



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.

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

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

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	• 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 Find out more about how to apply for a position at Kingston.	
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- 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 You will notice that the application status has now been changed to 'Withdrawn'.

Please note: You will receive an email confirming that your application has been withdrawn.

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Re-applying for a position

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

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	Find all of our current Job Opportunities at the City of Kingston.	Enjoy a flexible and innovative culture with Kingston Employee Benefits.	Find out more about how to apply for a position at Kingston.	
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- **3.** Click on the **'Application History**' tab.
- **4.** Select **'Re-Apply**' from the Options drop down list and click on the arrow icon.

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	14159 Business Services Coc	ordinator	Incomplete	05/02/2021	View		0
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You will now be able to review and re-submit your application.