



# 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 team.



# Updating your profile

### Updating your profile

You can update your profile at any time.

1. Log into Careers.

careers		All Vacancies ☷ Register 🖉 Login 😢		
	Enter a keyword or job ID All Categories	Any Employment Type	v Q Search	
	• Careers at Kingston Find all of our current Job Opportunities at the City of Kingston.	Employee Benefits Enjoy a flexible and innovative culture with Kingston Employee Benefits.	Our Recruitment Process	
	Learn More <b>0</b>	Learn More 🛛 🛛	Learn More 0	
т	Careers at Kingston he City of Kingston is building a strong foundation for the ellbeing. At Kingston we support personal and professio	ne community and its's employees. We offer a range of nal development. We like to get your feedback and recc	employee benefits that promote workplace flexibility as ognise your contribution through rewards and	nd

2. Click on 'My Profile'.

careers		All Vacanci	es 📰 🔒 My Profile			
and the second	NIA					
	Enter a keyword or job ID	and and the second				
	All Categories	· ·	Any Employment Type	~	Q Search	1
						And the



#### 3. Click on the 'Profile' tab.

Mr.John Smith	
Logout (* My On-Boarding (27 Jobs (*	Mr John Smith [C1075] v fa2vork badge v fa2cos Si fanit pincent@granicon v Proce 956000 v Statu: Active
	Implyment Summary       E Compensation       Timétre       Sa Podelé Image       If Application Hotory       Documents       Neurane Keywords       Networks       Sa Comepondence       Account Settings         Cognition Information       Email       physicitics       Production Hotory       Documents       Neurane Keywords       Neurane Keywords
	Personal information         Preferred Given Name         John           Given Name         John         Middle Name         John           Given Name         John         Middle Name         John           Family Name         Smith         Date of Birth         0/0/2020
	Home Phone         9560000         Business Phone         9560000           Mobile Phone         412 111 11         Preferred Number         Home Phone           Residential Addres         1220 ingent Fighnery Childres And Stockers 3722         Stockers         Home Phone
	Postal Address 1200 Nepaen Yighway Chelesa Victoria, 3192 Australia

# Candidate User Guide



#### Sign in Information

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

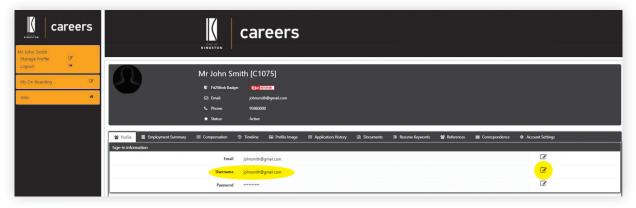
careers	careers
Mr John Smith Manage Profile CP	Kastriox /
Logout 😁	Mr John Smith [C1075]
My On-Boarding	
Jobs 🕷	G Indi phonoidignal.com
	L Phone 9560000
	★ Status: Active
	😰 Profes 📱 Employment Summary 🔠 Componention 🤹 Timeline 📓 Profile Image 📰 Application History 🖹 Documents 🚷 Resume Reywords 👹 References 🗰 Comepondence 🛛 Account Settings
	Sign-in Information
	Email johnmith@gnail.com
	Urername johramih@gnal.com
	Passeord

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

Kristin careers	KIN GATER	careers
Lopout IP My On-Boarding IZ Jobs IP	Mr John Sn © Ficket bady S Ficket bady Prose # Status	mith [C1075] yr Kyw Except pionantifygwalcom ssecooo Active
	Sign in Information Environment Usernam Passoon	S Tradere Si Podel mage III Appleation history D Documents III Resume Expensits III Resume
	Given Name Family Name Home Phone Mobile Phone	Smith         Date of Birth         01/01/2000           9586000         Business Phone         \$568000           412 111 111         Preferred Number         Home Phone           1220 Napran Fighnay/ Charles Victorius 3922         Science         Science
	Postal Address	Australa 1220 Legan Higheay Chefea Victoria 3192 Australia III EBI



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

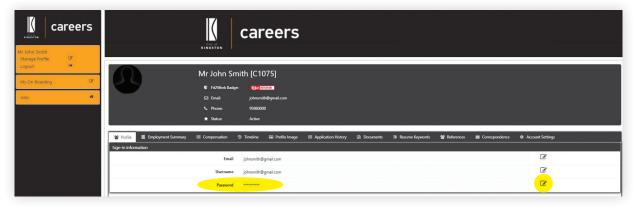


8. If you change your Username you will have to log out and log in again.

Careers Mr John Smith Manage Profile	KINGTON	careers		
Logout (M) M) On-Boarding (C) Jobs (M)	Mr John Sr V Rotwit Bady 23 Final V Phone * States	nith [C1075] « Ver Excent shronih@ynal.com ssecco Adve		
	Pedie     Compensation     Significit information     Generation     Passon     Pessonal Information	Conception of the series of t	¥ me Koywords ₩ References IB Corres	condence • Account Settings.
	Title	Mr	Preferred Given Name	John
	Given Name	John	Middle Name	
	Family Name	Smith	Date of Birth	01/01/2000
	Home Phone		Business Phone	95860000
		412 111 111 1230 Nepean Highway Cheless, Victoria, 3192 Australia	Preferred Number	Home Phone
	Postal Address	1230 Nepean Highway Chelea, Victoria, 3192 Australia I Gr Edit		



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'.

Careers	King you	careers		
	Profile         Employment Summary         At less           Sign-In Information         At less         At less	z <b>Nov EXECUTA</b> johonnihilgmail.com 9500000	References Correspondences	voudence @ Account Settings
	Family Name Home Phone Home Phone Residential Address Postal Address	95660000	Date of Birth Business Phone Preferred Number	95860000



#### **Personal Information**

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

	Personal Information			
	Title	Mr	Preferred Given Name	John
careers	Given Name	John	Middle Name	
City of KINGSTON	Family Name	Smith	Date of Birth	01/01/2000
Mr John Smith	Home Phone	95860000	Business Phone	95860000
Manage Profile 🕼	Mobile Phone	412 111 111	Preferred Number	Home Phone
My On-Boarding	Residential Address	1230 Nepean Highway Chelsea, Victoria, 3192 Australia		
Jobs 👼	Postal Address	1230 Nepean Highway Cirelae, Victoria, 3192 Australia		
		G7 Edit		

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

Edit Process Information			×	
Personal Information				
* Title	Mr 🗸	Preferred Name	John	
* Given Name	John	Middle Name	[Maximum 100 characters]	
* Family Name	Smith	Date of Birth	01/01/2000	
Home Phone	<b>6</b> 95860000	Business Phone	95860000	
Mobile Phone	+61 * 412 111 111	* Preferred Number	Home Phone 🗸	
Residential Address				
Address Search	Search with Google Maps			
* Address	1230 Nepean Highway	230 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	Austrelia			
	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?	
	CP Edit

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

Edit Employment Details		×
	Are you a current employee of City of Kingston?	·
	Are you a previous employee of City of Kingston?	
		nce Save



### Registrations

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



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

Add Registration		×
* Registration Type	Please Select	~
* Registration Number	Please Select	
* Issue Date	Driver Licence AHPRA	
* Expiry Date	Australian Dental Association	
* Registration Status	Other Professional registration Certificate III	
	Medical Board of Australia	
	Nursing and Midwifery Board of Australia	
	Optometry Board of Australia	
E	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	Plesse Select	~
* Registration Number		
* issue Date		
* Expiry Date		
* Registration Status	Plesse Solect	•
	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 Chelse, Victoria, 3192 Australia
Home Phone	(03) 1234 5678
Mobile Phone	0412 111 111
Business Phone	
Preferred Number	Manethone
	Life Edit

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

Edit Emergency Contact	,
Contact Name	Paul Smith
Relationship	1728
Home Phone	(03) 1234 5678
Mobile Phone	g 0412 111 111
Business Phone	II
* Preferred Number	Mobile Phone 🗸
Address Search	Search with Google Maps
Address	1230 Nepean Highway
Suburb	Chelsea
State	Victoria 🗸
Postcode	3192
Country	Australia 🗸
	Cancel B Save