

careers



Candidate User Guide

Accepting an Offer

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Your application – Accepting an Offer

Thank you for choosing the City of Kingston as your prospective employer.

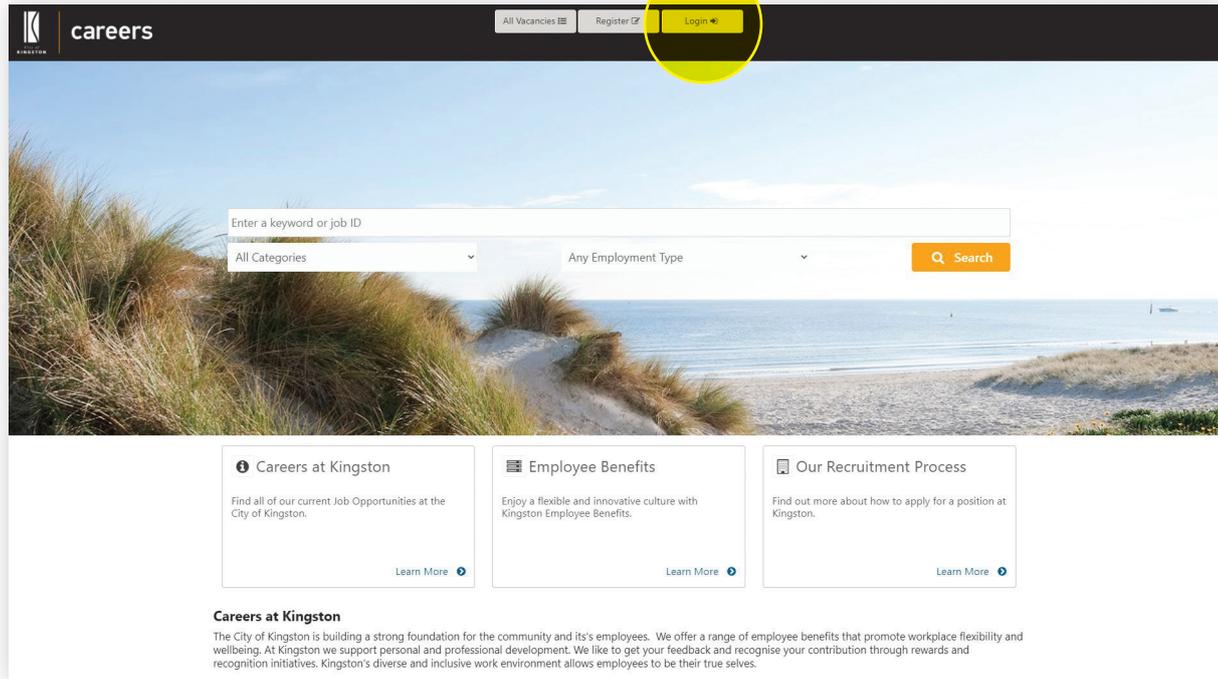
After you have had a conversation with the Hiring Manager you will receive a Welcome email notifying you of your New Employments Details.

If you have any questions about our application process or the Careers system, please contact our friendly people support team at [✉ peoplesupport@kingston.vic.gov.au](mailto:peoplesupport@kingston.vic.gov.au).

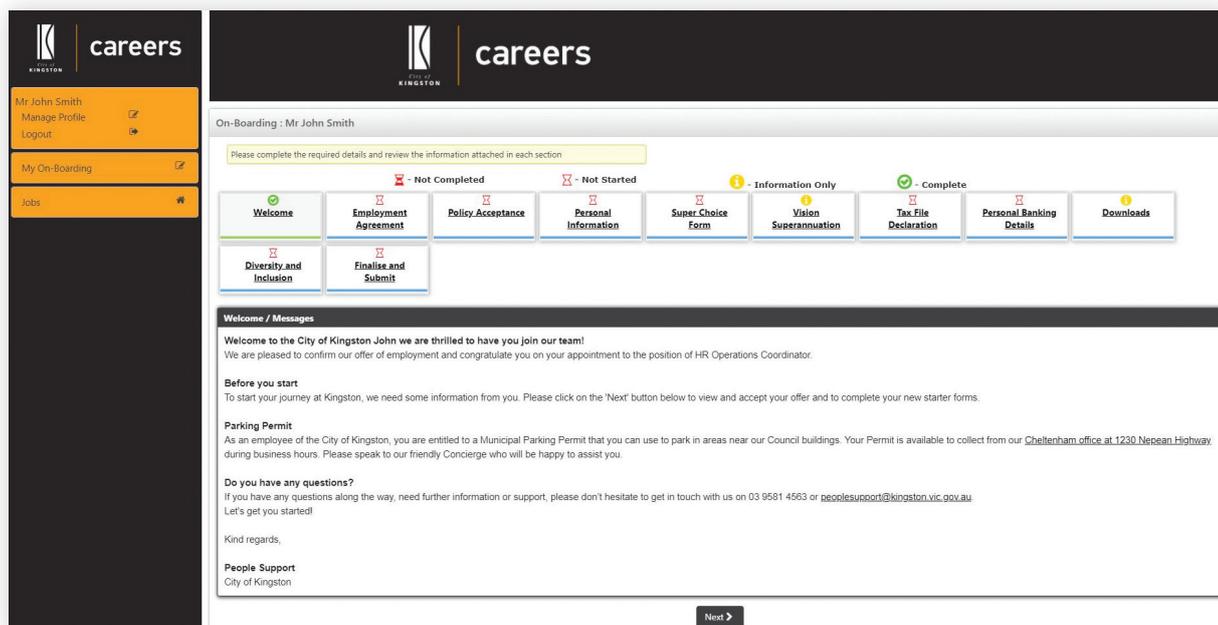
Accepting an Offer

How to view and accept an offer

1. Log into Careers.

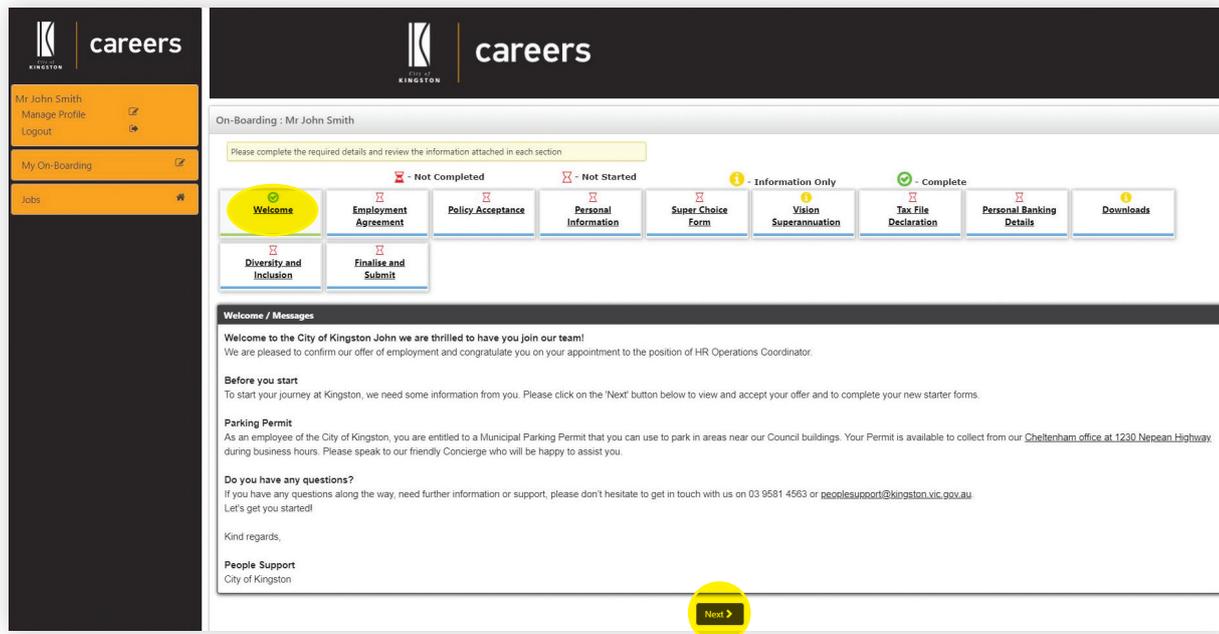


2. My Onboarding.



Welcome

3. You can view the welcome message and click 'Next'.

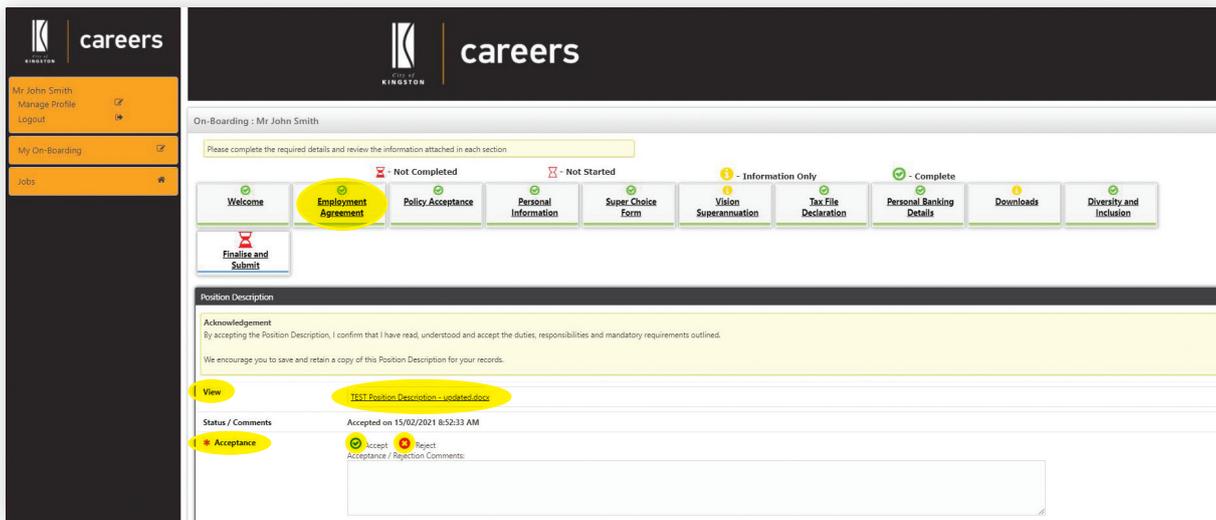


The screenshot displays the onboarding interface for Mr. John Smith. On the left is a navigation sidebar with 'careers' branding and links for 'Mr. John Smith', 'My On-Boarding', and 'Jobs'. The main content area features a progress bar with the following steps: 'Welcome' (highlighted in yellow), 'Employment Agreement', 'Policy Acceptance', 'Personal Information', 'Super Choice Form', 'Vision Superannuation', 'Tax File Declaration', 'Personal Banking Details', and 'Downloads'. A legend above the progress bar indicates status: 'Not Completed' (red), 'Not Started' (grey), 'Information Only' (yellow), and 'Complete' (green). Below the progress bar is a 'Welcome / Messages' section containing a welcome message, instructions to click 'Next', and contact information for People Support. A yellow 'Next >' button is located at the bottom center of the page.

Employment Agreement

Position Description

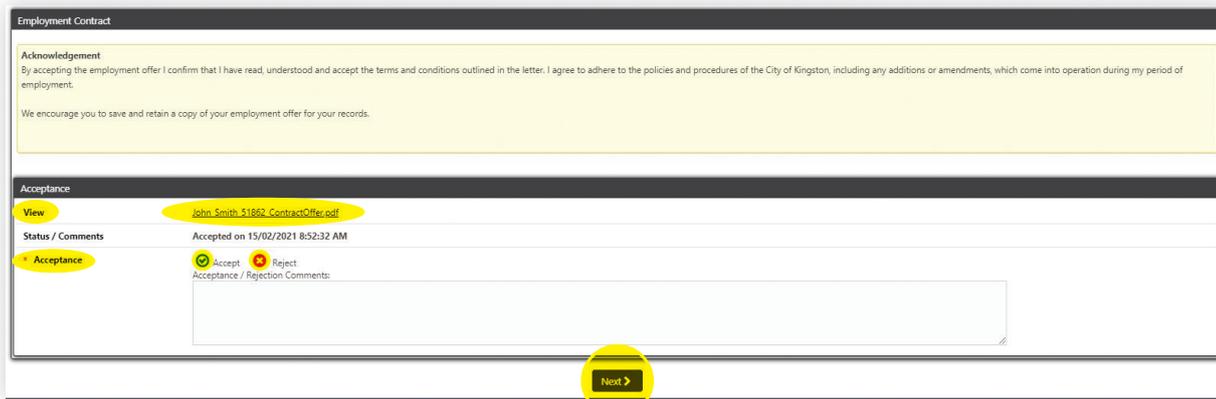
- 4. Under 'Employment Agreement' you can view and then 'Accept' or 'Reject' the:
 - » Position Description.



Employment Contract

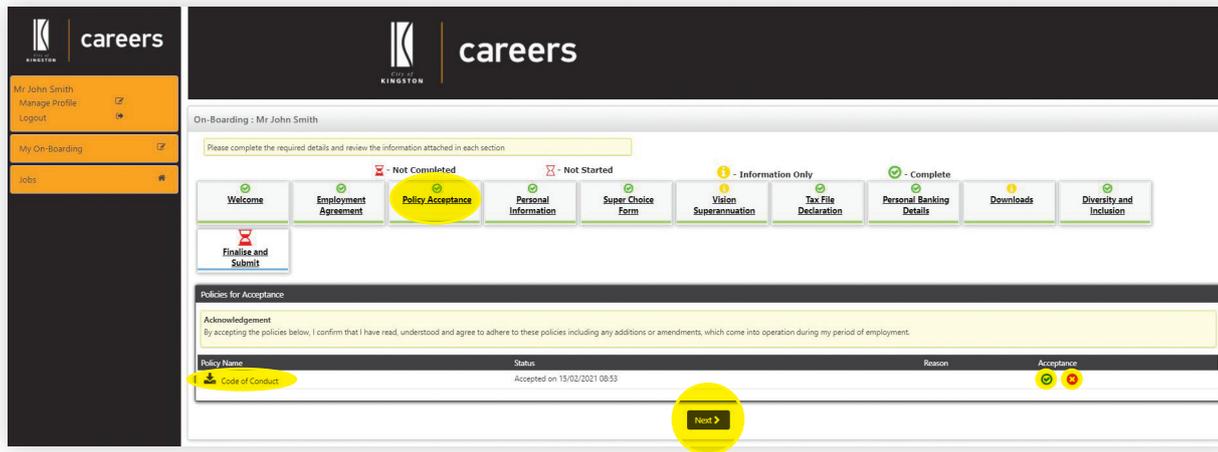
- 5. Under 'Employment Agreement' you can view and then 'Accept' or 'Reject' the:
 - » Employment Contract

Click 'Next'.



Policy Acceptance

6. Download, read and 'Accept' or 'Decline' the Code of Conduct. Click 'Next'.



The screenshot shows the 'On-Boarding : Mr John Smith' interface. A progress bar at the top indicates the status of various steps: Welcome (Complete), Employment Agreement (Complete), Policy Acceptance (Not Completed), Personal Information (Complete), Super Choice Form (Complete), Vision Superannuation (Information Only), Tax File Declaration (Complete), Personal Banking Details (Complete), Downloads (Information Only), and Diversity and Inclusion (Complete). A 'Finalise and Submit' button is visible below the progress bar.

Below the progress bar, there is a section titled 'Policies for Acceptance'. It includes an 'Acknowledgement' text box with the following text: 'By accepting the policies below, I confirm that I have read, understood and agree to adhere to these policies including any additions or amendments, which come into operation during my period of employment.'

Policy Name	Status	Reason	Acceptance
Code of Conduct	Accepted on 15/02/2021 08:53		<input checked="" type="radio"/>

A yellow circle highlights the 'Next >' button at the bottom center of the page.

Personal Information

Personal Information

7. Enter your personal details under 'Personal Information'.

On-Boarding : Mr John Smith

Please complete the required details and review the information attached in each section

Not Completed Not Started Information Only Complete

Welcome Employment Agreement Policy Acceptance **Personal Information** Super Choice Form Vision Superannuation Tax File Declaration Personal Banking Details Downloads Diversity and Inclusion

Finalise and Submit

Personal Information

* Title Mr

* First Name John

Preferred Name John

Middle Name

* Surname Smith

* Date of Birth 01/01/2000

* Gender Male

* Personal Email Address johnsmith@gmail.com

* Have you previously worked in Local Government? No

Residential Address

8. Enter your address under 'Residential Address'.

Residential Address

Address Search Search with Google Maps

* Address 1230 Nepean Highway

* Suburb Chelsea

* State Victoria

* Postcode 3192

* Country Australia

Postal Address

9. Enter Postal Address or select 'copy Residential'.

Postal Address

Copy Residential No

* Address 1230 Nepean Highway

* Suburb Chelsea

* State Victoria

* Postcode 3192

* Country Australia

Contact Details

10. Enter your home and your mobile phone number.

Contact Details	
Home Phone	<input type="text" value="(03) 0000 0000"/>
* Mobile Phone	<input type="text" value="0412 111 111"/>

Licence Details

11. Enter your driver licence number and expiry date.

Licence Details	
* Do you have a current Driver's Licence?	<input type="text" value="Yes"/>
* Licence Number	<input type="text" value="123456"/>
* Expiry Date	<input type="text" value="14/01/2025"/>

12. Enter your Working with Children's Check number and expiry date. You can upload a copy of the screen shot with the City of Kingston's details as your employer.

Children Check Details	
* Do you have a Working with Children Check Card	<input type="text" value="Yes"/>
* Working with Children Check (if applicable) Permit No	<input type="text" value="123456"/>
* Working with Children Check Expiry Date	<input type="text" value="14/01/2025"/>
Working with Children Check (if applicable) Organisation Details Transfer	<p>If you hold a Working Children Check Card which is registered to another organisation, you will need to update the organisation details against the card to the City of Kingston. You can do this by clicking on the link below: Update your working with children check details</p> <p>Please note the City of Kingston address to be used is 1230 Nepean Hwy, Cheltenham, VIC 3192.</p> <p>If applicable - please upload a copy of the screenshot confirming that you have updated the organisation details against your card to the City of Kingston.</p>
Organisation Details Transfer Confirmation Upload	<p>no attachments have been added</p> <p><input type="button" value="Upload"/></p>

Emergency Contact Details

13. Enter your emergency contact person's details.

Emergency Contact Details	
* Contact Name	<input type="text" value="Paul Smith"/>
* Relationship	<input type="text" value="Father"/>
* Address	<input type="text" value="1230 Nepean Highway"/>
* City	<input type="text" value="Chelsea"/>
* State	<input type="text" value="Victoria"/>
* Postcode	<input type="text" value="3192"/>
* Country	<input type="text" value="Australia"/>
* Email Address	<input type="text" value="Paul@gmail.com"/>
Home Phone	<input type="text" value="(03) 1234 5678"/>
* Mobile Phone	<input type="text" value="0412 111 111"/>
Business Phone	<input type="text" value="() ____ ____"/>
* Preferred Number	<input type="text" value="Mobile Phone"/>
* Is this your next of Kin	<input type="text" value="Yes"/>

Alternate Emergency Contact Details

14. Enter an alternate emergency contact person's details. Click 'Next'.

Alternate Emergency Contact Details

Contact Name	<input type="text"/>
Relationship	Please Select
Address	<input type="text"/>
City	<input type="text"/>
State	Please Select
Postcode	<input type="text"/>
Country	Australia
Email Address	<input type="text"/>
Home Phone	<input type="text"/>
Mobile Phone	<input type="text"/>
Business Phone	<input type="text"/>
Preferred Number	Home Phone
Is this your next of Kin	No

Next >

Super Choice Form

15. Enter in your 'Choice of Superannuation Fund' details. Click 'Next'.

careers

On-Boarding : Mr John Smith

Please complete the required details and review the information attached in each section

Welcome	Employment Agreement	Policy Acceptance	Personal Information	Super Choice Form	Vision Superannuation	Tax File Declaration	Personal Banking Details	Downloads	Diversity and Inclusion
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Choice Of Superannuation Fund

The default superannuation funds for City of Kingston employees is Vision Super. Employees may choose an alternative complying superannuation fund.

For Maternal & Child Health and Immunisation Nurses a choice of superannuation funds shall be offered and shall be limited to:

- Vision Super;
- Health or
- Health Super;

Vision Super

If you would like to nominate Vision Super as your Super Fund, please select 'Vision Super Pty Ltd' from the drop down below.

All Other Super Funds

For all superannuation funds, please select 'Alternate Super Fund - Superannuation Standard Choice Form' from the drop down below. Please note the provider's adequate documentation must be produced to allow the City of Kingston to make contributions to a compliant fund.

Self Managed Super Funds

For all superannuation funds, please select 'Self Managed Super Fund' from the drop down below. Please note the provider's adequate documentation must be produced to allow the City of Kingston to make contributions to a compliant fund.

I request City of Kingston to direct my superannuation contributions to

Attach Superannuation Document

I declare that the information I have given is true and correct.

Next >

16. Fill in your superannuation fund details.

The screenshot shows the 'Choice Of Superannuation Fund' step. The progress bar at the top indicates the following steps: Welcome, Employment Agreement, Policy Acceptance, Personal Information, Super Choice Form (highlighted), Vision Superannuation, Tax File Declaration, Personal Banking Details, Downloads, and Diversity and Inclusion. The main content area includes the following text:

The default superannuation funds for City of Kingston employees is Vision Super. Employees may choose an alternative complying superannuation fund.

For Maternal & Child Health and Immunisation Nurses a choice of superannuation funds shall be offered and shall be limited to:

- a. Vision Super;
- b. Hesta; or
- c. Health Super.

Vision Super
If you would like to nominate Vision Super as your Super Fund, please select 'Vision Super Pty Ltd' from the drop down below.

All Other Super Funds
For all superannuation funds, please select 'Alternate Super Fund - Superannuation Standard Choice Form' from the drop down below. Please note the provider's adequate documentation must be produced to allow the City of Kingston to make contributions to a compliant fund.

Self Managed Super Funds
For all superannuation funds, please select 'Self Managed Super Fund' from the drop down below. Please note the provider's adequate documentation must be produced to allow the City of Kingston to make contributions to a compliant fund.

I request City of Kingston to direct my superannuation contributions to

Information Regarding these funds is available by contacting the fund directly:
Vision Super Pty Ltd: 03 9911 3222
www.visionsuper.com.au

If you are an existing member, your member number must be provided; otherwise a new account will be set up for you.

Your Member Number (if applicable)

Fund Address Vision Super Pty Ltd.
PO Box 18041 Collins Street East Melbourne VIC 8003

Fund Australian Business Number (ABN) Vision Super Pty Ltd ABN - 24496637804

Superannuation product identification number (if applicable) Vision Super Pty Ltd Customer SPIN - 0449663784020

Attach Superannuation Document

I declare that the information I have given is true and correct.

Vision Super

17. This step is for new employees only who are choosing Vision Super. Enter details and Click 'Next'.

The screenshot shows the 'Vision Superannuation' step. The progress bar at the top indicates the following steps: Welcome, Employment Agreement, Policy Acceptance, Personal Information, Super Choice Form, Vision Superannuation (highlighted), Tax File Declaration, Personal Banking Details, Downloads, and Diversity and Inclusion. The main content area includes the following text:

On-Boarding : Mr John Smith

Please complete the required details and review the information attached in each section

Vision Superannuation
To be completed by new employees choosing Vision Super only. If you have chosen an alternative complying superannuation fund, you can skip this page.
The default superannuation funds for City of Kingston employees is Vision Super. If you have chosen Vision Super as your super fund, there is some more information on Vision Super for you to read and complete on this page.
If you have any questions, please do not hesitate to contact our People Support Team on 9581 4563.

Forms to complete and return to Vision Super

What you need to do

Please take your time to read, complete and send to Vision Super. If you have any questions or need further information regarding the forms below, please contact Vision Super on (03) 9911 3222. The forms can be posted to: Vision Super, PO Box 18041, Collins Street East, Melbourne VIC 8003

Vision Super Tax File Number Notification [Click Here](#)

Vision Super Request To Transfer Or Roll Over Superannuation Benefits To Vision Super [Click Here](#)

For your information

What you need to do

Please familiarise yourself with the following document. If you have any questions, please contact Vision Super on (03) 9911 3222.

Vision Super Super Saver Induction Booklet [Click Here](#)

Forms to complete and email to City of Kingston Payroll

What you need to do

If you would like to set up before/tax super contributions, please take your time to read, complete the below form and email to payroll@kingston.vic.gov.au. Please note this form is available to all employees at Kingston, so you can also complete this form at any time after commencement.

Vision Super Payroll Deduction Form [Click Here](#)

Tax File Declaration

18. Enter your tax file number details and click 'Next'.

careers

Mr John Smith
Manage Profile
Logout

My On-Boarding
Jobs

Welcome Employment Agreement Policy Acceptance Personal Information Super Choice Form Vision Superannuation **Tax File Declaration** Personal Banking Details Downloads Diversity and Inclusion Finalise and Submit

Tax File Declaration

Please click on this [link](#) for instructions to help you complete your Tax File Number Declaration.

1. What is your tax file number (TFN)? I have made a separate application/enquiry to the ATO for a new or existing TFN

2. What is your name?

Title Mr

Surname or family name Smith

First given name John

Other given names

3. What is your home address in Australia?

Address 1230 Heapan Highway

Suburb/Town/Locality

Chelsea

State/Territory Victoria

Postcode 3192

4. If you have changed your name since you last dealt with the ATO, provide your previous family name.

5. What is your primary e-mail address? johnsmith@gmail.com

6. What is your date of birth? 01/01/2000

7. Do what basis are you paid? (Select only one).

Full-time employment Labour hire Casual employment

Part-time employment Superannuation or annuity income stream

8. Are you

An Australian resident for tax purposes

A foreign resident for tax purposes

A working holiday maker

9. Do you want to claim the tax-free threshold from this payer?

Only claim the tax-free threshold from one payer at a time, unless your total income from all sources for the financial year will be less than the tax-free threshold.

10. Do you have a Higher Education Loan Program (HELP), VET Student Loan (VSL), Financial Supplement (FS), Student Start-up Loan (SSL) or Trade Support Loan (TSL) debt? No

DECLARATION by payer: I declare that the information I have given is true and correct. 15/02/2021 9:30 AM

There are penalties for deliberately making a false or misleading statement.

Next

Personal Banking Details

19. Enter the bank account details of the account you would like your pay deposited into. Select 'Yes' or 'No' to have your payslip emailed to your personal email address.

careers

Mr John Smith
Manage Profile
Logout

My On-Boarding
Jobs

Welcome Employment Agreement Policy Acceptance Personal Information Super Choice Form Vision Superannuation Tax File Declaration **Personal Banking Details** Downloads Diversity and Inclusion Finalise and Submit

On-Boarding : Mr John Smith

Please complete the required details and review the information attached in each section

Not Completed Not Started Information Only Complete

Primary Account Bank / Credit Union Name Branch Account Name BSB Number Account Number Amount Per Fortnight Actions

<input checked="" type="checkbox"/>	CBA	Chelsea	John Smith	061123	10001234	<input type="checkbox"/>	<input type="checkbox"/>
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Add Bank Account

I authorise the City of Kingston to pay my salary into my nominated account/s on a fortnightly basis and I declare that the information I have given is true and correct.

I consent to my payslip being sent to my personal email address Yes

Please note: If you select 'No' your payslip will be emailed to your work email address and accessible in MyCONNECT.

Next

Downloads

20. Please download and read the documents. Click 'Next'.

The screenshot shows the 'Downloads' step of the onboarding process. The progress bar at the top indicates that 'Downloads' is the current step, highlighted in yellow. Below the progress bar, there is a section titled 'Downloads' with the instruction: 'Required reading: Please familiarise yourself with the following documents.' A table lists the following documents for download:

Download Name
City of Kingston Employee Benefits Information
City of Kingston Enterprise Agreement No. 9
Employee Assistance Program
Fair Work Information Statement

A yellow circle highlights the 'Next >' button at the bottom center of the page.

Diversity and Inclusion

21. Select 'Yes' or 'No' to answer our voluntary Diversity and Inclusion questions. Click 'Next'.

The screenshot shows the 'Diversity and Inclusion' step of the onboarding process. The progress bar at the top indicates that 'Diversity and Inclusion' is the current step, highlighted in yellow. Below the progress bar, there is a section titled 'Diversity and Inclusion' with the following text: 'The City of Kingston is committed to strengthening the diversity and inclusion of its workforce, so that every employee can come to work and be the best version of themselves everyday. You can choose to answer some voluntary diversity and inclusion questions below. Please note that your answers will not be submitted to the Hiring Manager; any information you provide will go to our People Support Team for data collection and reporting purposes only.'

A yellow circle highlights the question: 'Would you like to answer our voluntary Diversity and Inclusion questions?' with a dropdown menu showing 'No' selected. A yellow circle also highlights the 'Next >' button at the bottom center of the page.

Finalise and Submit

22. Review all information and Click on 'Submit'.

On-Boarding - Mr John Smith

Please complete the required details and review the information attached in each section

Not Completed Not Started Information Only Complete

Welcome Employment Agreement Policy Acceptance Personal Information Super Choice Form Vision Superannuation Tax File Declaration Personal Banking Details Downloads Diversity and Inclusion

Finalise and Submit

By clicking on 'Submit' you are confirming that all the information you have supplied within this form is true and accurate. Please note once you click 'Submit', you will not be able to edit your information.

Position Description

Acknowledgement
By accepting the Position Description, I confirm that I have read, understood and accept the duties, responsibilities and mandatory requirements outlined.
We encourage you to save and retain a copy of this Position Description for your records.

View TEST-Position Description - updated.docx

Applicant Acceptance / Comments Accepted on 15/02/2021 8:52:33 AM

Employment Contract

Acknowledgement
By accepting the employment offer I confirm that I have read, understood and accept the terms and conditions outlined in the letter. I agree to adhere to the policies and procedures of the City of Kingston, including any additions or amendments, which come into operation during my period of employment.
We encourage you to save and retain a copy of your employment offer for your records.

Submit