



Application Guide

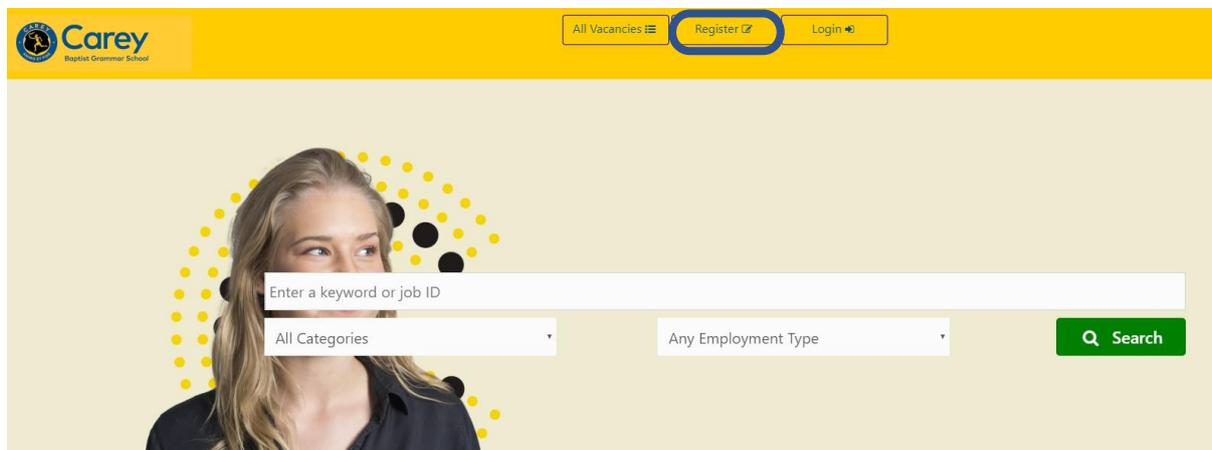
Thank you for your interest in pursuing a career at Carey Baptist Grammar School. All vacancies within our school are advertised through our online Recruitment Portal.

This guide aims to assist you to navigate your way through the online application process. By registering your interest and creating a profile, you will be able to apply for vacancies, review the progress of your applications and receive tailored email alerts about future job opportunities. This user guide will outline the steps you need to complete to create a detailed profile and manage your applications for a career at Carey.

Register your interest

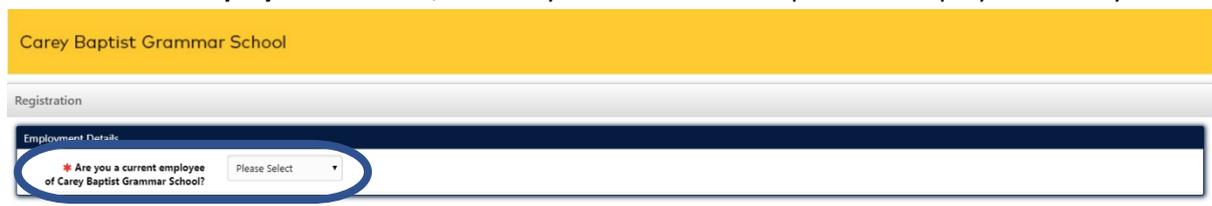
If this is the first time you have applied for a position at Carey, you will need to create a user profile. By creating a detailed user profile, many of your personal and professional details will automatically be pre-filled into any applications you complete.

1. Start by selecting **Register** from the tool bar across the top of the landing page.



Alternatively, if you do not wish to register for an account, may wish to search for a position using the search bar – please refer to **Applying for a vacancy** (page 4) for more information.

2. Under **Employment Details**, select if you are a current or previous employee of Carey.



3. To prefill elements of your profile, please upload your resume in doc, docx, pdf or jpeg from through the upload resume button. [Upload Resume](#) You can also upload your resume at a later stage if you wish.
4. Ensure all information fields under **Personal Details** have been completed.

Resume

Supported document types: doc, docx, pdf, jpg [Upload Resume](#)

By loading your resume first we can extract details to help prefill your registration.

Personal Details

* Title

* First Name

Middle Name

Preferred Name

* Surname

- For your **Sign-In Details**, create a username and password to allow you to login and review your application or apply for future positions. Please note that when creating a password, it must conform to at least 3 of the following rules;
 - At least 1 upper case letter
 - At least 1 lower case letter
 - At least 1 number
 - At least 1 non-alphanumeric character
- After you have completed the fields, review Carey's **Privacy Collection Statement** and check the confirmation box to acknowledge you have read and accept it.
- Select **"Create Account"** from the bottom of the page. [Create Account](#)

Activating your profile

Before continuing, please review the activation email that has been sent to the email address you linked to your user account. Once you have activated your account, you are able to set up email alerts for vacancies at Carey.

You can do this selecting the campus location and the professional area of interest you would like to receive future information for.

Profile | Employment Summary | Compensation | Fit2Work | Timeline | Profile Image | Application History | Documents | Resume Keywords | References | Correspondence

Account Settings

Email Alerts

Select the job categories that are of most interest to you.
You will automatically receive an email notification whenever a new position is advertised in one of your preferred job categories.

Location

Bulleen

Donvale

Kew

Toonallook

YVRC-Yarra Yarra Rowing

Category

Education

Music

Professional Support

Sport

Student Support

I consent to Equifax (providers' of this service) sending me information regarding additional products and services from time to time. [Privacy Collection Statement](#)

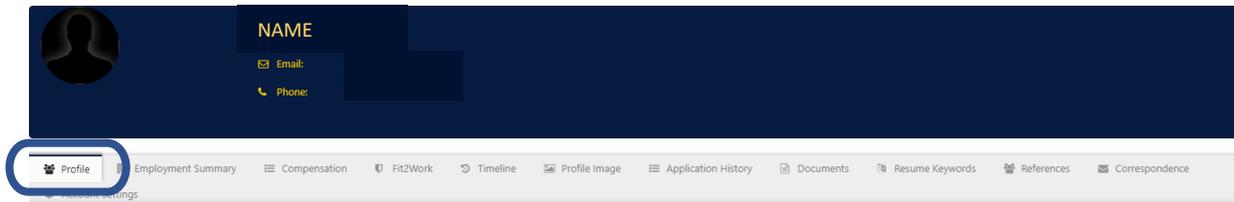
[Save](#)

After activating your account, you will need to login again through the landing page.

Creating your profile

By creating a detailed user profile, many of your personal and professional details will automatically be pre-filled into any applications you complete.

1. Start by completing the information fields under the **Profile** tab including the Personal Information, Employment Details, details of your Working with Children Check under Registrations, Qualifications and Victorian Institute of Teaching (VIT) registration.

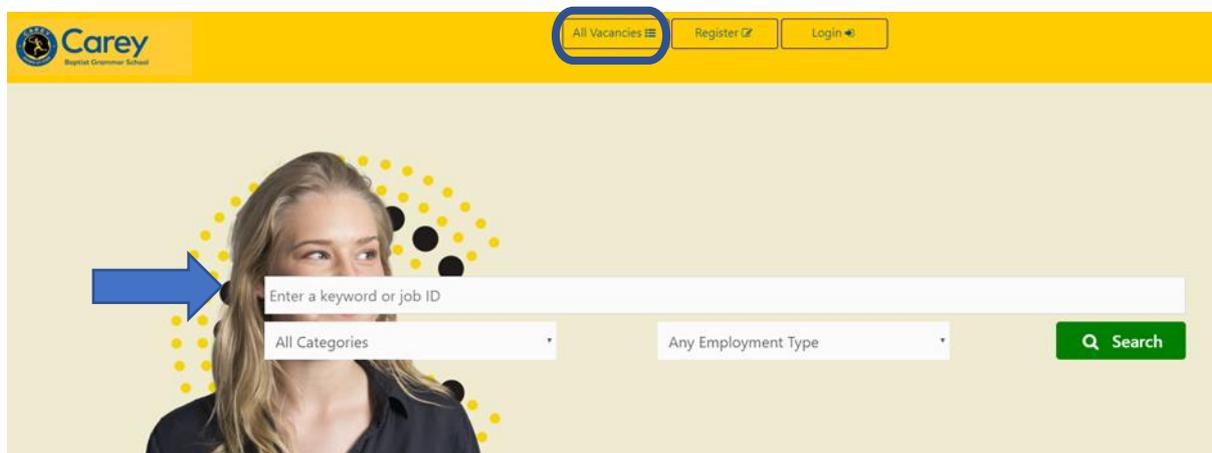


2. Upload your Resume, cover letter and supporting documentation under the **Documents** tab using the upload button.
3. Enter details of 2 professional referees under the **References** tab. You are now ready to apply for a role at Carey.

Applying for a vacancy

When logged in to your Carey eRecruit account, you can apply for any vacancy by selecting **Jobs** from the left-hand task bar. Alternatively, you can apply directly through the landing page.

1. To browse through all current vacancies, select “**All Vacancies**” from the ribbon across our landing page.



To search for a specific role or specific category of employment (i.e. Education for teaching roles” use the search engine on the landing page.

2. Select the position you wish to complete an application for from the right-hand task bar.

3 jobs match your selections

Science Teacher # 10108

Permanent Full Time 📍 Kew
Dynamic team of scientists

Opportunity to be creative and curious

Innovative environment

[more details ...](#)

📅 Posted : 02/08/2019 📅 Closing: 08/08/2019

3. Review the information outlined in the position details and for more detailed information about the role, download the position description.
4. If the role is appropriate for you, select **Apply Now** [Apply Now](#) from the bottom of the page.
5. Confirm that you have selected the position you wish to apply for and select next.

If you have already completed the information fields in your user profile, your personal & contact details, address details and referee details will be prefilled. If not, you will need to enter the information required on each page.

Carey Baptist Grammar School

Apply for Position: Science Teacher

1 [Personal & Contact Details](#) 2 Address Details 3 Your Right to Work 4 Supporting Documents 5 Referees 6 Declarations

6. Review or enter your **Personal Details & Contact Details** and select Next from the bottom of the page. [Next](#)
7. Review or enter your **Address Details**. If you wish to save and exit the application at any stage, you can do so by selecting **Save and Exit**. [Save and Exit](#)
8. Review or enter your right to work information. Please note that it is a condition of employment at Carey Baptist Grammar School that you hold a current VIT registration or an Employee working with children check.
9. Ensure the correct Resume and Cover Letter (if applicable) are attached for the role you are applying for and upload them to the application in **Supporting Documents**. You can do this by selecting upload and choosing a document from your library or browsing for a new document on your computer.

Carey Baptist Grammar School

Apply for Position: Science Teacher

1 [Personal & Contact Details](#) 2 [Address Details](#) 3 [Your Right to Work](#) 4 [Supporting Documents](#) 5 Referees 6 Declarations

Supporting Documents

Document Type	Required/Optional	Document Name	Actions
Resume	Required	Resume.pdf	Download Update
Cover Letter	Required		Upload

[Previous](#) [Save and Exit](#) [Next](#)

10. Review or enter the details of your professional referees. You can complete this step at a later stage as it is not a requirement for submission.
11. Before submitting your application, you are required to review and complete the declarations detailed on the final page. Then select **Submit Application**.

Apply for Position: Science Teacher

Personal & Contact Details Address Details Your Right to Work Supporting Documents Referees **Declarations**

Declarations

- * Are you willing to undergo a national police records check if required? Please select
- * Are you willing to undergo a working with children check if required? Please select
- * Have you been charged or convicted or found guilty of an offence of any nature in Australia or overseas? Please select

I declare that the statements I have provided are genuine and acknowledge that false claims may lead to my dismissal and/or prosecution for any relevant offence.

- * Where did you first see or hear about this vacancy? Please Select

< Previous **Submit Application** >

To update an existing application

If you wish to edit an active application for a position with Carey, select **“Manage Profile”** from the left-hand task bar.

Select **“Application History”** from the Profile task bar.

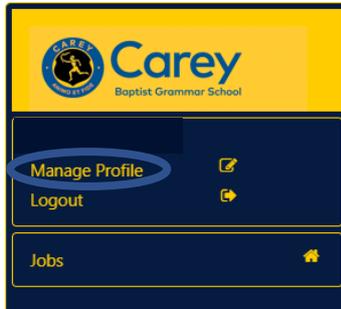
Ref#	Position Title	Status	Last Updated	Options
10068	Casual Outdoor Education Instructor	Complete	02/08/2019	View

To edit an application, select **“Update”** from the **“Options”** drop down menu and then follow the steps to update your application.

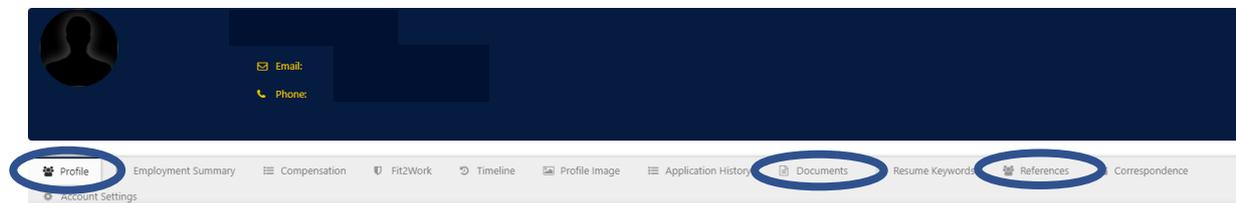
If you wish to withdraw an application, select **“withdraw”** from the **“Options”** drop down menu.

Managing your profile

If you wish to edit the information detailed in your profile, including your employment summary and qualifications, supporting documentation, details of your referees, VIT or Working with Children Check, select the **Manage Profile** button from the left-hand task bar.



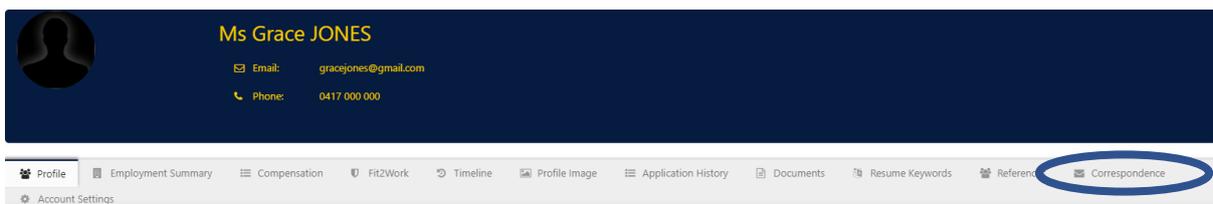
From here you can edit your **Profile**, **Documents** or **References** tab.



You can change your contact email, username or password from the **Profile** tab.

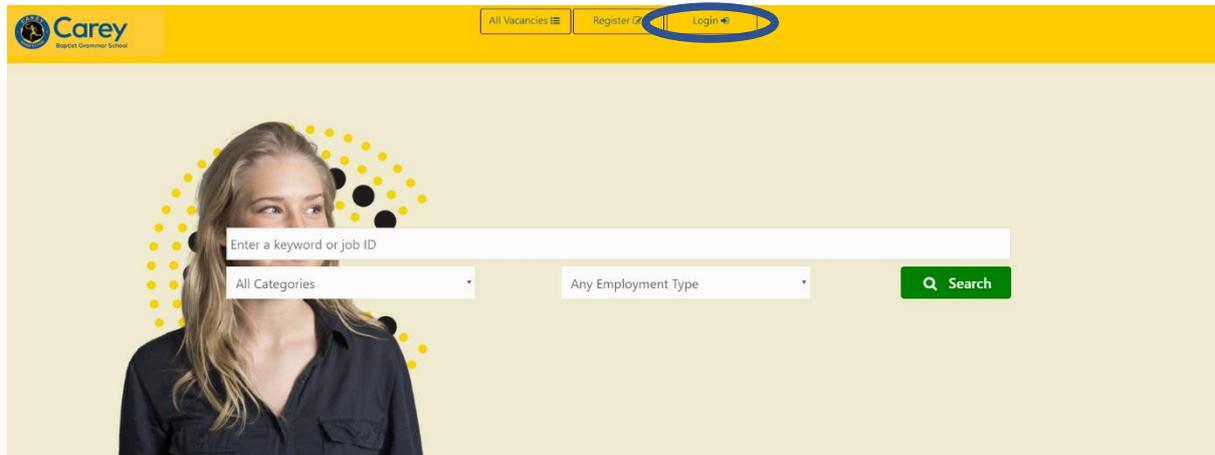
Review your correspondence

To review any correspondence sent to you by the Human Resources team at Carey, select **Correspondence** from the User Profile tab.



Forgotten password

To change your password, select **Login** from the top ribbon of the landing page.



The choose **Forgot your Password** and follow the prompts.

Member Login

Email or Username

Login

Register

Forgot your password