Submit your application to the Job Opportunities Pool

1. Start a Job Search

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

Click on the **Apply to the Job Opportunities pool** link.
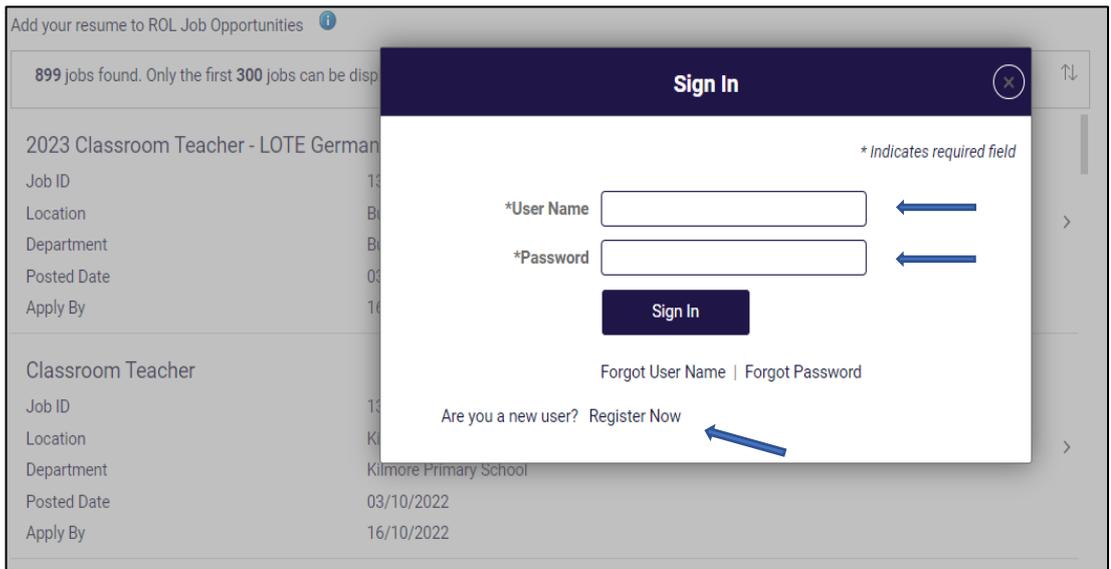

Click on **Apply to Job Opportunities Pool.**

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.

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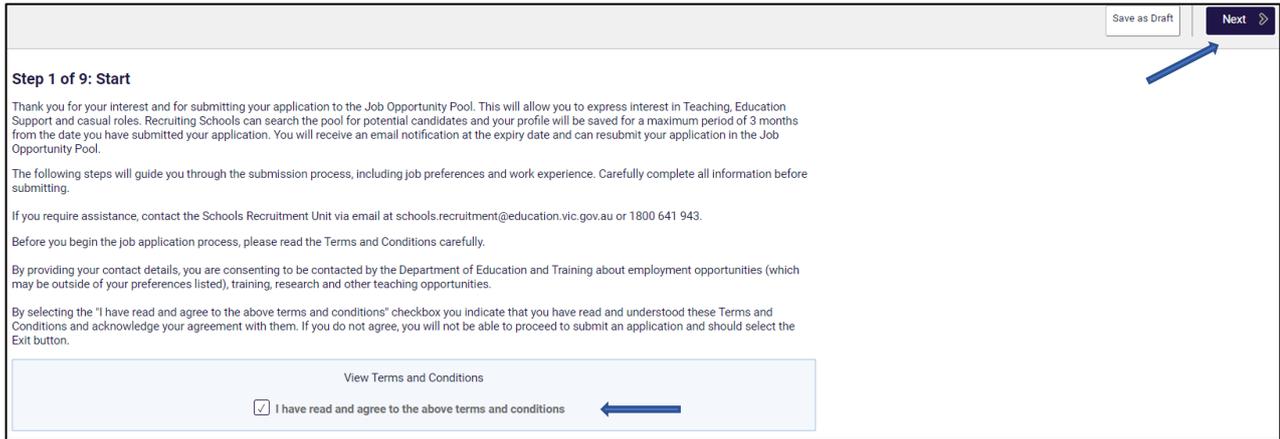
Note: To progress through each step you can click the **Next** button or click the step you want on the side menu.

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**.

Step 2 of 9: Attachments

ⓘ

Cover Letter and Resume/CV (Required)

You have not provided a cover letter and resume/CV.

Attach Cover Letter and Resume/CV

File Attachment ⊗

Choose From

Upload   Clear

Resume.docx
File Size: 13KB

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   ‹ Previous   Next ›

Step 2 of 9: Attachments

ⓘ
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 By
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 11:07AM

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

1. I can start my new job on or after

27/10/2023

2. I am looking for the following kind of job
- ○ Ongoing
- ○ Fixed Term
- ○ Casual
- ● Any

3. I want to work the following kind of employment
- ○ Full-Time
- ○ Part-Time
- ● Either

4. I am available to work the following days of the week
- ☑ Monday
- ☑ Tuesday
- ☑ Wednesday
- ☑ Thursday
- ☑ Friday
- ☐ Saturday
- ☐ Sunday

5. I want to work this number of hours (per week)

38

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	🗑

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	☑ Casual Relief Teacher	☑ Support Your School Initiative
☐ Head Start Learning Leader	☐ Graduate Teacher	☐ Assistant Principal
☐ Executive Class	☐ Inclusion Outreach Coach	☑ Primary Teacher ←
☐ Principal	☐ Secondary Teacher	☐ Special School Teacher
☐ Targeted Financial Incentive	☐ Teacher Leadership - not Prin	☐ Learning Specialist
☐ Tutor - Education Support	☐ Head Start Director	☐ Head Start Assistant Director
☐ Head Start Coordinator	☐ Head Start Administrator	☐ After School Care Assistant
☐ After School Care Co-ordinator	☐ Bus Driver	☐ Business Manager

Click on the **Done** button once you have made your selection.
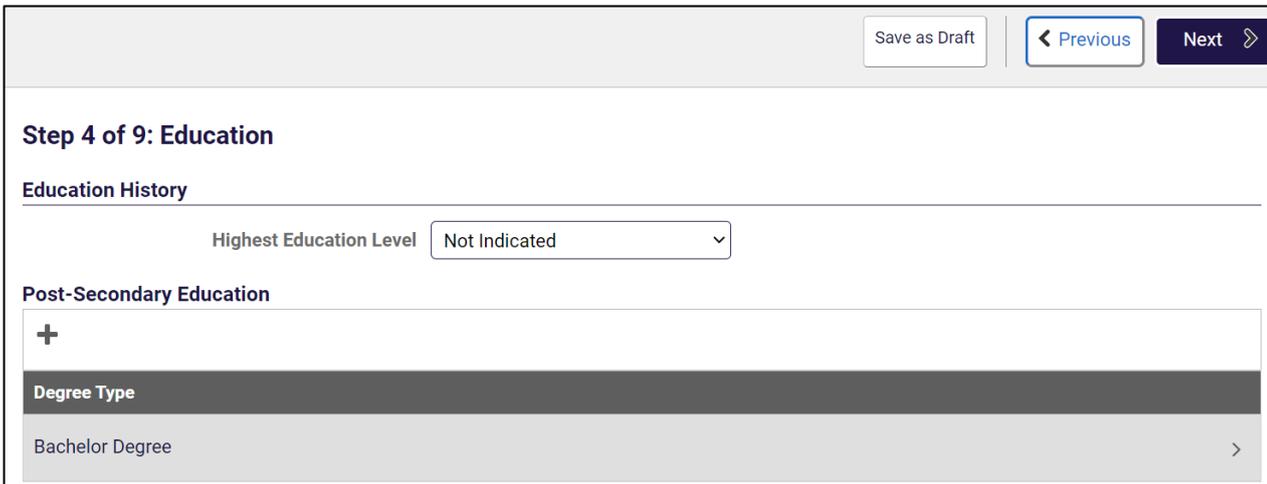
Click on the **Next** button to move to Step 4.

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.
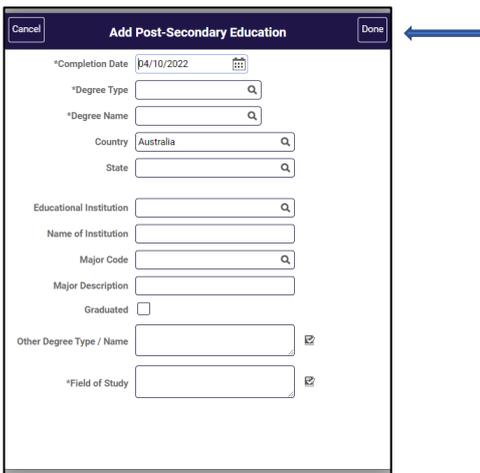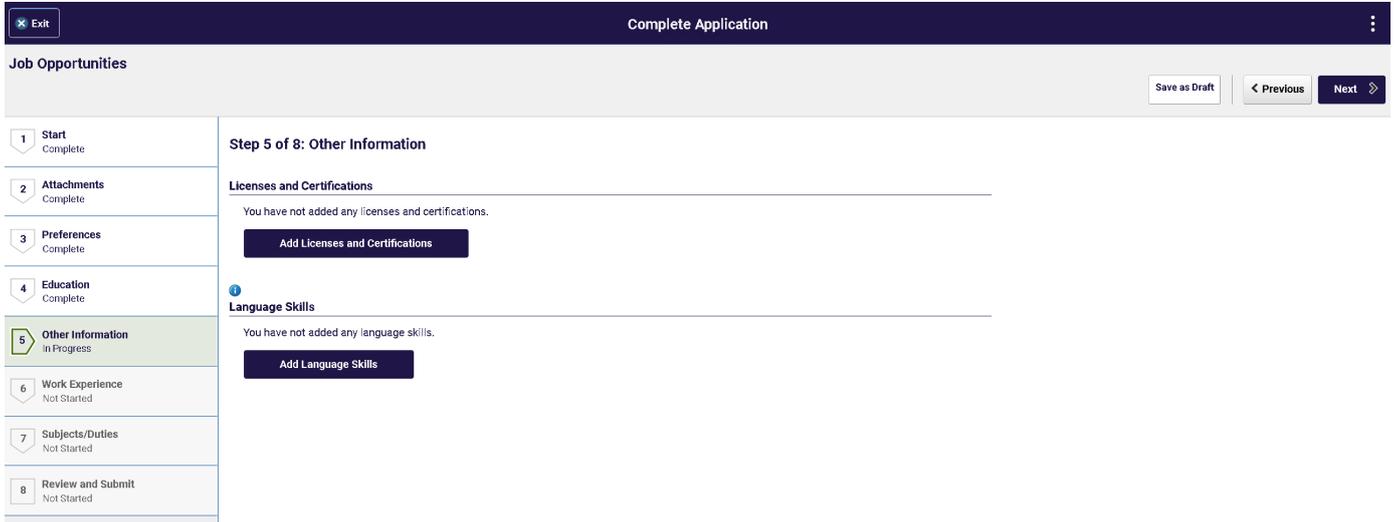

Once you have entered your information click on the **Done** button.
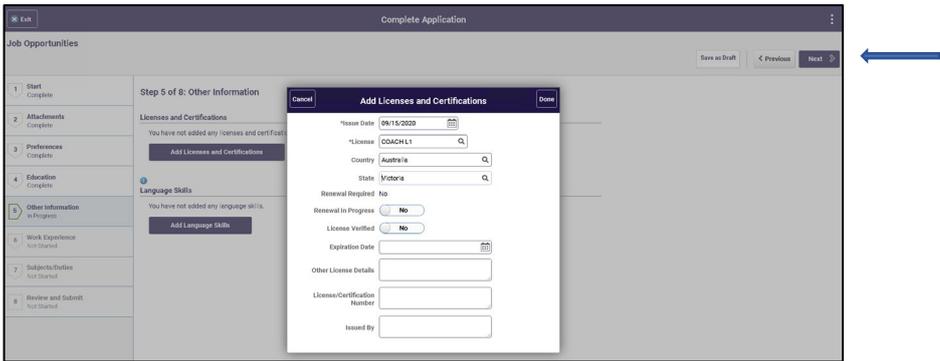

Click the **Next button** to move to Step 5.

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.

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

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

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

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.

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
- ○ Permanent Resident
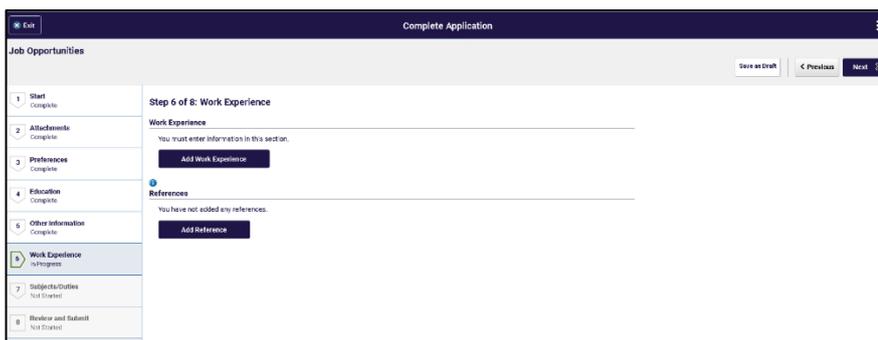- ○ Skilled Visa
- ○ Temporary Work Visa
- ○ No Right to Work

Select the correct radio button for you.
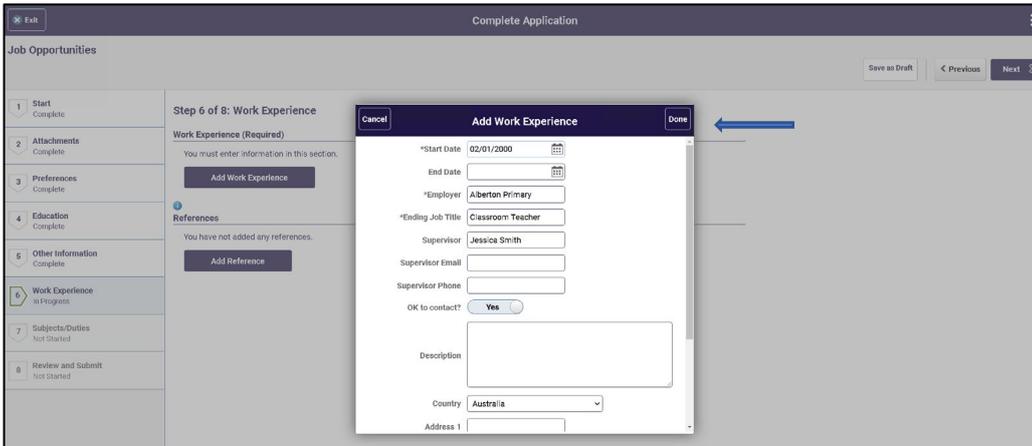
Note: This is a mandatory question.

Click the **Next** button to go to Step 7.
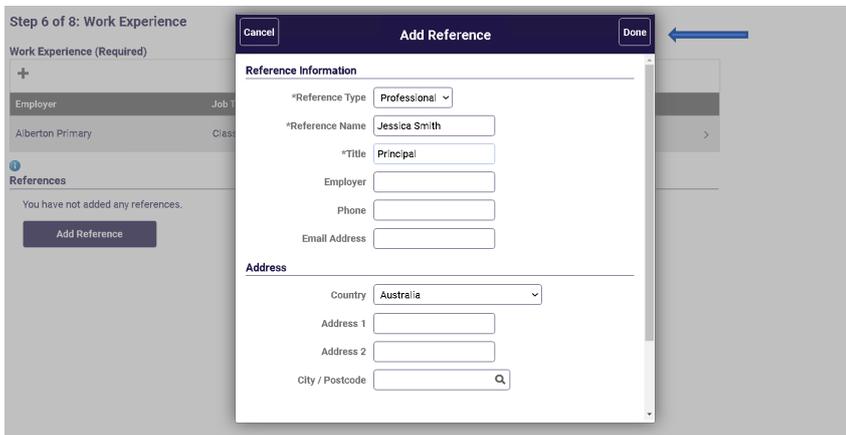
3.7   Step 7 of 9 – Work Experience

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

Click the **Add Work Experience** button.

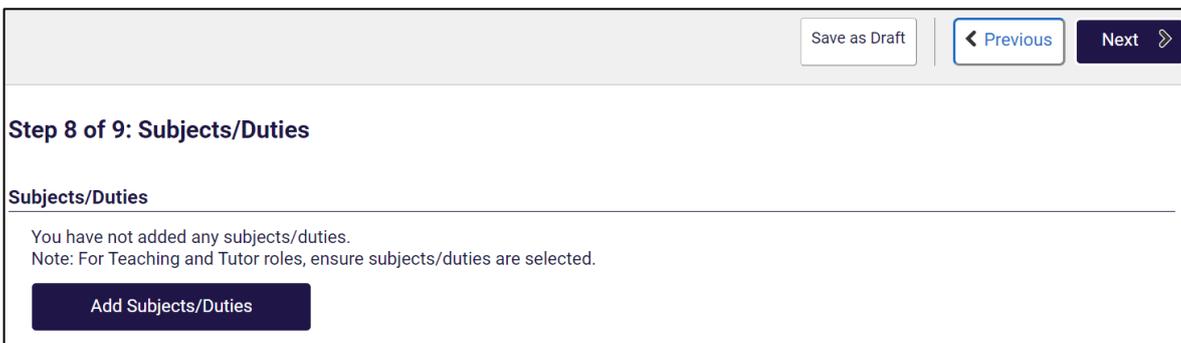Once you have entered the information click the **Done** button.

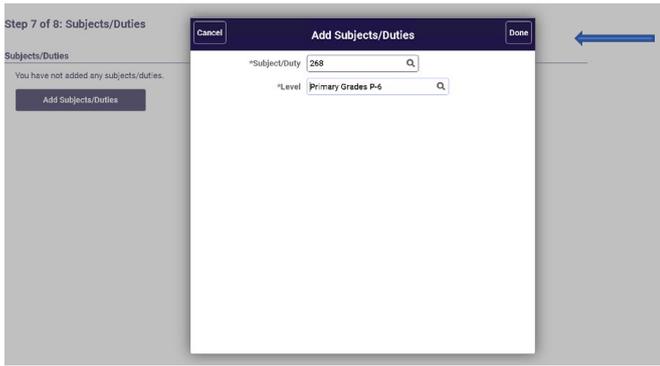Once you have entered the information click the **Done** button.

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.

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.
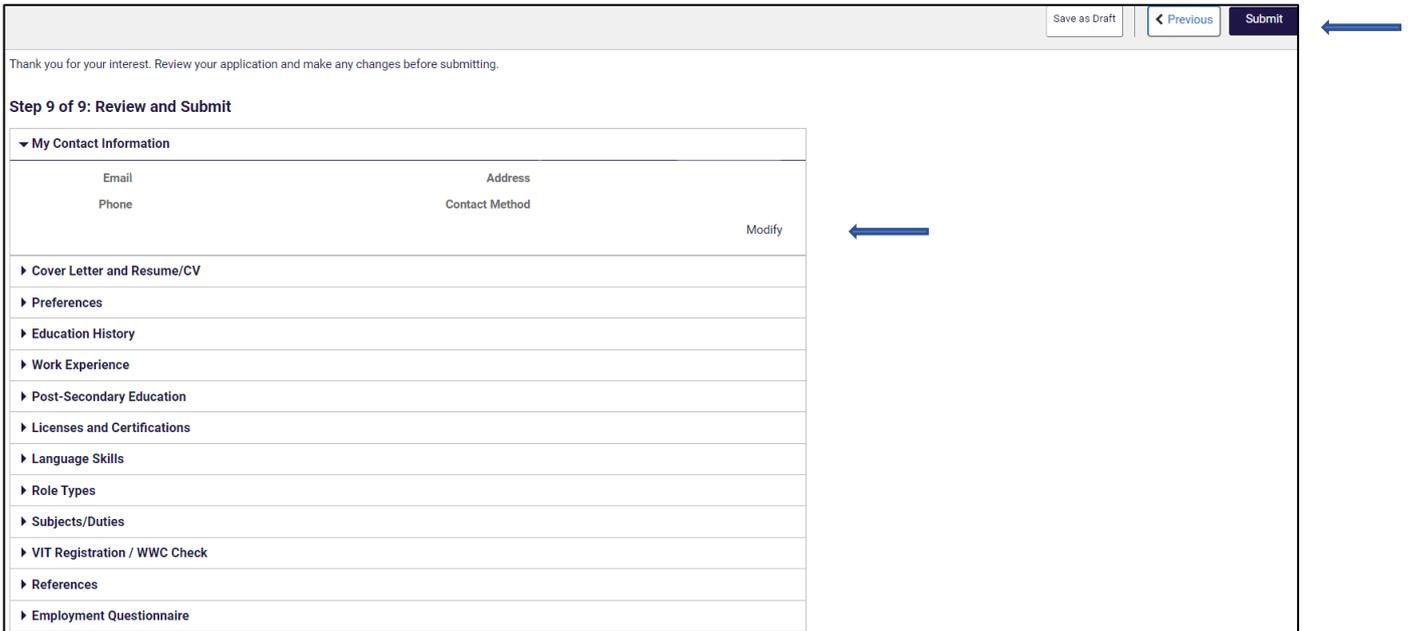
4   Application submitted confirmation

After you have completed and successfully submitted your details to Job Opportunities, a confirmation message will appear on screen.
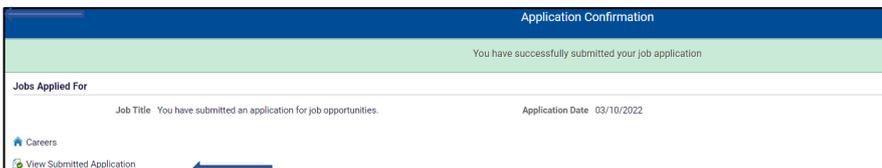
Click the **View Submitted Application** to see the Application Summary

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

📅 View Jobs Posted in Last 7 Days		›
💼 View All Jobs		›
💼 My Job Notifications		›
💼 Apply to Job Opportunities Pool		›
📄 My Activities	7	›
💼 My Favorite Jobs		›
🖥 My Saved Searches		›
👤 My Contact Information		›

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.

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: schools.recruitment@education.vic.gov.au