

Important Information for Applicants

Eligibility for Employment

If you have received a Victorian Government Enhanced Resignation Package within a two year period or a Victorian Government Voluntary Departure Package within a three year period you are unable to apply for a position at The Gordon.

How do I get started?

Click on the **Start New Application** link in the action column beside the job you are interested in, then click on *Begin*.

Answer the pre-application questions. (Please note, you may need to maximise your window to be able to view the yes/no radio buttons).

There is also a **Preview Application** link in the action column beside the job you are interested in that will allow you to view what is involved before getting started.

Registration Process

Please be aware that during the registration process you will receive a password for future access to the online recruitment. Your email address can only be registered once. If your email address has been used for another family member you will have to create a new email.

If you don't have a current email address, you can register for a **free** email account with many internet service providers, for example, hotmail, gmail or yahoo.

What is involved in applying online?

You will be guided through each part of the online form, which will ask for the following information:

- Personal Details
- Aboriginal Employment Strategy
- Employment Details
- Referees
- Qualifications
- Key Selection Criteria
- Applicant Declaration

You will also be asked to attach a resume to your application. This needs to be prepared as a Microsoft Word/Adobe pdf document. A covering letter is not a mandatory requirement, however if you wish to provide one there is the ability to upload additional documentation.

Any mandatory questions are marked with an asterisk *.

It is important that you save your responses by clicking on the 'Save' button at the bottom of each screen.

How do I prepare responses to the Key Selection Criteria?

It is suggested that you prepare your responses in a word document and then copy and paste them into the online application form as the spell check facility is not available and the system may 'time out' if open for an extended period of time.

For more information on how to prepare responses to the Key Selection Criteria please visit <http://www.careers.vic.gov.au/vacancies/key-selection-criteria>

Do I have to complete my application in one session?

No. You can log off and log on again at a later time to complete your application. To access your incomplete application you need to:

- Log on using your ID and password
- Click on 'My History' on the main menu bar
- Click on 'View Application' against the job you have applied for

Can I print a copy of my application?

Yes. At the top of your completed application you will find a link to a 'Print Friendly Version' which you can use to print a copy of your application.

Submitting your application

When submitting your application, please be aware that after clicking the Submit button you will be asked again if you wish to submit your application. This is designed to give you an opportunity to make any final changes.

Can I change my application once it has been submitted?

Once your application is submitted, you can only change personal details such as your address or phone number. You do this by using the 'Change Personal Details' link under 'My History' on the main menu bar.

You **cannot** change other details such as your responses to the Key Selection Criteria so you need to ensure you are completely satisfied with your answers before submitting your application.

Please be sure you check the email address you provide in your application on a regular basis as this is the way The Gordon will mostly communicate with you.

What if I do not have an email address?

You can register for a **free** email account with many internet service providers, for example, hotmail, gmail or yahoo.

What if I cannot apply online?

There are many options available to applicants, such as a friend/family/colleague's computer or local library and internet cafes.

Applicants who are unable to apply online will need to:

- Submit a resume and responses to the Key Selection Criteria, prepared in a Microsoft Word/Adobe pdf document to:

OFFICIAL

- Our preferred method is via email: recruitment@gordontafe.edu.au
- Or, send to:

Confidential - Application

People, Safety and Culture
The Gordon
Private Bag 1
Geelong Mail Centre VIC 3221

- **Applications submitted without accompanying Key Selection Criteria responses will not be considered.**
- If you do not have the Key Selection Criteria, please call People, Safety and Culture on (03) 5225 0686.
- Applications must be submitted prior to the advertised closing date and time.

Employment Checks

New staff are responsible for obtaining and paying for either a Victorian Employment Working with Children Check or National Police Certificate. The appropriate check will be clearly outlined in the advertisement and online application form.

Working with Children Check (WwCC)

Please retain your WwCC Application Receipt as this can be used as evidence of your WwCC. Your Application Receipt is proof of that the WwCC has been submitted and needs to be provided to People, Safety and Culture before you can commence employment. The check is not required prior to interview.

Only employment 'E' endorsed WWC check cards will be accepted and The Gordon must be listed as an employer. Volunteer 'V' Working with Children Check will not be accepted.

For further information refer to the Department of Justice Working with Children Check website <http://www.workingwithchildren.vic.gov.au/home/>

National Police Certificate

The check is not required prior to interview, but must be supplied before you can commence employment. Click [here](#) to download the relevant form from the Victoria Police website.

What if I already have a WwCC?

Your WwCC must be a Victorian Employment check and you will be required to list The Gordon as your Employer. This can be done via the Working with Children Check website.

What if I already have a National Police Certificate?

The Gordon only accepts National Police Certificates issued within the previous twelve months.