

careers



# Candidate User Guide

## Withdrawing an Application

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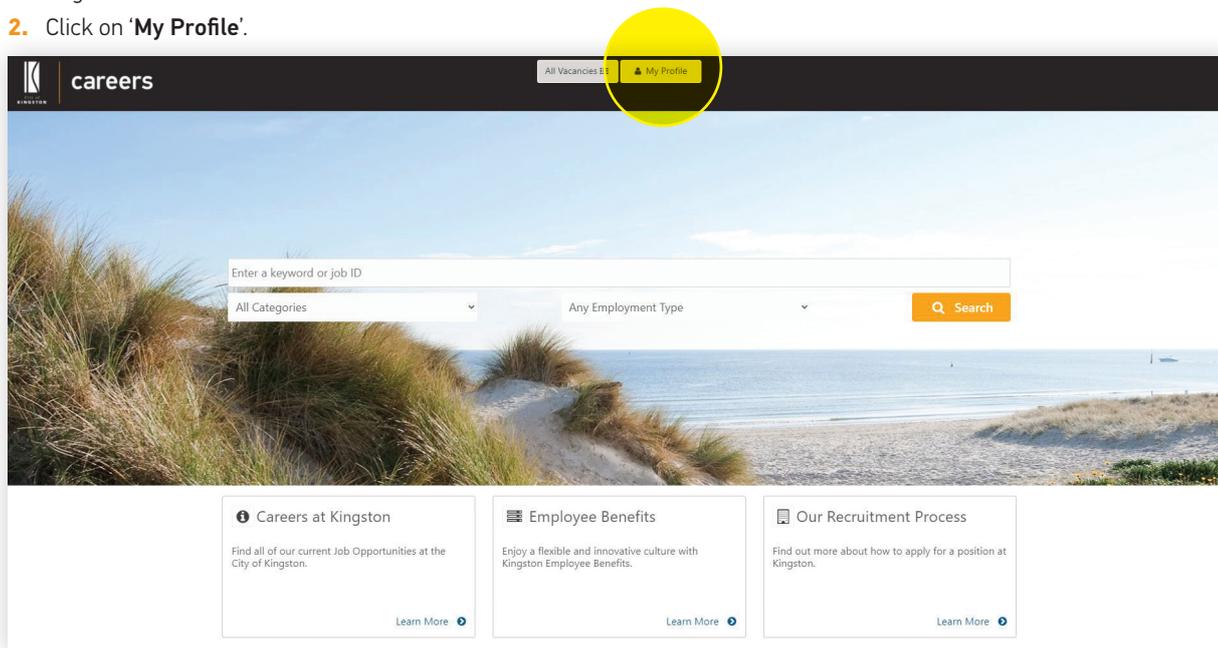
# Withdrawing an Application

You can withdraw your application while the position is still being advertised.

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](mailto:peoplesupport@kingston.vic.gov.au).

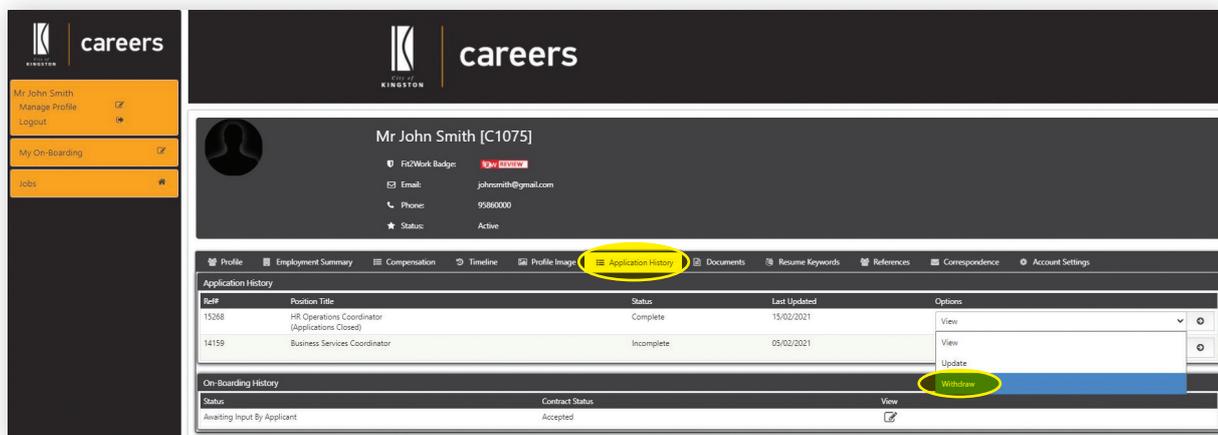
To withdraw an application for a role which is still being advertised:

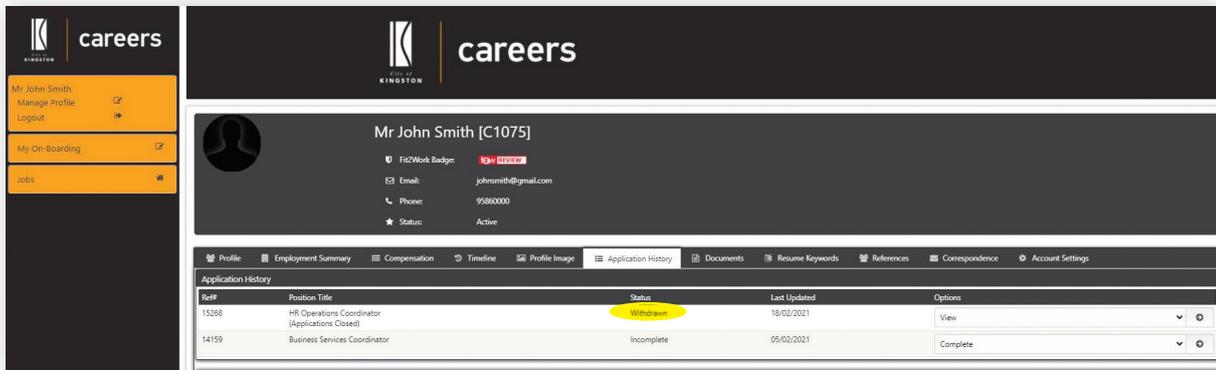
1. Log into Careers.
2. Click on 'My Profile'.



3. Click on the 'Application History' tab.
4. Select 'Withdraw' from the Options drop down list and click on the arrow icon. You will notice that the application status has now been changed to 'Withdrawn'.

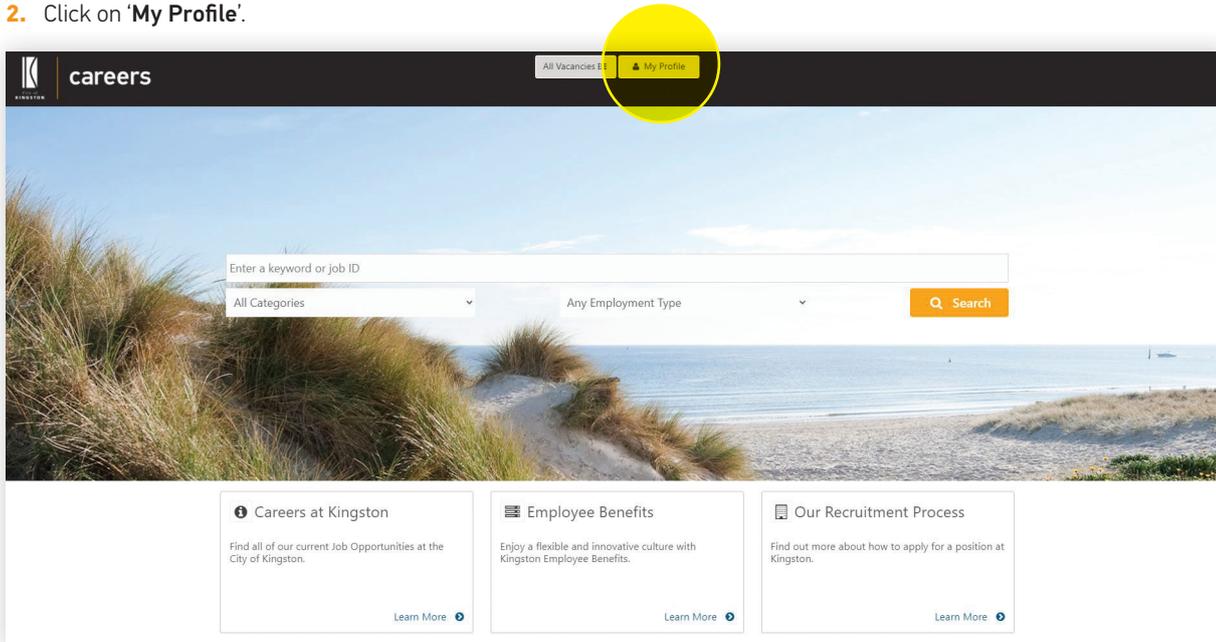
**Please note:** You will receive an email confirming that your application has been withdrawn.



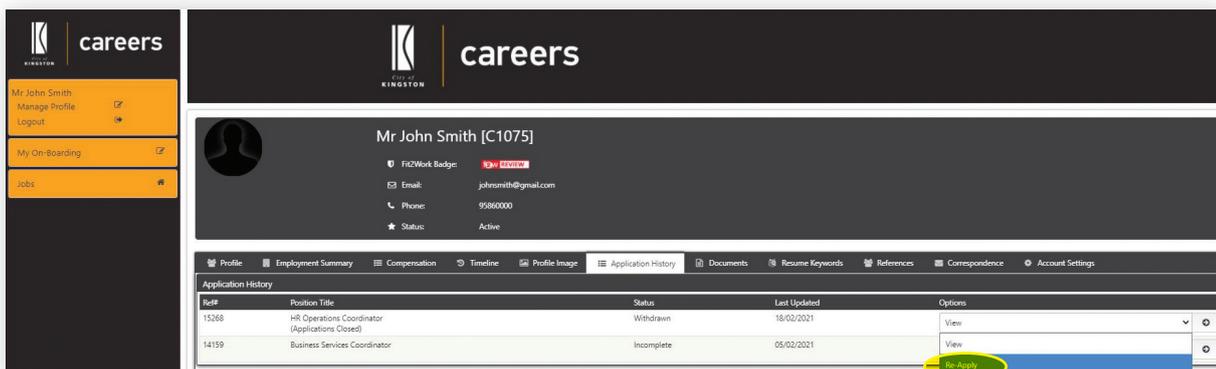


## Re-applying for a position

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



3. Click on the 'Application History' tab.
4. Select 'Re-Apply' from the Options drop down list and click on the arrow icon.



You will now be able to review and re-submit your application.