

careers



Candidate User Guide

Applying for a Position

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Before you begin your application

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

Our application process will take approximately 10 minutes to complete. To successfully complete your application, you will be required to upload your resume and cover letter. Some positions may also require you to answer Key Selection Criteria under the **'Mandatory Requirements'** section within the application.

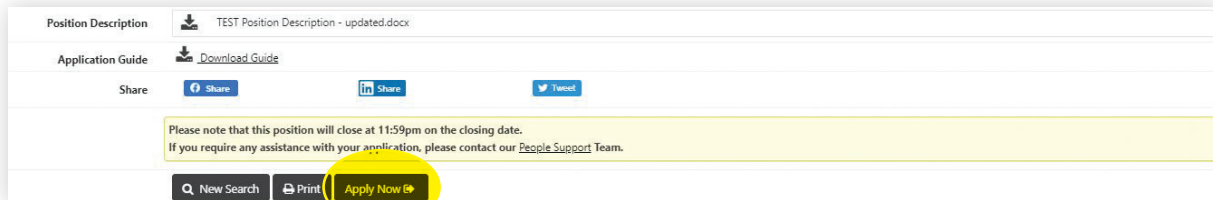
You can **'Save & Exit'** to save your application and return to complete it at any time. As you apply for a position with us you will automatically create a user account with the City of Kingston Careers system. You will receive an email from us which will allow you to set the password on your account and login to edit, complete or manage your application. If you do not receive an email, please check your junk mail folder.

If you make a mistake you can navigate through your application using the **'Back'** and **'Next'** buttons at the bottom of the page.

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).

Starting your application

1. Navigate to the bottom of the position advertisement and click on the 'Apply Now' button.



Position Description: TEST Position Description - updated.docx

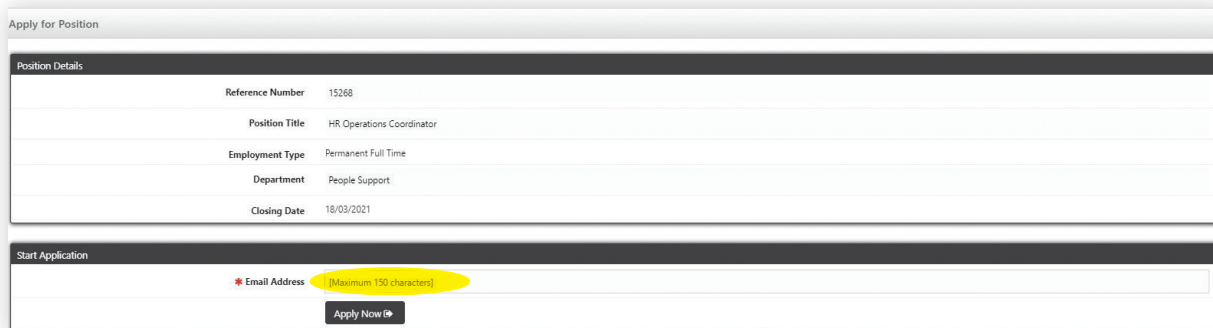
Application Guide: Download Guide

Share: Share, Share, Tweet

Please note that this position will close at 11:59pm on the closing date.
If you require any assistance with your application, please contact our [People Support Team](#).

New Search, Print, **Apply Now**

2. Verify the position information, enter your email address and click on the 'Apply Now' button.



Apply for Position

Position Details

Reference Number	15268
Position Title	HR Operations Coordinator
Employment Type	Permanent Full Time
Department	People Support
Closing Date	18/03/2021

Start Application

* Email Address

Apply Now

Personal and Contact Details

1. Fill out all the mandatory fields. Please note, you will need to enter a preferred phone number so we can get into contact with you regarding your application. You can also choose to fill out the non-mandatory fields.
2. Please read and accept our Privacy Collection Statement.
3. Complete the ReCaptcha box and click on the 'Next' button at the bottom of the screen.

The screenshot shows the 'Personal & Contact Details' form with the following sections:

- Personal Details:** Fields for Given Names, Preferred Given Name, and Surname, each with a maximum character limit of 100.
- Contact Details:** Fields for Home Phone, Business Phone, and Mobile Phone, plus a dropdown for Preferred Number.
- Privacy Collection Statement:** A text block explaining the City of Kingston's privacy policy, followed by a 'No' button.
- ReCaptcha:** A checkbox for 'I'm not a robot' and a 'Next' button.

Address Details

1. Fill out all the mandatory fields. To enter your address faster, type your address into the 'Address Search' field which will automatically enter your address details in the required fields for you.
2. Click on the 'Next' button at the bottom of the screen once complete.

Apply for Position: HR Operations Coordinator

1 2 3 4 5 6 7 8 9

Personal & Contact Details Address Details Additional Information Supporting Documents Referees Mandatory Requirements Diversity and Inclusion Background Screening Declarations

Residential Address

Address Search Search with Google Maps

* Address [Maximum 100 characters]

* Suburb [Maximum 100 characters]

* State Please Select

* Postcode [Maximum 20 characters]

* Country Please Select

Postal Address

Copy Residential No

* Address [Maximum 100 characters]

* Suburb [Maximum 100 characters]

* State Please Select

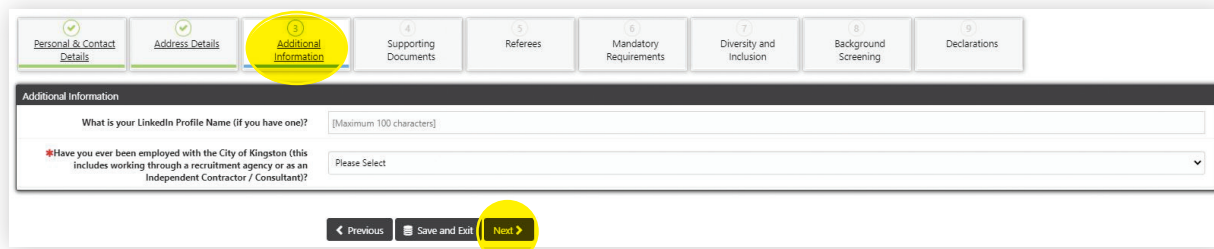
* Postcode [Maximum 20 characters]

* Country Please Select

Previous Save and Exit Next

Additional Information

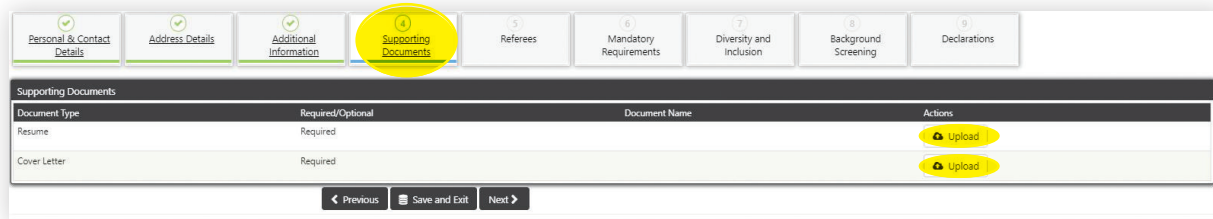
1. Fill out the mandatory field regarding any previous employment with the City of Kingston. You can also choose to enter your LinkedIn profile name if you would like the hiring manager to view the page as part of your application (please note this is not mandatory).
2. Click on the 'Next' button at the bottom of the screen to navigate to the next page.



The screenshot shows a multi-step application form. At the top, there is a progress bar with nine steps: 1. Personal & Contact Details, 2. Address Details, 3. Additional Information (highlighted in yellow), 4. Supporting Documents, 5. Referees, 6. Mandatory Requirements, 7. Diversity and Inclusion, 8. Background Screening, and 9. Declarations. Below the progress bar, the 'Additional Information' section contains two fields: a text input field for 'What is your LinkedIn Profile Name (if you have one)?' with a character limit of 100, and a dropdown menu for 'Have you ever been employed with the City of Kingston (this includes working through a recruitment agency or as an Independent Contractor / Consultant)?' with 'Please Select' as the current option. At the bottom of the form, there are three buttons: 'Previous', 'Save and Exit', and 'Next' (highlighted in yellow).

Supporting Documents

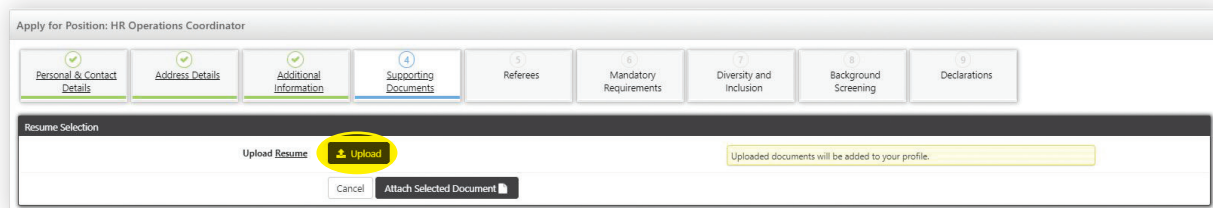
You will be required to upload your resume and cover letter to support your application under 'Supporting Documents'.



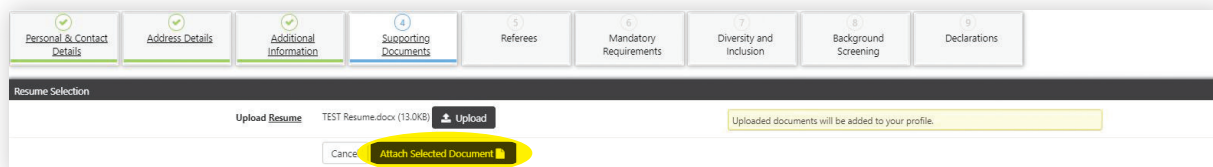
Document Type	Required/Optional	Document Name	Actions
Resume	Required		Upload
Cover Letter	Required		Upload

Uploading your Resume

1. Click on the 'Upload' button, navigate to your saved resume and click on 'Open'.



2. Click on the 'Attach Selected Document' button.



Uploading your Cover Letter

1. Click on the 'Upload' button, navigate to your saved cover letter and click on 'Open'.

2. Click on the 'Attach Selected Document' button.

3. Click on 'Next' button at the bottom of the screen once complete.

Document Type	Required/Optional	Document Name	Actions
Resume	Required	TEST Resume.docx	Download, Update
Cover Letter	Required	TEST Cover Letter.docx	Download, Update

Updating your Resume

1. Click on the 'Update' button, then click on 'Upload' navigate to your saved resume and click on 'Open'.

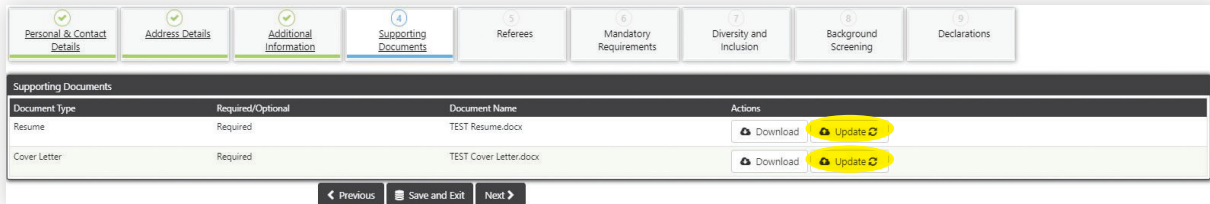
Document Type	Required/Optional	Document Name	Actions
Resume	Required	TEST Resume.docx	Download, Update
Cover Letter	Required	TEST Cover Letter.docx	Download, Update

2. Click on the radio button next to the resume you have just uploaded and click on the 'Attach Selected Document' button.

Profile Document	Date Created
<input checked="" type="radio"/> TEST Resume.docx	19/02/2021 8:12:11 AM

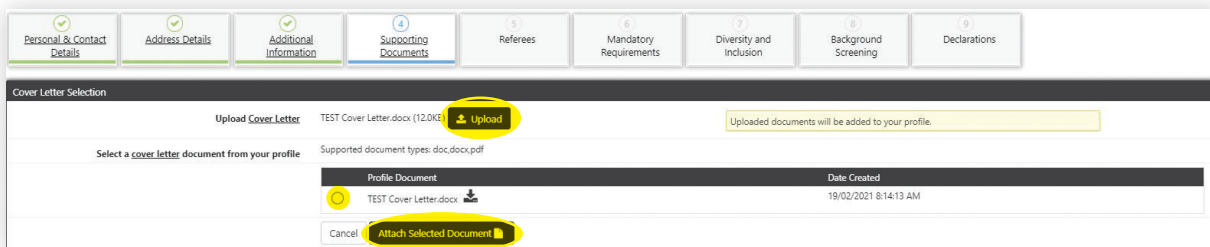
Updating your Cover Letter

1. Click on the 'Update' button, then click on 'Upload' navigate to your saved cover letter and click on 'Open'.



Document Type	Required/Optional	Document Name	Actions
Resume	Required/Optional	TEST Resume.docx	Download Update
Cover Letter	Required	TEST Cover Letter.docx	Download Update

2. Click on the radio button next to the cover letter you have just uploaded and click on the 'Attach Selected Document' button.



Profile Document	Date Created
TEST Cover Letter.docx	19/02/2021 8:14:13 AM

3. Click on the 'Next' button at the bottom of the screen once complete to navigate to the next page.

Referees

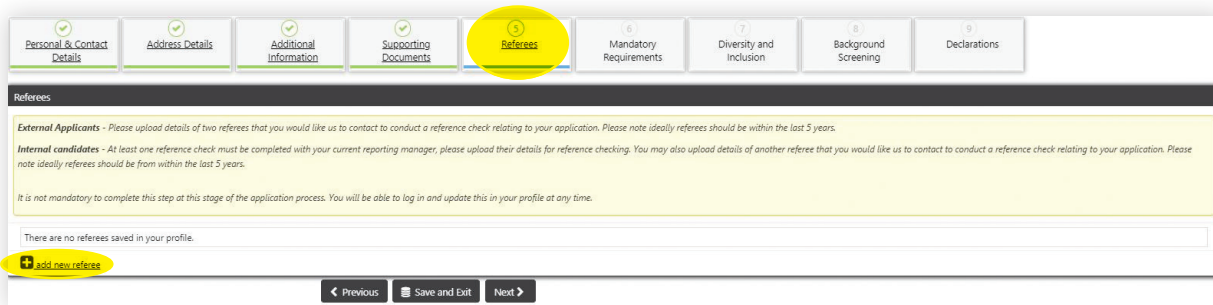
It is not mandatory to complete your referees at this stage of the application process. You may choose to do this at a later stage in the process or when requested if you are successful in obtaining an interview for the position. If you choose to complete this at a later stage, you will need to simply log in and update this in your profile.

External Applicants – You will need to upload details of two referees ideally referees should be from within the last 5 years.

Internal candidates - At least one reference check must be completed with your current reporting manager, please upload their details for reference checking. You may also upload details of another referee that you would like us to contact to conduct a reference check relating to your application. Please note, ideally referees should be from within the last 5 years.

Adding a Referee

1. Click on the 'Add new referee' button.



Personal & Contact Details | Address Details | Additional Information | Supporting Documents | **5 Referees** | 6 Mandatory Requirements | 7 Diversity and Inclusion | 8 Background Screening | 9 Declarations

Referees

External Applicants - Please upload details of two referees that you would like us to contact to conduct a reference check relating to your application. Please note ideally referees should be within the last 5 years.

Internal candidates - At least one reference check must be completed with your current reporting manager, please upload their details for reference checking. You may also upload details of another referee that you would like us to contact to conduct a reference check relating to your application. Please note ideally referees should be from within the last 5 years.

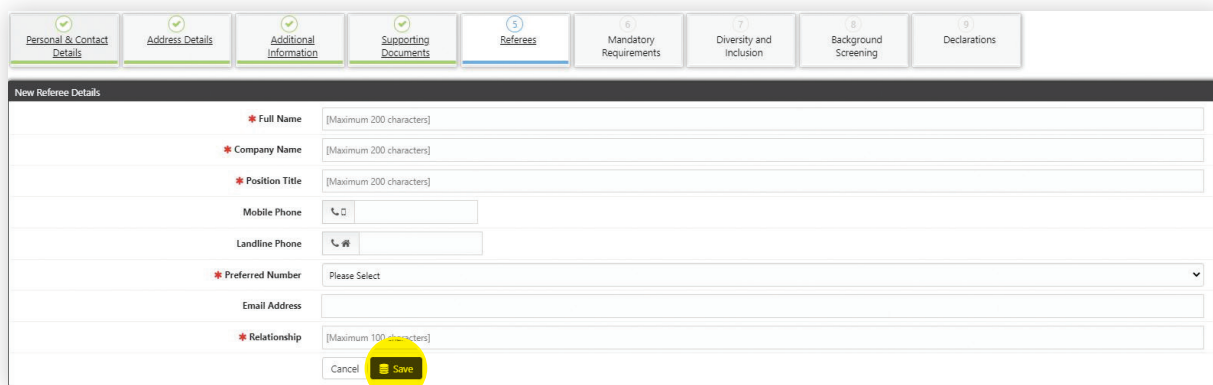
It is not mandatory to complete this step at this stage of the application process. You will be able to log in and update this in your profile at any time.

There are no referees saved in your profile.

+ add new referee

← Previous | Save and Exit | Next →

2. Fill out the mandatory fields, please note that you will be required to provide a preferred contact phone number.
3. Click on the 'Next' button at the bottom of the screen once complete.



Personal & Contact Details | Address Details | Additional Information | Supporting Documents | **5 Referees** | 6 Mandatory Requirements | 7 Diversity and Inclusion | 8 Background Screening | 9 Declarations

New Referee Details

* Full Name [Maximum 200 characters]

* Company Name [Maximum 200 characters]

* Position Title [Maximum 200 characters]

Mobile Phone

Landline Phone

* Preferred Number Please Select

Email Address

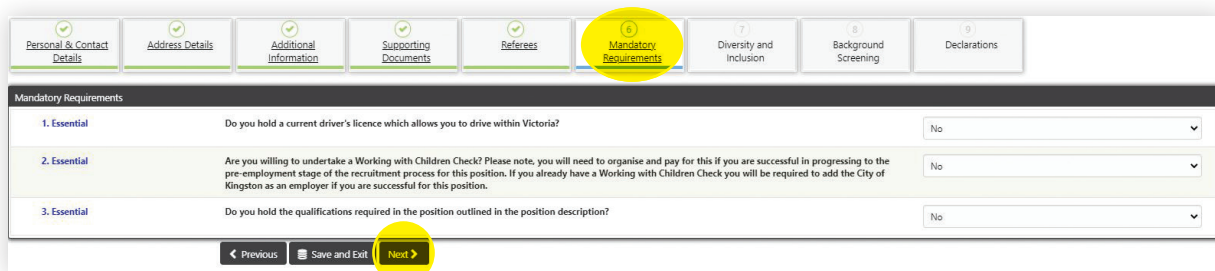
* Relationship [Maximum 100 characters]

Cancel **Save**

Mandatory Requirements

Some positions may also require you to answer Key Selection Criteria under the **'Mandatory Requirements'** section within the application. Please note, if the position you are applying for does not have any key selection criteria applicable, this page will not appear as part of the application process.

1. Answer the mandatory requirement questions and click on the **'Next'** button at the bottom of the screen once complete.



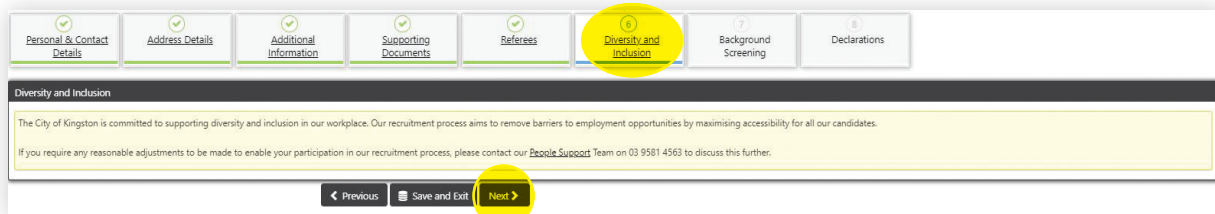
The screenshot shows a progress bar at the top with nine steps: Personal & Contact Details, Address Details, Additional Information, Supporting Documents, Referees, Mandatory Requirements (highlighted in yellow), Diversity and Inclusion, Background Screening, and Declarations. Below the progress bar, the 'Mandatory Requirements' section contains three essential questions, each with a 'No' dropdown menu:

- 1. Essential: Do you hold a current driver's licence which allows you to drive within Victoria?
- 2. Essential: Are you willing to undertake a Working with Children Check? Please note, you will need to organise and pay for this if you are successful in progressing to the pre-employment stage of the recruitment process for this position. If you already have a Working with Children Check you will be required to add the City of Kingston as an employer if you are successful for this position.
- 3. Essential: Do you hold the qualifications required in the position outlined in the position description?

At the bottom of the section are three buttons: 'Previous', 'Save and Exit', and 'Next' (highlighted in yellow).

Diversity and Inclusion

1. Please read the information about diversity and inclusion and click on the **'Next'** button to navigate to the next page.



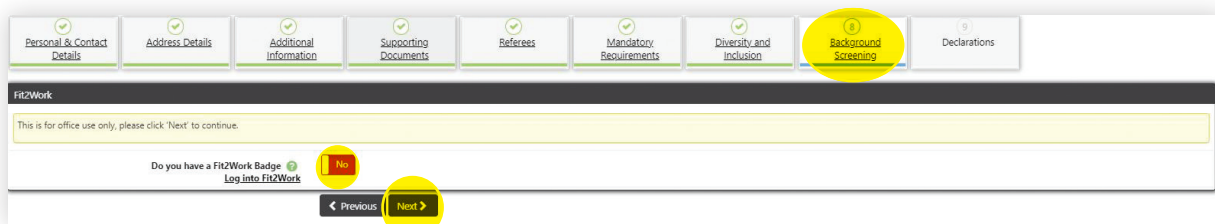
The screenshot shows a progress bar with eight steps: Personal & Contact Details, Address Details, Additional Information, Supporting Documents, Referees, Diversity and Inclusion (highlighted in yellow), Background Screening, and Declarations. Below the progress bar, the 'Diversity and Inclusion' section contains a text box with the following information:

The City of Kingston is committed to supporting diversity and inclusion in our workplace. Our recruitment process aims to remove barriers to employment opportunities by maximising accessibility for all our candidates. If you require any reasonable adjustments to be made to enable your participation in our recruitment process, please contact our [People Support](#) Team on 03 9581 4563 to discuss this further.

At the bottom of the section are three buttons: 'Previous', 'Save and Exit', and 'Next' (highlighted in yellow).

Background Screening

1. This information will automatically default to **'Yes'** if you are recognised as having a Fit2Work account, otherwise please leave as **'No'** and click on **'Next'**.



The screenshot shows a progress bar with nine steps: Personal & Contact Details, Address Details, Additional Information, Supporting Documents, Referees, Mandatory Requirements, Diversity and Inclusion, Background Screening (highlighted in yellow), and Declarations. Below the progress bar, the 'Background Screening' section contains a text box with the following information:

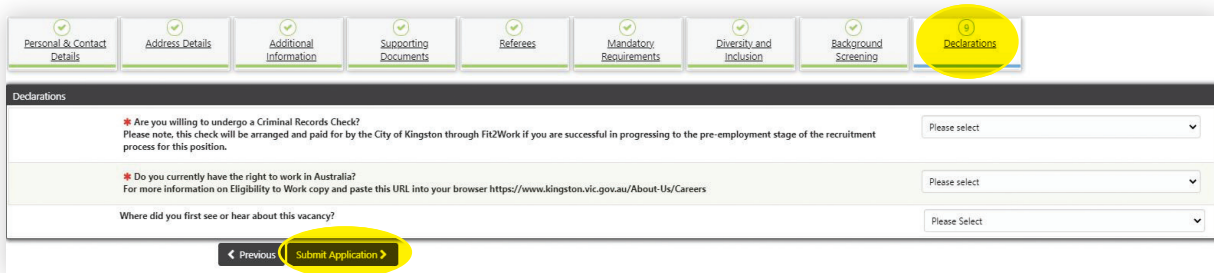
This is for office use only, please click 'Next' to continue.

Do you have a Fit2Work Badge? Yes No [Log into Fit2Work](#)

At the bottom of the section are three buttons: 'Previous', 'Next' (highlighted in yellow), and 'Save and Exit'.

Declarations

1. Fill out the mandatory fields and click on the **'Submit Application'** button at the bottom of the screen once complete.



The screenshot shows a progress bar at the top with eight steps: Personal & Contact Details, Address Details, Additional Information, Supporting Documents, Referees, Mandatory Requirements, Diversity and Inclusion, Background Screening, and Declarations. The 'Declarations' step is highlighted in yellow. Below the progress bar, the 'Declarations' section contains three mandatory questions, each with a dropdown menu for the answer:

- * Are you willing to undergo a Criminal Records Check?**
Please note, this check will be arranged and paid for by the City of Kingston through Fit2Work if you are successful in progressing to the pre-employment stage of the recruitment process for this position. (Please select)
- * Do you currently have the right to work in Australia?**
For more information on Eligibility to Work copy and paste this URL into your browser <https://www.kingston.vic.gov.au/About-Us/Careers> (Please select)
- Where did you first see or hear about this vacancy?** (Please Select)

At the bottom of the form, there are two buttons: 'Previous' and 'Submit Application'. The 'Submit Application' button is highlighted in yellow.

What happens next

Your application has now been submitted an email will be sent to you confirming receipt of your application. If you do not receive an email, please check your Junk Mail folder before contacting our friendly People Support team.

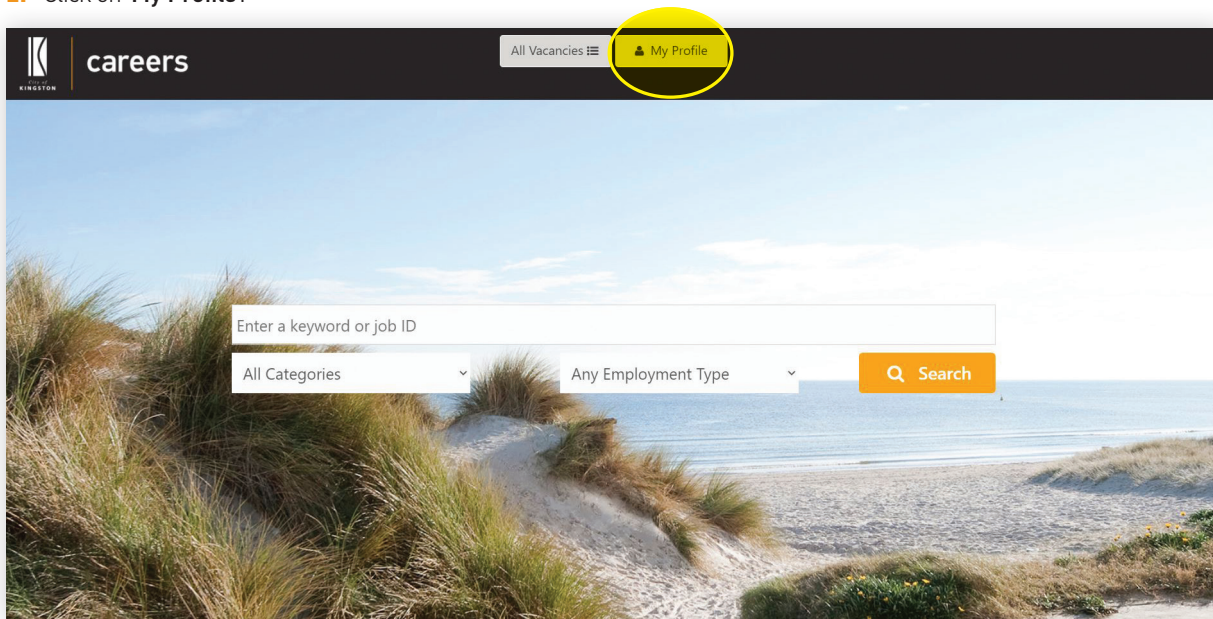
Once applications close, the hiring manager will review your application and will contact you either by phone or email to progress your application. If you are unsuccessful you will receive an email notification.

Checking application progress and viewing your application history

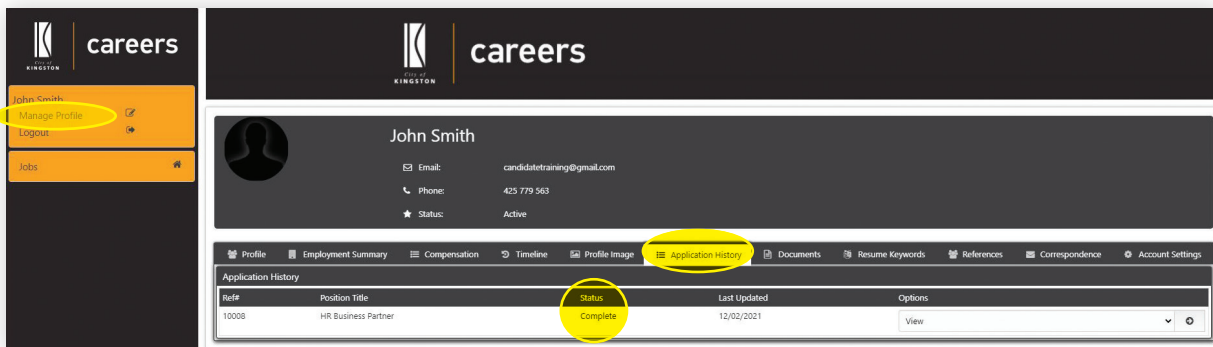
Checking application progress

You can check the progress of your application at any time.

1. Log into Careers.
2. Click on 'My Profile'.

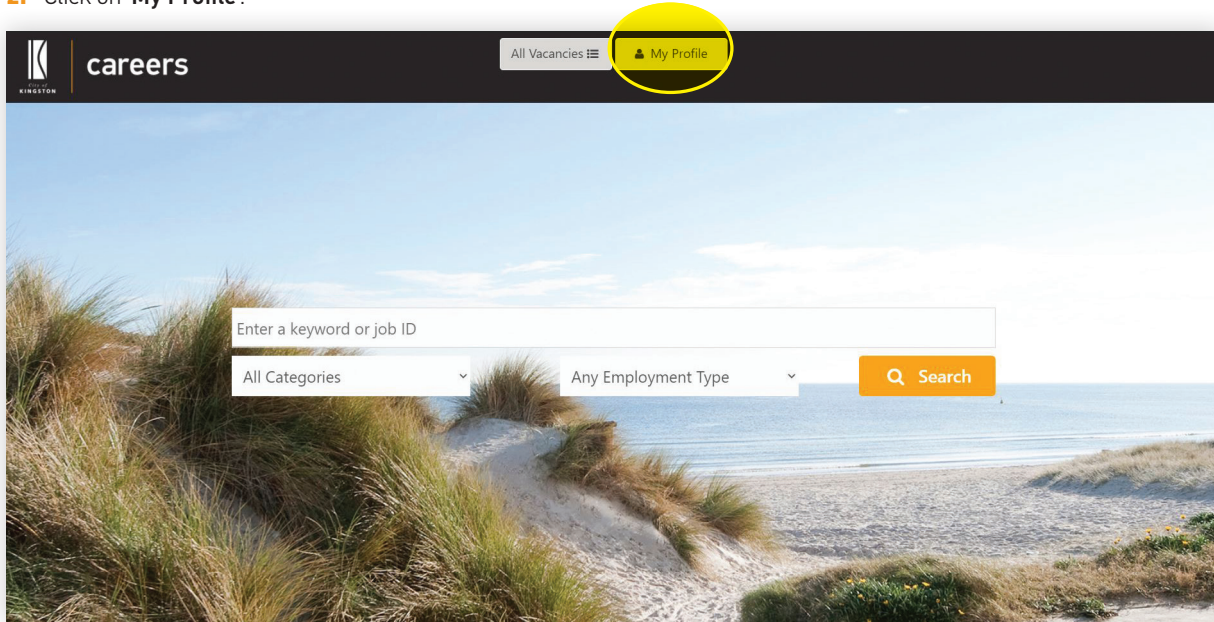


3. Click on 'Manage Profile' on the left side menu.
4. Click on the 'Application History' tab.
5. You can view the status of your application under the 'Status' column.

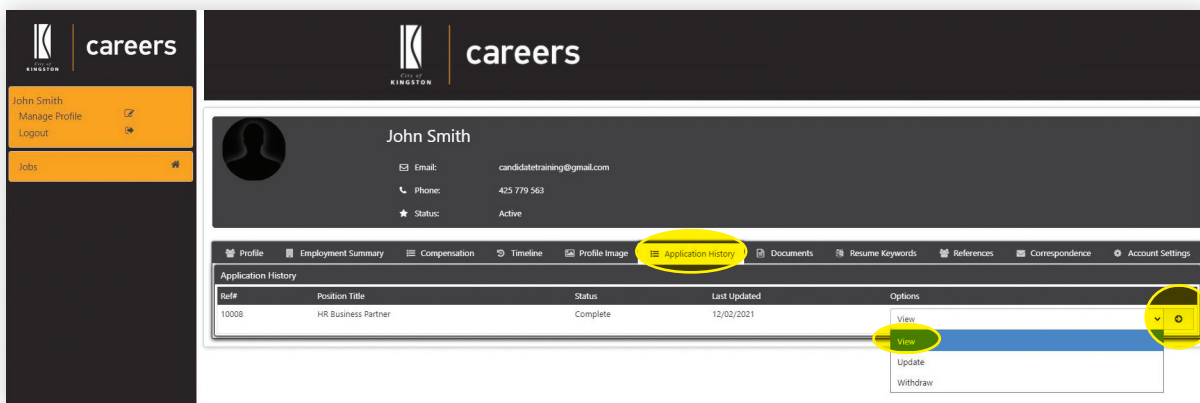


View your application history

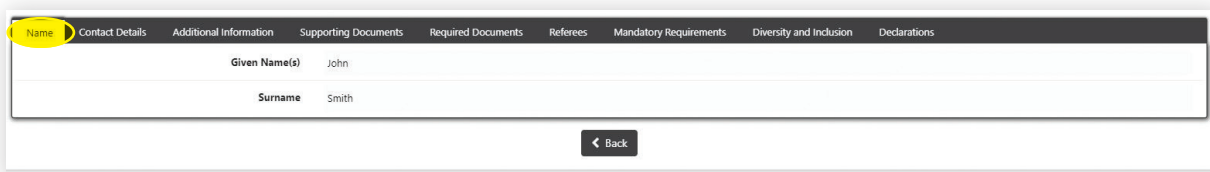
1. Log into Careers.
2. Click on 'My Profile'.



3. Click on 'Manage Profile' on the left side menu.
4. Click on the 'Application History' tab.
5. Select 'View' from the Options drop down list and click on the arrow icon.



5. Your application will open, click on the tabs as appropriate to navigate and view your application information.

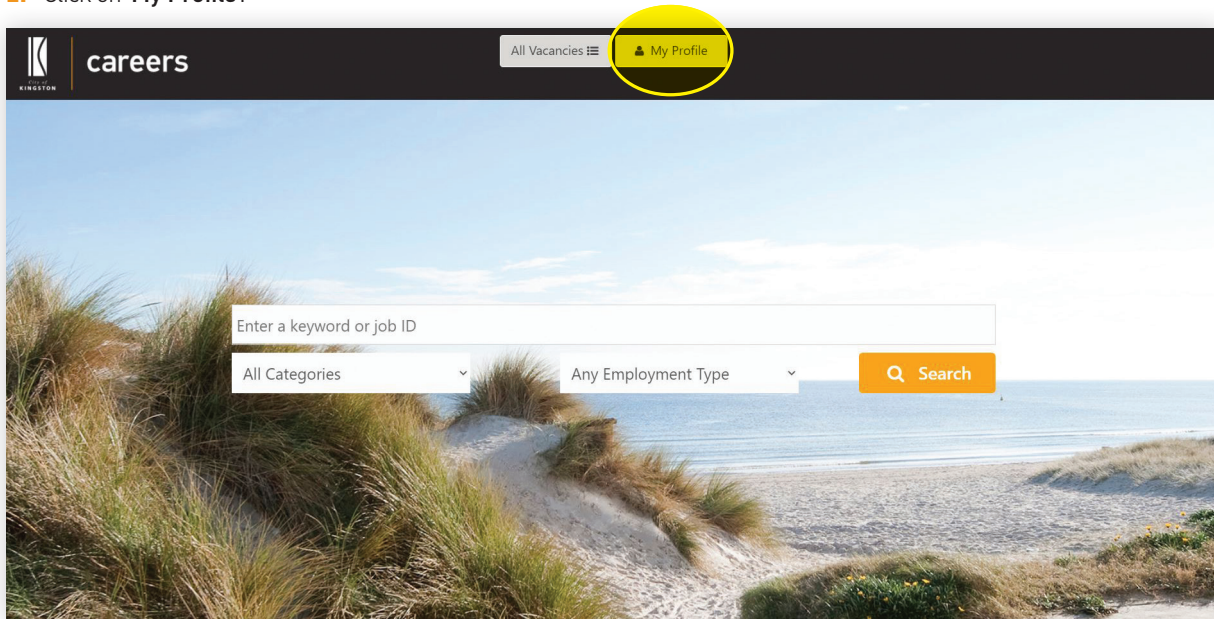


Updating / completing an application

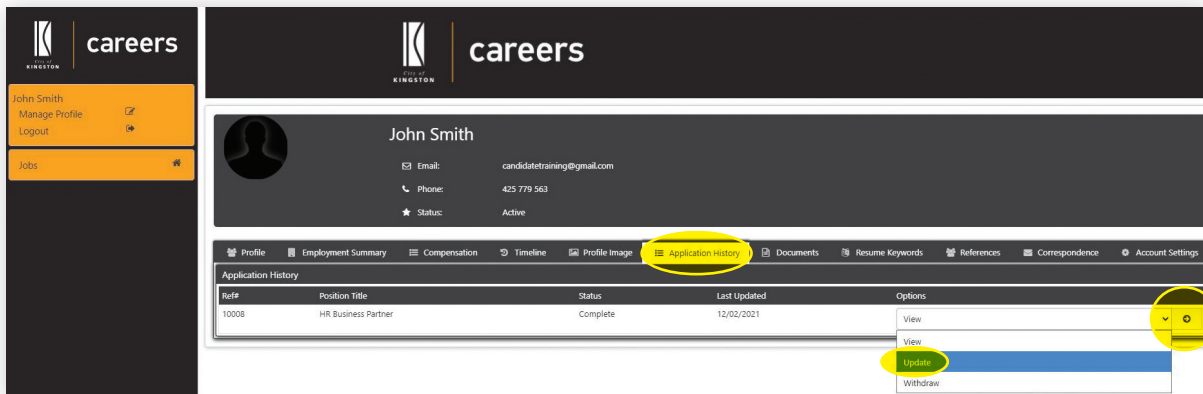
You can update or complete an application while the position is still advertising

Updating your application

1. Log into Careers.
2. Click on 'My Profile'.

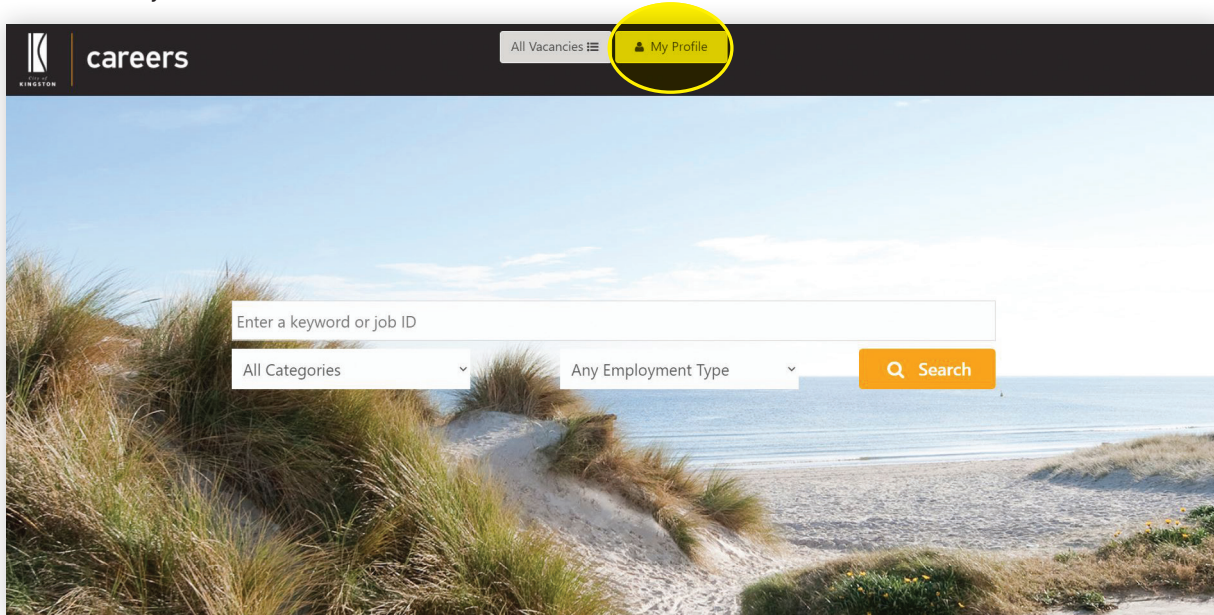


3. Click on 'Manage Profile' on the left side menu.
4. Click on the 'Application History' tab.
5. Select 'Update' from the Options drop down list and click on the arrow icon.
6. You can now update and re-submit your application.

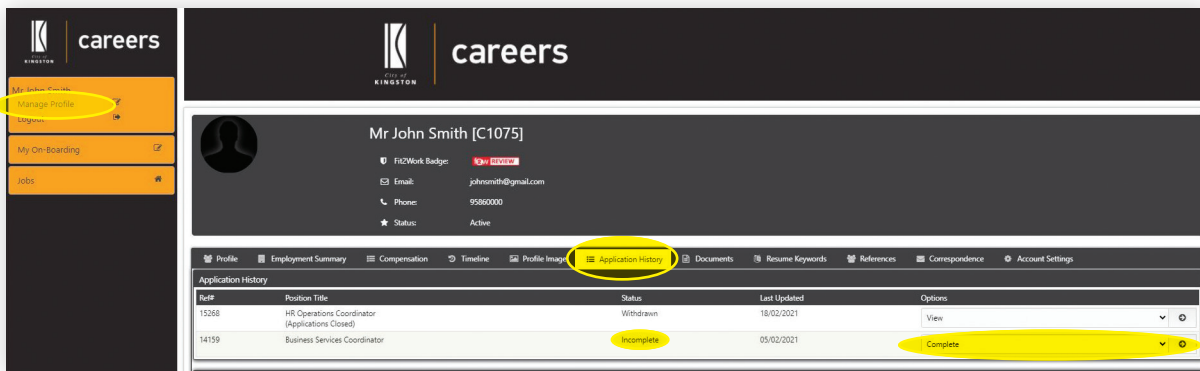


Completing an incomplete application

1. Log into Careers.
2. Click on **'My Profile'**.



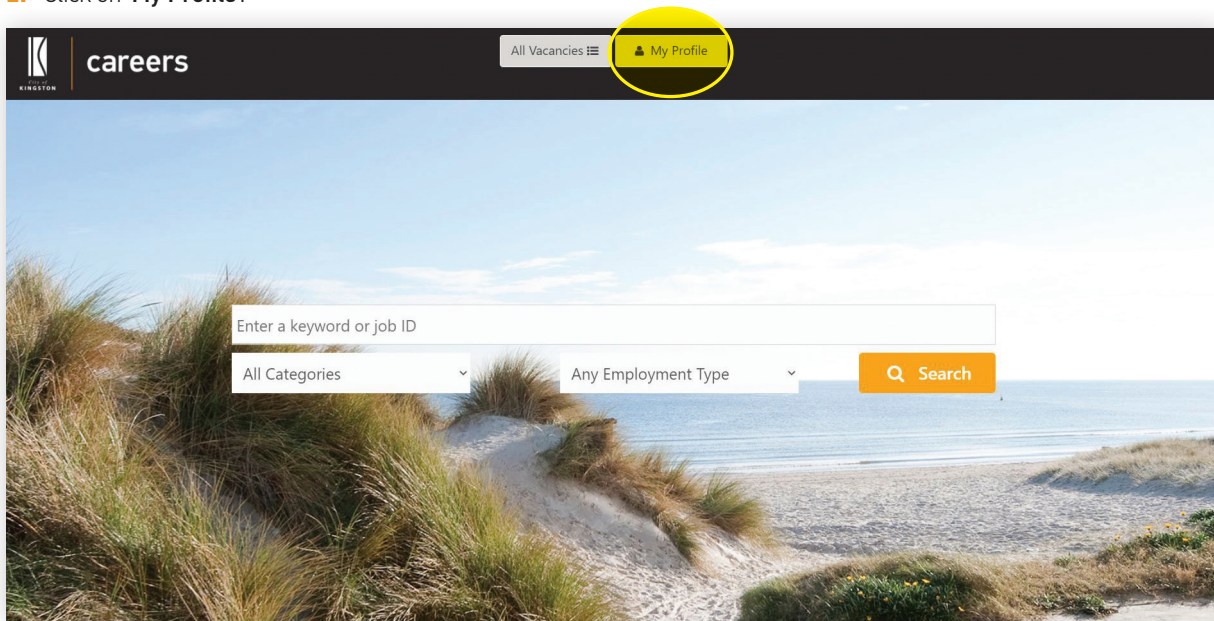
3. Click on **'Manage Profile'** on the left side menu.
4. Click on the **'Application History'** tab.
5. Select **'Complete'** from the Options drop down list and click on the arrow icon.
6. You can now complete and submit your application.



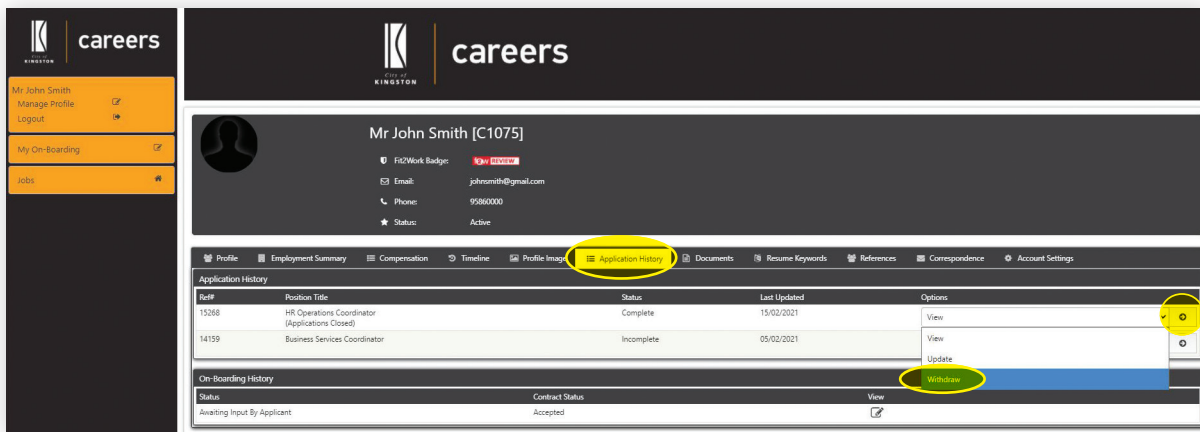
Withdrawing an application

You can withdraw your application while the position is still advertising. If you would like to withdraw your application after the closing date, please contact the hiring manager or the People Support team at peoplesupport@kingston.vic.gov.au.

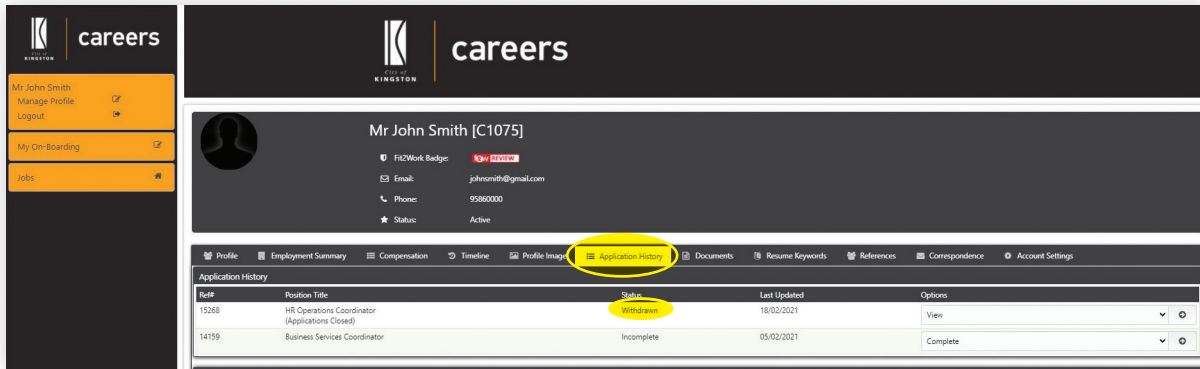
1. Log into Careers.
2. Click on 'My Profile'.



3. Click on 'Manage Profile' on the left side menu.
4. Click on the 'Application History' tab.
5. Select 'Withdraw' from the Options drop down list and click on the arrow icon.



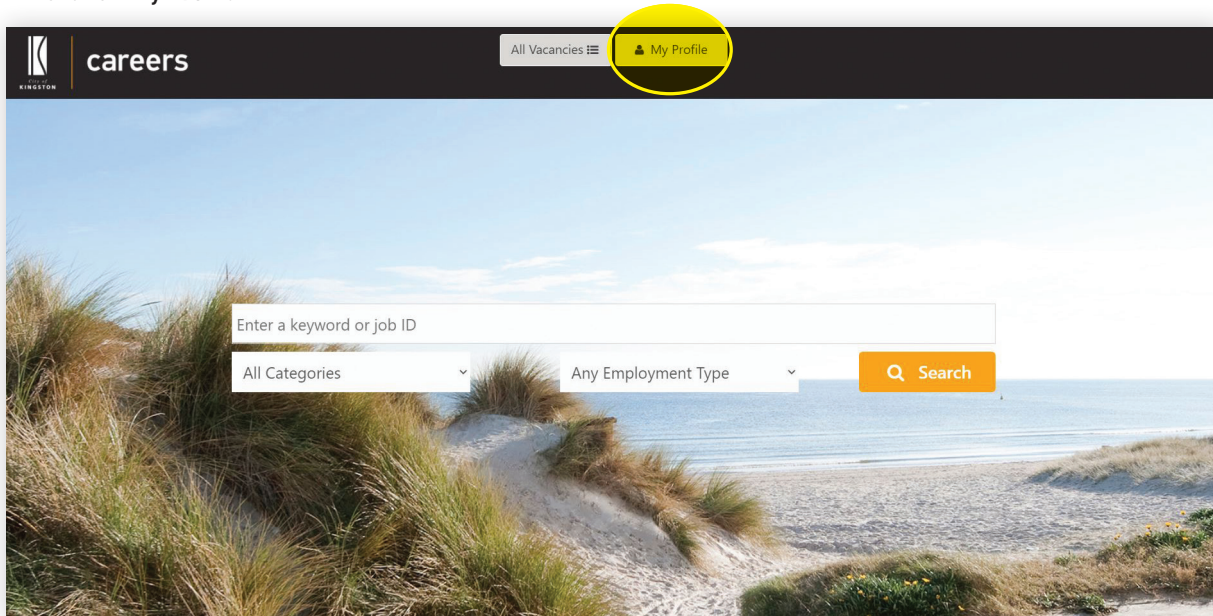
6. You will notice that the application status has now been changed to 'Withdrawn'.



7. You will receive an email confirming that your application has been withdrawn.

Re-applying for a position

1. Log into Careers
2. Click on 'My Profile'.



3. Click on 'Manage Profile' on the left side menu
4. Click on the 'Application History' tab
5. Select 'Re-Apply' from the Options drop down list and click on the arrow icon
6. You will now be able to review and re-submit your application.

