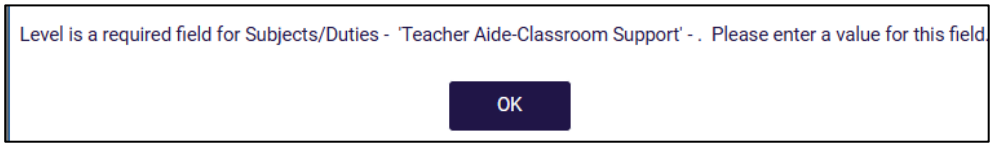


Click the arrow to enter your proficiency to teach the Subject/Duties listed.

Click the Look up button and make your selection.



Note: It is mandatory to enter your proficiency to teach the included Subject/Duties. If you try to move to step 5 you will receive the following error:

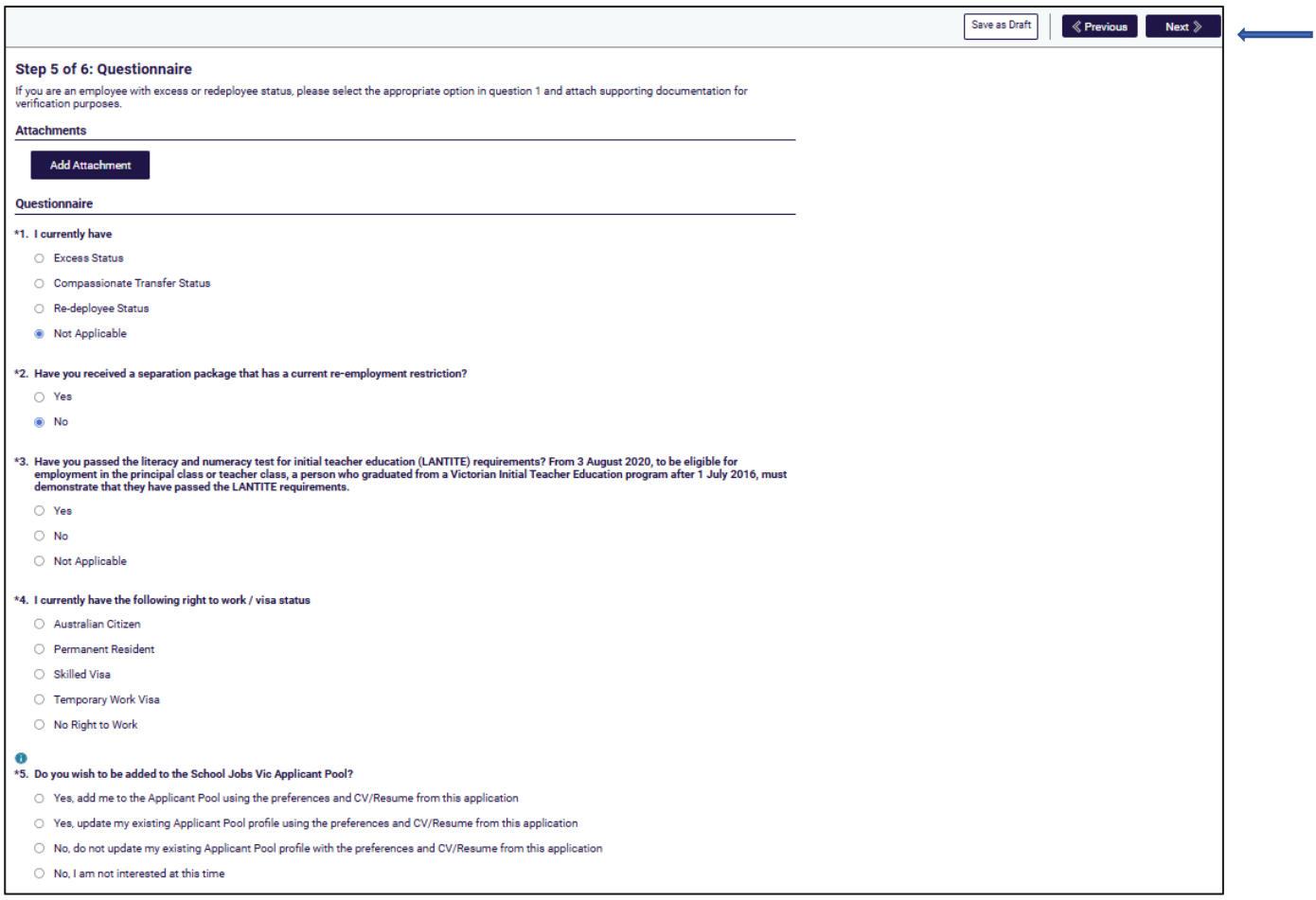


Click the OK button to go back and enter your proficiency.

Once done, click **Next** to move to step 5.

Step 5 of 6: Questionnaire

If you are an existing employee at a Victorian government school, and have Excess, Compassionate Transfer or Redeployment status, you can identify this at this step, the system will then auto populate your Employee ID for you to confirm. If you have been identified as a Compassionate Transfer, you will need to attach the Compassionate Transfer Status letter as supporting evidence by clicking on the **Add Attachment** button.



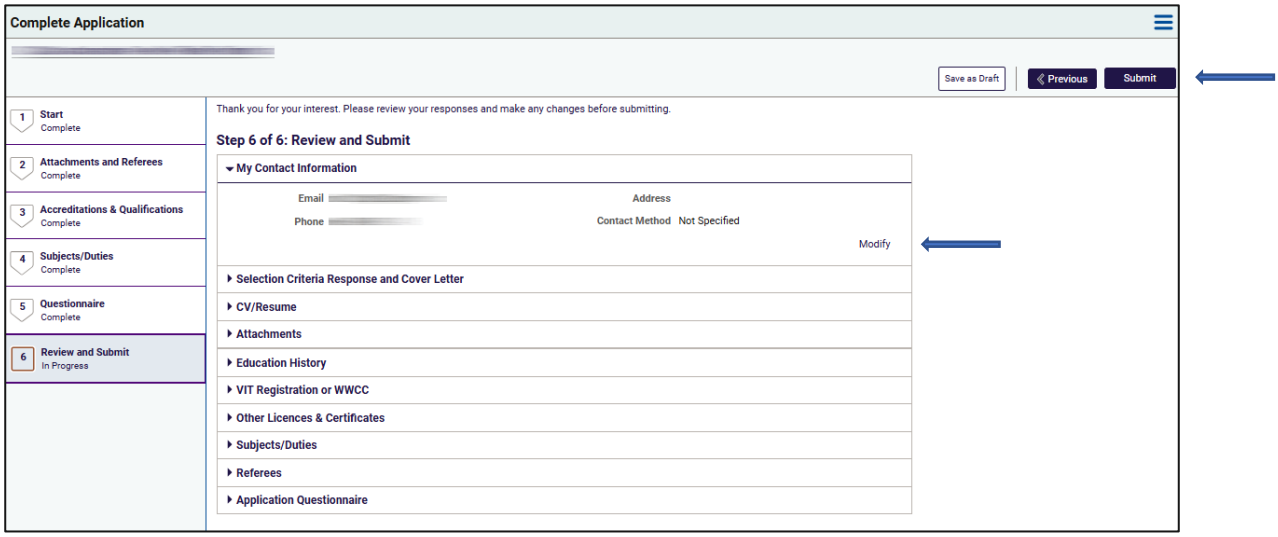
Note: These questions are mandatory and must be answered at this step. If you try to progress to Step 6 you will receive an error message.

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

Step 6 of 6: Review and Submit

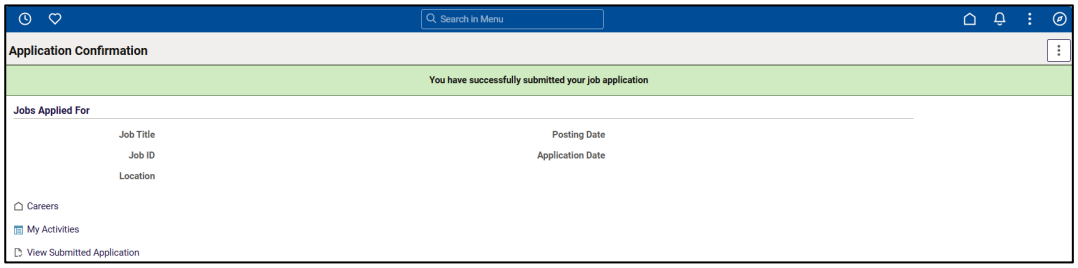
You can review the information contained within your application. You can expand the relevant sections and click **Modify** to make any changes.

To submit your application, click the **Submit** button.



Application submitted confirmation

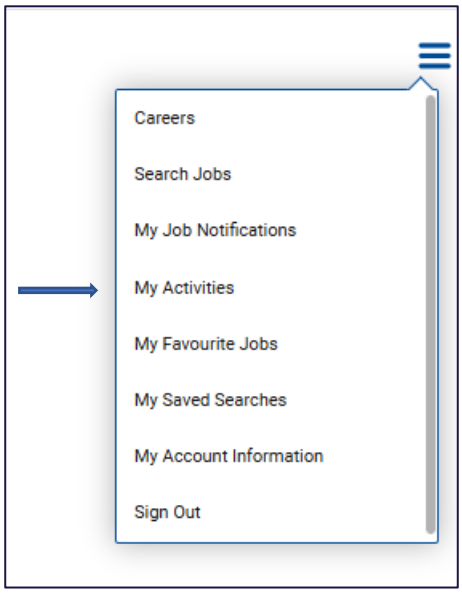
After you have completed and successfully submitted your profile to the Applicant Pool, a confirmation message will appear on the screen.



From this page, you could either navigate to **View Submitted Application** or return to the School Jobs Vic careers portal.

Withdrawing an application

By going to the the **My Activities** page, a list of the vacancies that you have commenced an application for will appear. You can confirm the status of your online application by viewing the **Status** column. Applications that have been successfully submitted online will show with a status of **Submitted**.



To withdraw an application, click on the **Withdraw** button