

careers



# Candidate User Guide

Updating your profile

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## Your application

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

You can log in and update information on your profile.

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 moving forward. 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.

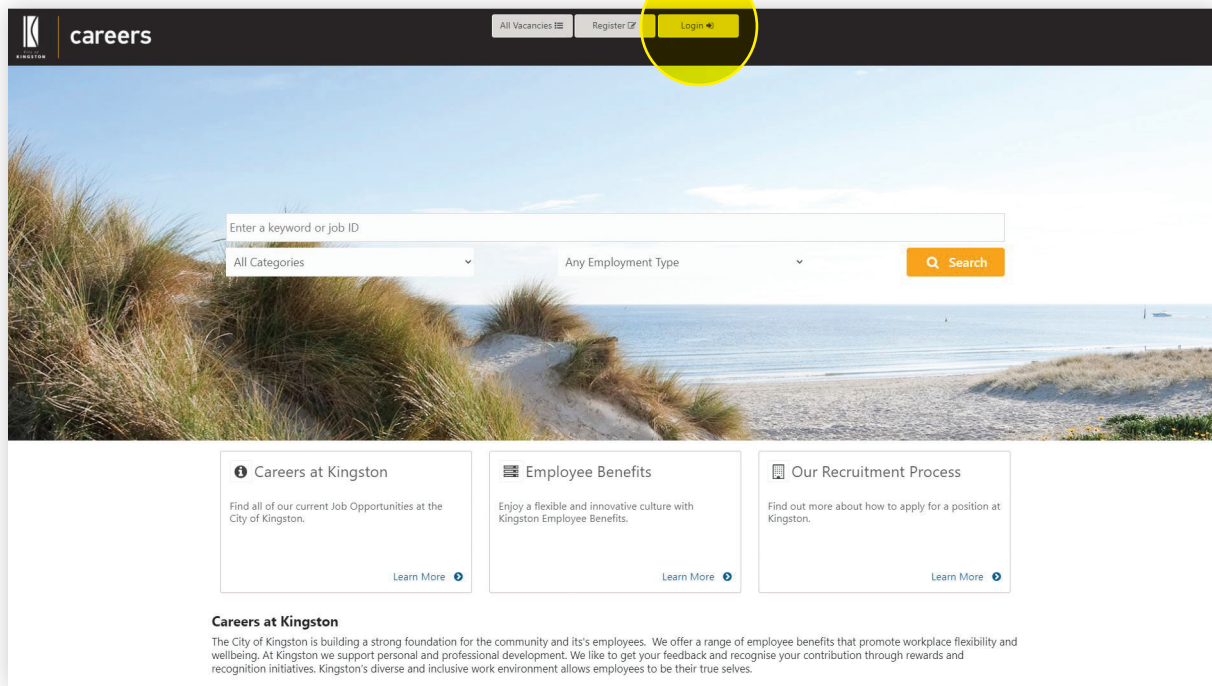
If you have any questions about our application process or the Careers system, please contact our friendly [✉ peoplesupport@kingston.vic.gov.au](mailto:peoplesupport@kingston.vic.gov.au) team.

# Updating your profile

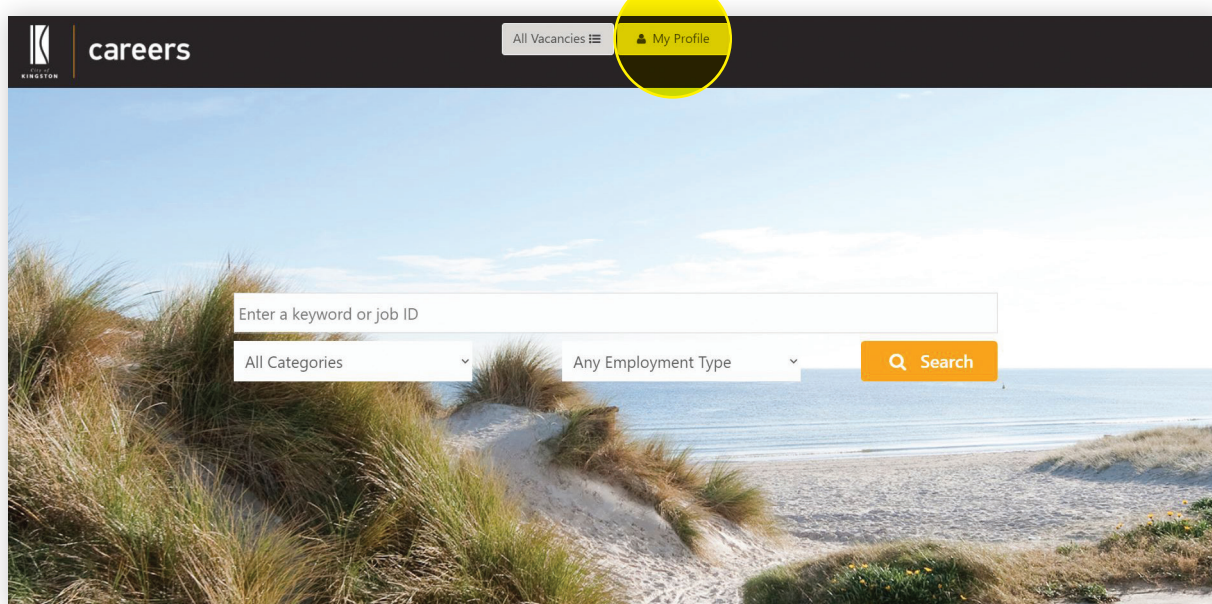
## Updating your profile

You can update your profile at any time.

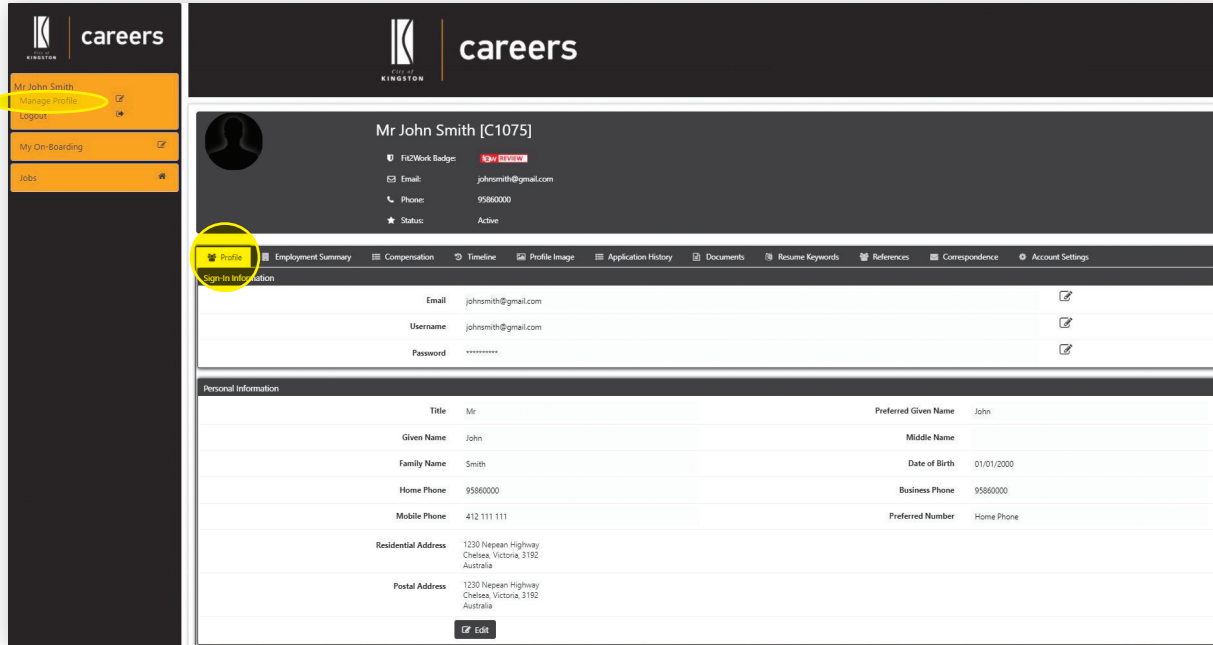
1. Log into Careers.



2. Click on 'My Profile'.



3. Click on the 'Profile' tab.



The screenshot shows the 'Profile' page for Mr John Smith [C1075]. The left sidebar contains navigation options: 'Mr John Smith' (with 'Manage Profile' and 'Logout' sub-options), 'My On-boarding', and 'Jobs'. The main content area displays the user's profile information and a navigation menu with tabs: Profile, Employment Summary, Compensation, Timeline, Profile Image, Application History, Documents, Resume Keywords, References, Correspondence, and Account Settings. The 'Profile' tab is selected and highlighted.

**Profile Information:**

- Work Badge: **NEW**
- Email: johnsmith@gmail.com
- Phone: 95860000
- Status: Active

**Sign-in Information:**

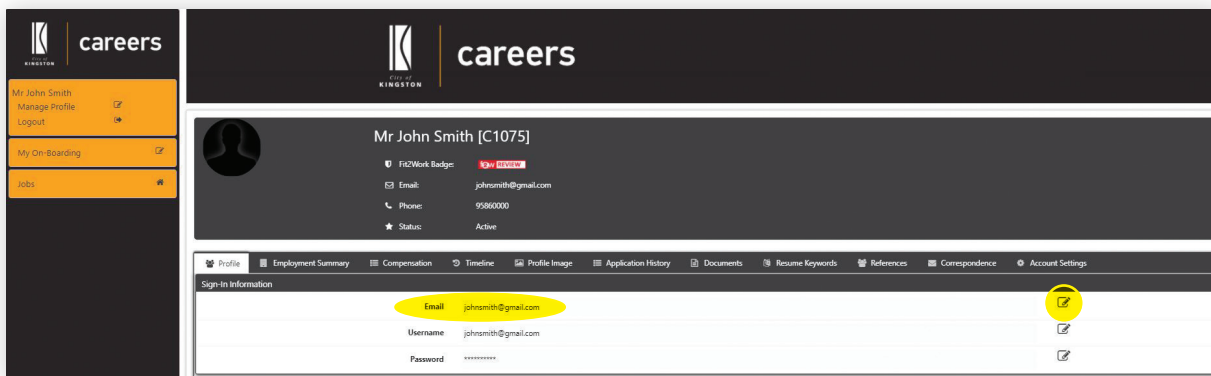
Email	johnsmith@gmail.com	<input type="checkbox"/>
Username	johnsmith@gmail.com	<input type="checkbox"/>
Password	*****	<input type="checkbox"/>

**Personal Information:**

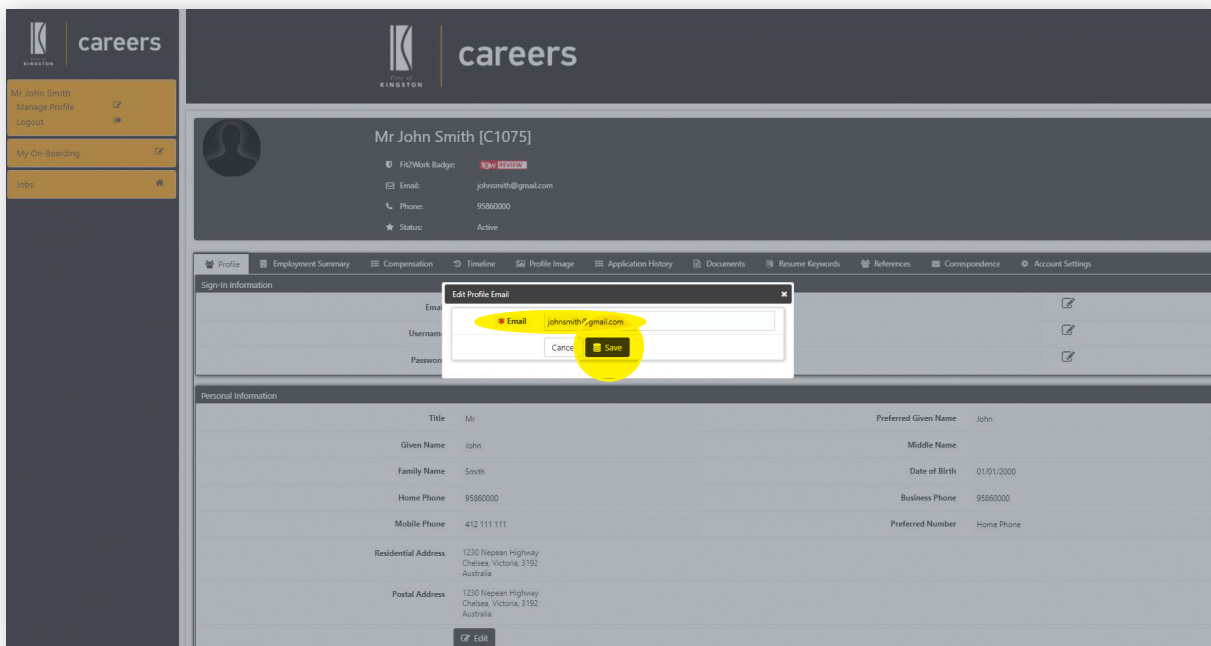
Title	Mr	Preferred Given Name	John
Given Name	John	Middle Name	
Family Name	Smith	Date of Birth	01/01/2000
Home Phone	95860000	Business Phone	95860000
Mobile Phone	412 111 111	Preferred Number	Home Phone
Residential Address	1230 Nepean Highway Chelsea, Victoria, 3192 Australia		
Postal Address	1230 Nepean Highway Chelsea, Victoria, 3192 Australia		

### Sign in Information

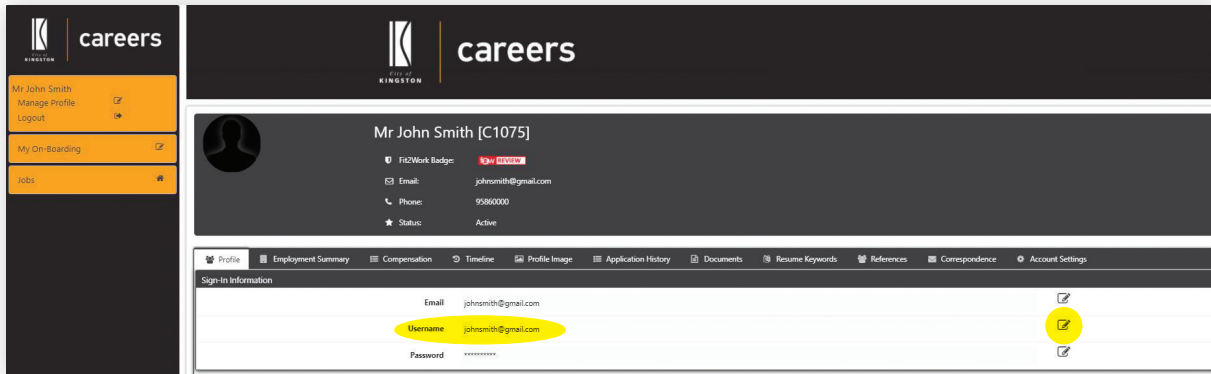
- Under 'Sign in Information' you can edit your:
  - » Email
  - » Username
  - » Password
- If Selecting 'Email' click on the 'Edit Profile Email' icon on the right side of the page.



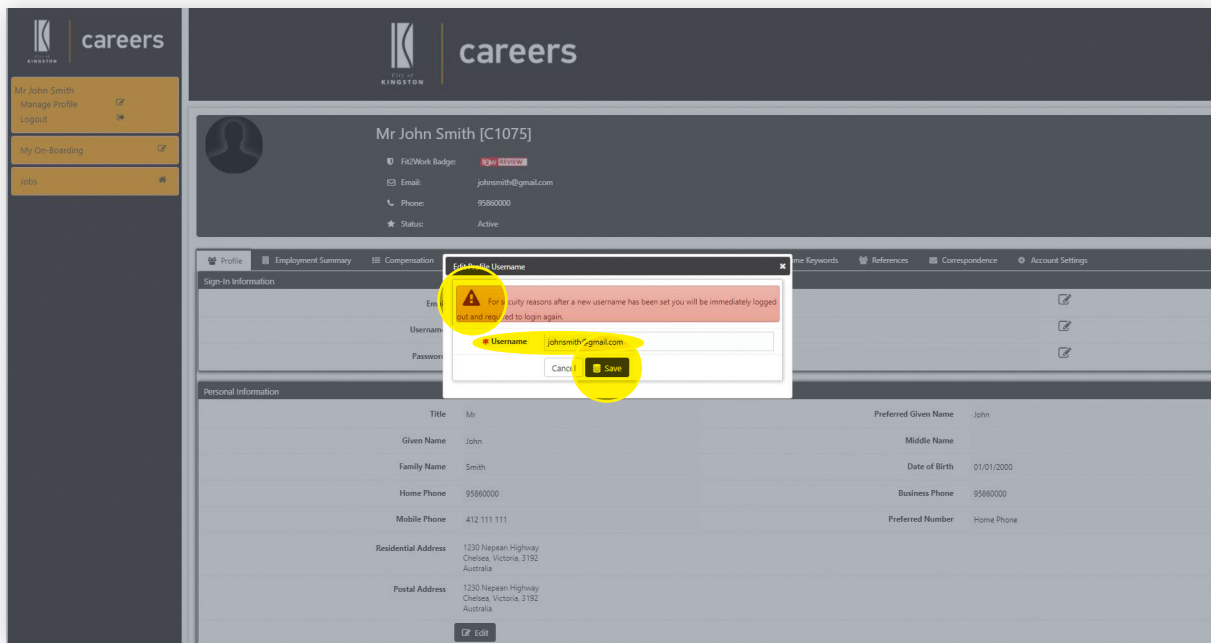
- You can change your email and press 'Save'.



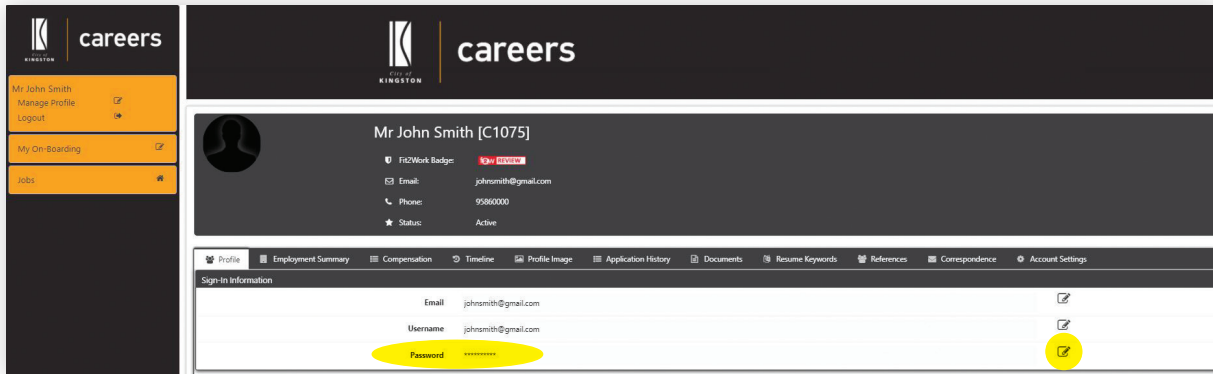
7. If selecting Username click on 'Edit Profile Username' icon on the right side of the page.



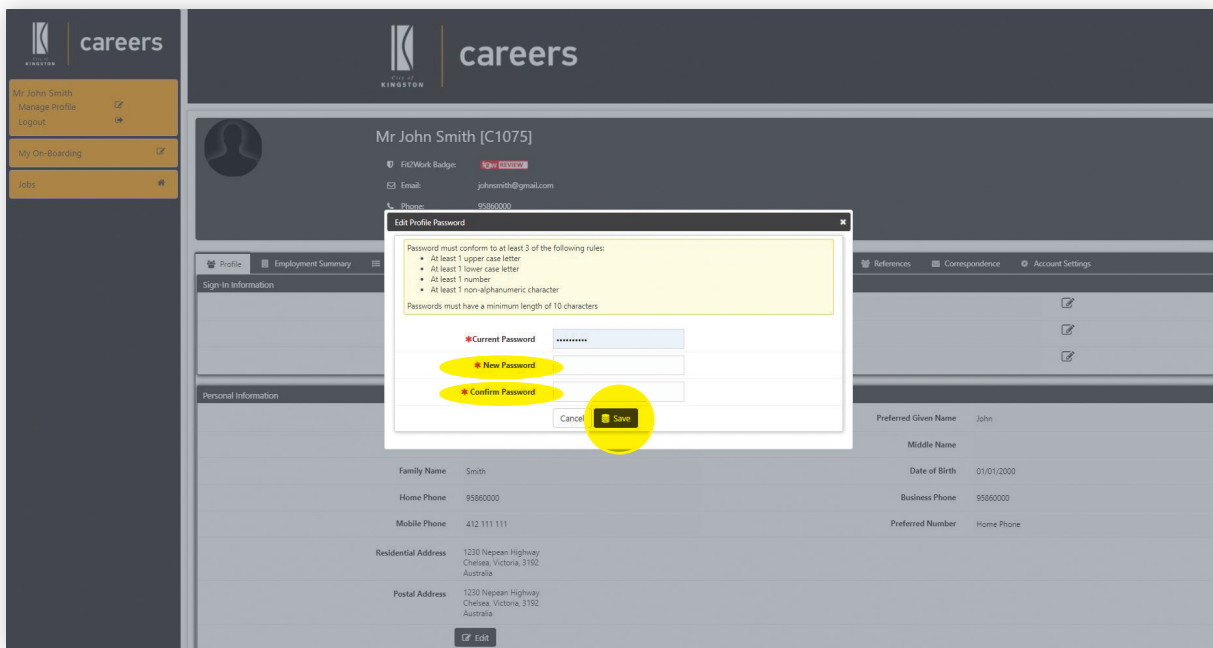
8. If you change your Username you will have to log out and log in again.



9. If selecting 'Password' click on Edit Profile Password icon on the right side of the page.



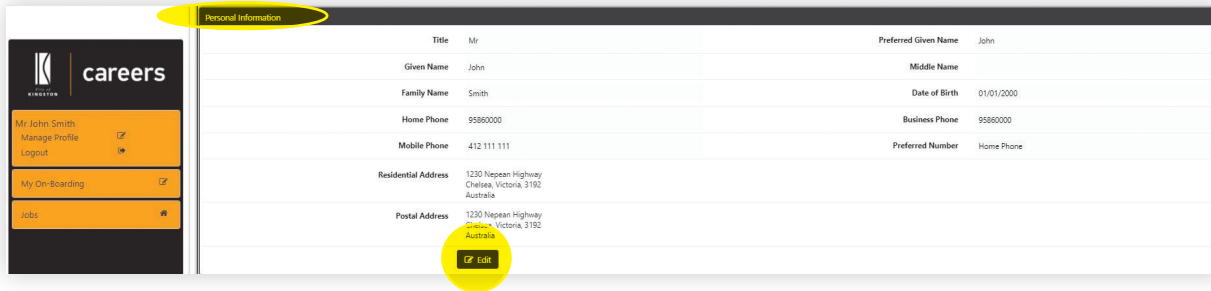
10. Enter New Password and Confirm Password and click 'Save'.





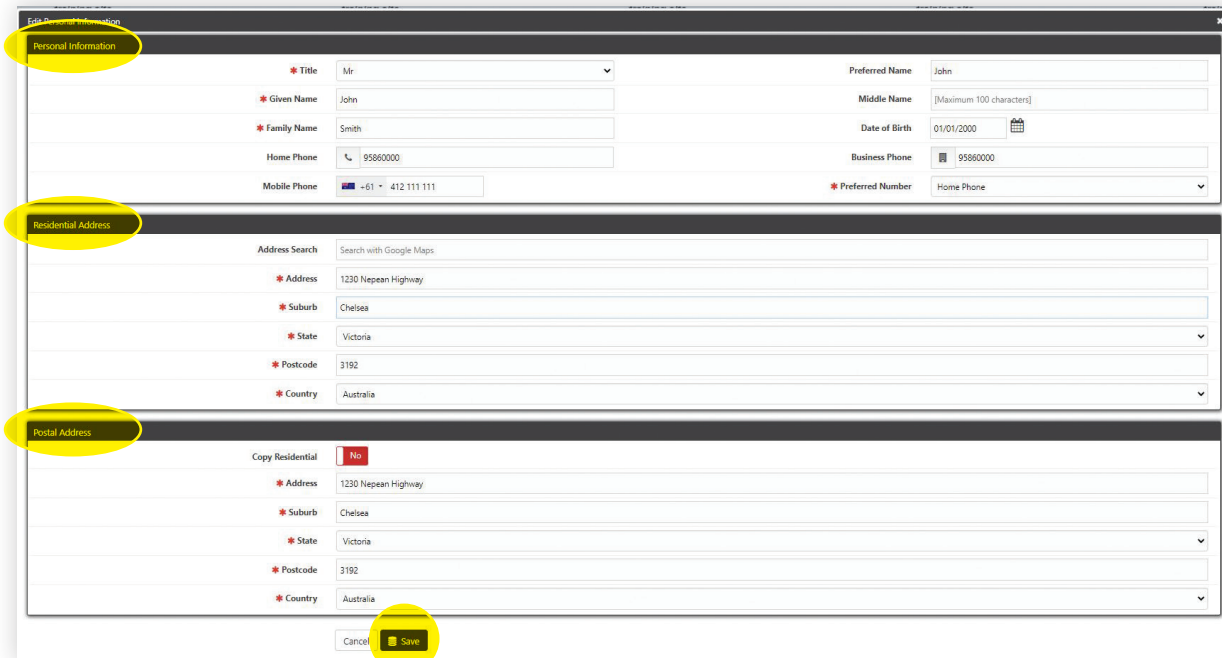
## Personal Information

11. Click on 'Edit' to update any personal information.



Personal Information			
Title	Mr	Preferred Given Name	John
Given Name	John	Middle Name	
Family Name	Smith	Date of Birth	01/01/2000
Home Phone	95860000	Business Phone	95860000
Mobile Phone	412 111 111	Preferred Number	Home Phone
Residential Address	1230 Nepean Highway Chelsea, Victoria, 3192 Australia		
Postal Address	1230 Nepean Highway Chelsea, Victoria, 3192 Australia		
<a href="#">Edit</a>			

12. Edit Personal Information/Residential Address/Postal Address and click 'Edit' and Click 'Save'.



**Personal Information**

\* Title: Mr  
\* Given Name: John  
\* Family Name: Smith  
Home Phone: 95860000  
Mobile Phone: +61 412 111 111  
Preferred Name: John  
Middle Name: [Maximum 100 characters]  
Date of Birth: 01/01/2000  
Business Phone: 95860000  
\* Preferred Number: Home Phone

**Residential Address**

Address Search: Search with Google Maps  
\* Address: 1230 Nepean Highway  
\* Suburb: Chelsea  
\* State: Victoria  
\* Postcode: 3192  
\* Country: Australia

**Postal Address**

Copy Residential: No  
\* Address: 1230 Nepean Highway  
\* Suburb: Chelsea  
\* State: Victoria  
\* Postcode: 3192  
\* Country: Australia

Cancel [Save](#)

## Employment Details

13. Click on **'Edit'** Employment Details.

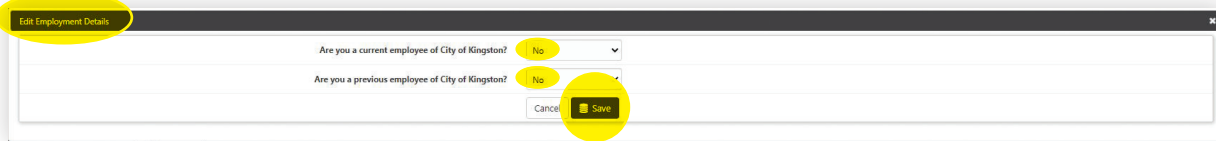


Employment Details

Are you a current employee of City of Kingston? No

Are you a previous employee of City of Kingston? No

14. **'Edit Employment Details'** and click on **'Save'**.



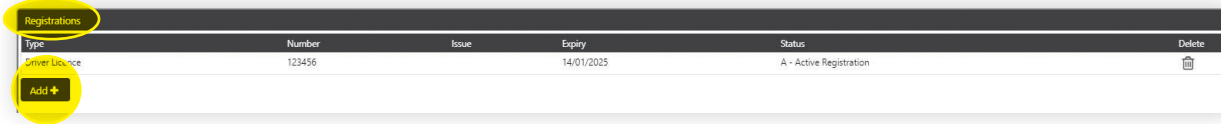
Edit Employment Details


Are you a current employee of City of Kingston? No

Are you a previous employee of City of Kingston? No

## Registrations

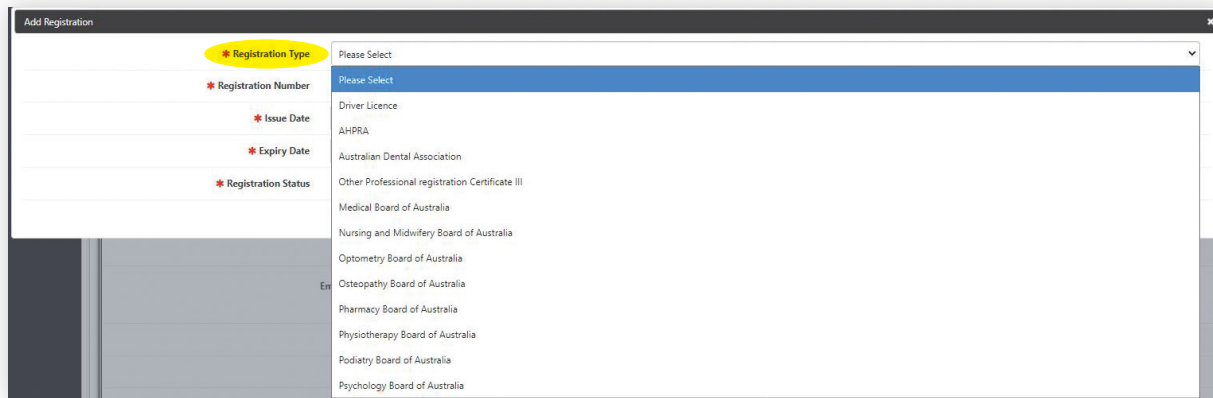
15. To add Registrations, click on 'Add'.



Type	Number	Issue	Expiry	Status	Delete
Driver Licence	123456		14/01/2025	A - Active Registration	

**Add +**

16. Add registration under 'Registration Type' drop down.



**Add Registration**

\* Registration Type: Please Select

\* Registration Number: Please Select

\* Issue Date:

\* Expiry Date:

\* Registration Status: Please Select

- Driver Licence
- AHPRA
- Australian Dental Association
- Other Professional registration Certificate III
- Medical Board of Australia
- Nursing and Midwifery Board of Australia
- Optometry Board of Australia
- Osteopathy Board of Australia
- Pharmacy Board of Australia
- Physiotherapy Board of Australia
- Podiatry Board of Australia
- Psychology Board of Australia

17. Complete Registration Number, Issue Date, Expiry Date and Registration Status and click on 'Save'.



**Add Registration**

\* Registration Type: Please Select

\* Registration Number:

\* Issue Date:

\* Expiry Date:

\* Registration Status: Please Select

Cancel **Save**

## Emergency Contact

18. To add an Emergency Contact, click on 'Add'.

Emergency Contact

Contact Name	Paul Smith
Relationship	1728
Emergency Address	1230 Nepean Highway Chelsea, Victoria, 3192 Australia
Home Phone	(03) 1234 5678
Mobile Phone	0412 111 111
Business Phone	
Preferred Number	Mobile Phone

Edit

19. Edit Emergency Contact Details and click 'Save'.

Edit Emergency Contact

Contact Name	Paul Smith
Relationship	1728
Home Phone	<input type="text" value="(03) 1234 5678"/>
Mobile Phone	<input type="text" value="0412 111 111"/>
Business Phone	<input type="text"/>
Preferred Number	Mobile Phone
Address Search	Search with Google Maps
Address	1230 Nepean Highway
Suburb	Chelsea
State	Victoria
Postcode	3192
Country	Australia

Cancel  Save