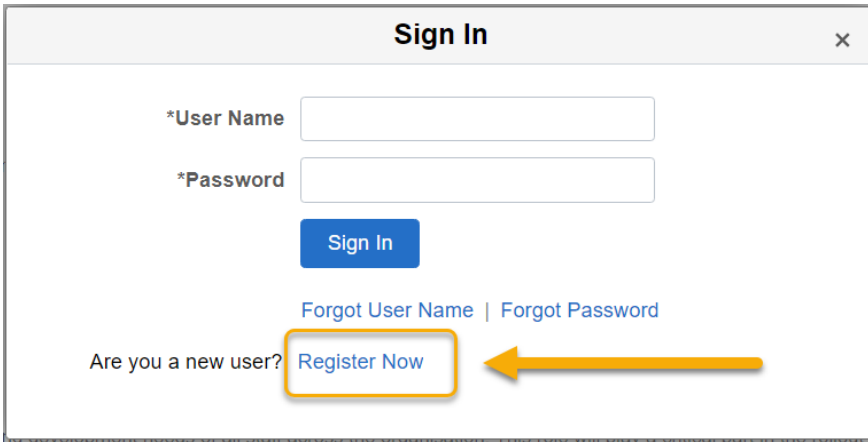


Careers Portal Tips and Tricks

How to create a profile

When you try to apply for a role, the system will request that you log in.

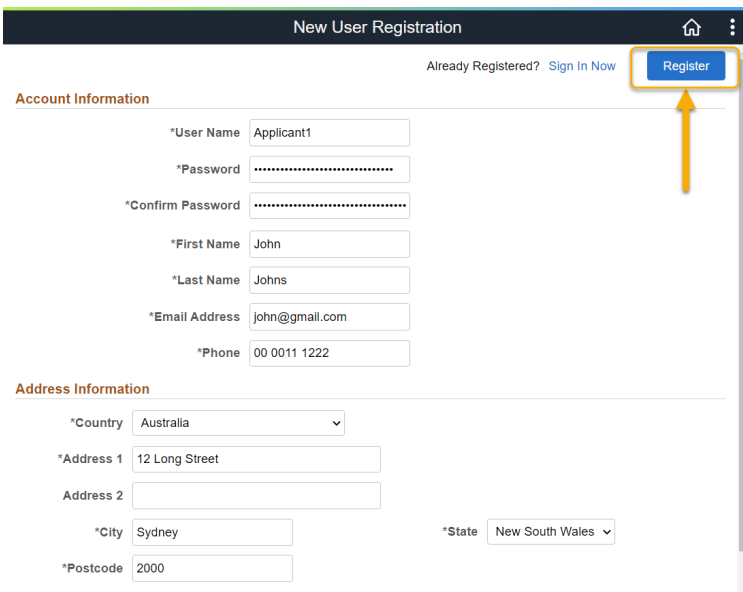
1. If you do not already have a profile click the **Register Now** button



The image shows a 'Sign In' modal window with the following elements:

- *User Name:
- *Password:
- Sign In button
- Forgot User Name | Forgot Password links
- Are you a new user? **Register Now** button (highlighted with an orange box and an orange arrow pointing to it)

2. You will need to create a unique user name - use your email address or full name
The system will show a warning if you have entered a user name that has already been taken by another applicant
3. Create a new password
The system will show a warning if you have entered two different passwords
4. Enter your contact information such as email, phone and address
The system will ask you to set a unique email address if the email you entered is already in use
5. When you have completed all the required details, click **Register**



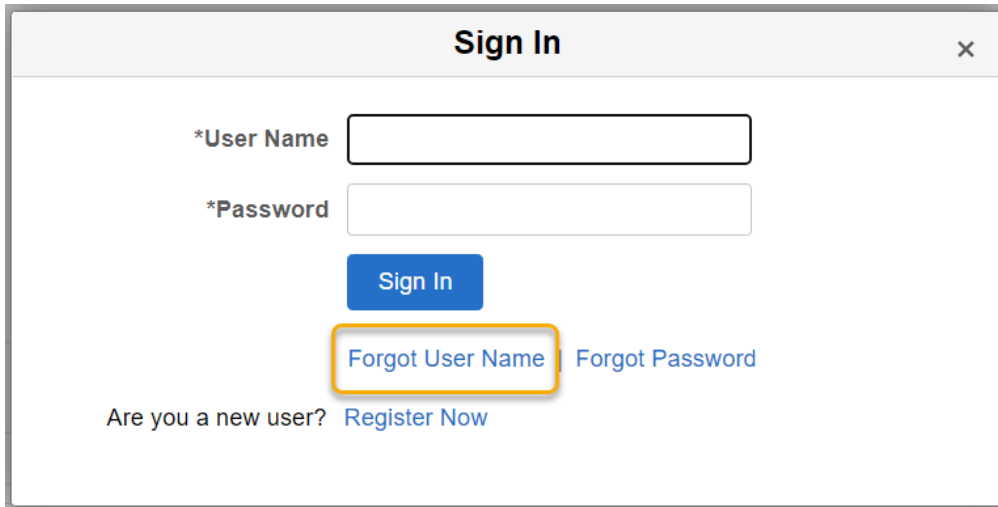
The image shows the 'New User Registration' form with the following sections:

- Account Information**
 - *User Name: Applicant1
 - *Password:
 - *Confirm Password:
 - *First Name: John
 - *Last Name: Johns
 - *Email Address: john@gmail.com
 - *Phone: 00 0011 1222
- Address Information**
 - *Country: Australia (dropdown)
 - *Address 1: 12 Long Street
 - Address 2:
 - *City: Sydney
 - *State: New South Wales (dropdown)
 - *Postcode: 2000

At the top right of the form, there is a 'Register' button (highlighted with an orange box and an orange arrow pointing to it) and a link 'Already Registered? Sign In Now'.

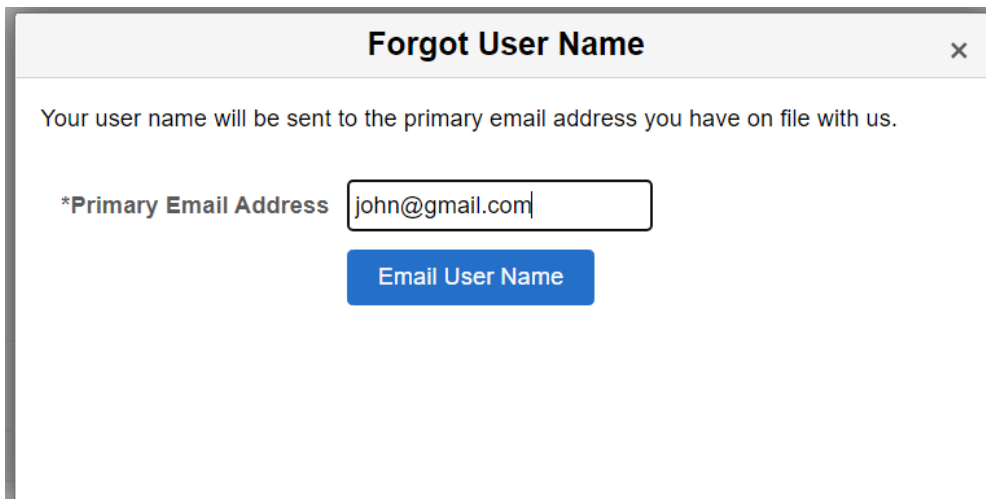
If you have forgotten your User Name

1. On the sign in window, click **Forgot User Name**



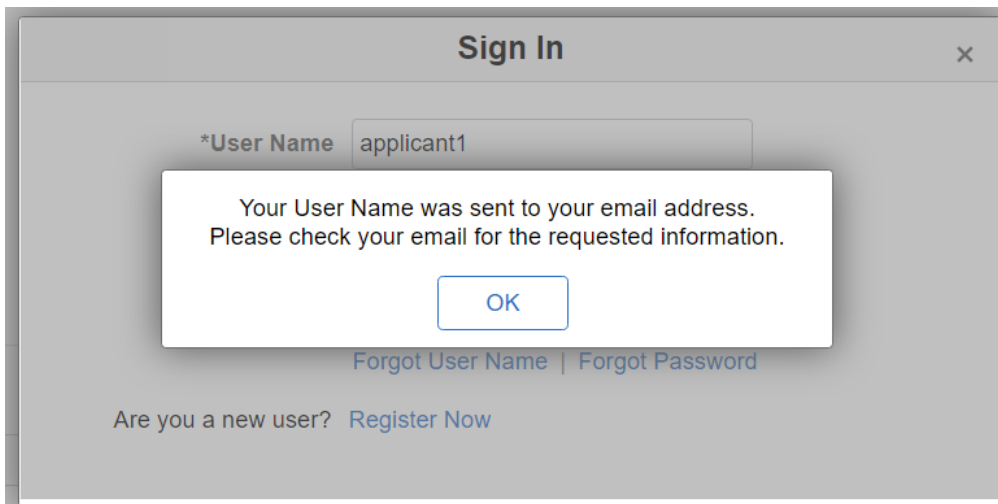
The screenshot shows a 'Sign In' dialog box. It contains two input fields: '*User Name' and '*Password'. Below these fields is a blue 'Sign In' button. To the right of the 'Sign In' button are two links: 'Forgot User Name' (which is highlighted with an orange rectangle) and 'Forgot Password'. At the bottom left, there is a text prompt 'Are you a new user?' followed by a blue 'Register Now' link. The dialog box has a title bar with 'Sign In' and a close button (X) in the top right corner.

2. Enter your email address
3. Click **Email User Name**



The screenshot shows a 'Forgot User Name' dialog box. It contains a text prompt: 'Your user name will be sent to the primary email address you have on file with us.' Below this prompt is an input field for '*Primary Email Address' containing the text 'john@gmail.com'. Below the input field is a blue 'Email User Name' button. The dialog box has a title bar with 'Forgot User Name' and a close button (X) in the top right corner.

4. Click OK to return to the login page

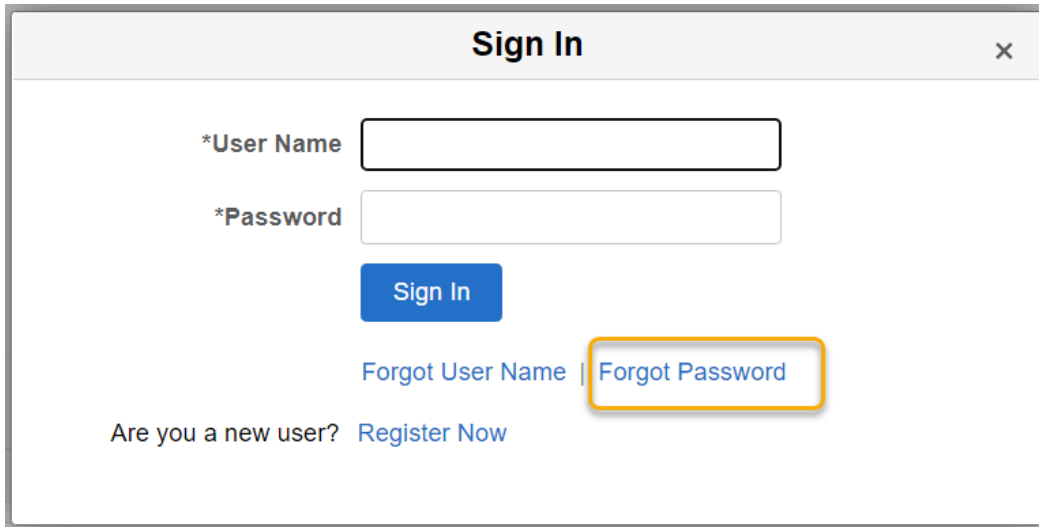


The screenshot shows the 'Sign In' dialog box from the first image, but with a confirmation message overlay. The message box is white with a blue border and contains the text: 'Your User Name was sent to your email address. Please check your email for the requested information.' Below the message is a blue 'OK' button. The background of the 'Sign In' dialog box is dimmed. The input fields and buttons from the first image are still visible but faded. The dialog box has a title bar with 'Sign In' and a close button (X) in the top right corner.

5. Check your email for a notification containing your user name

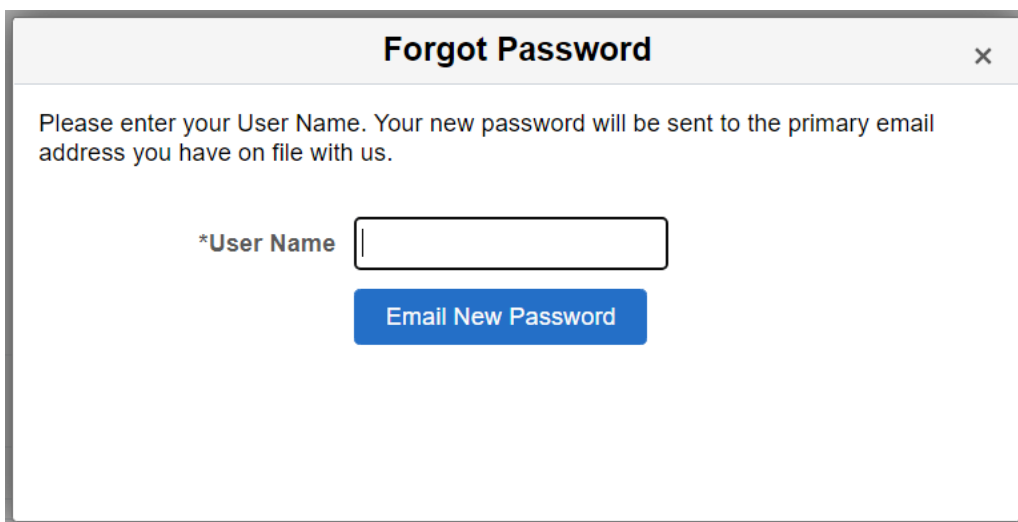
Forgot Password

1. On the sign in window, click **Forgot Password**



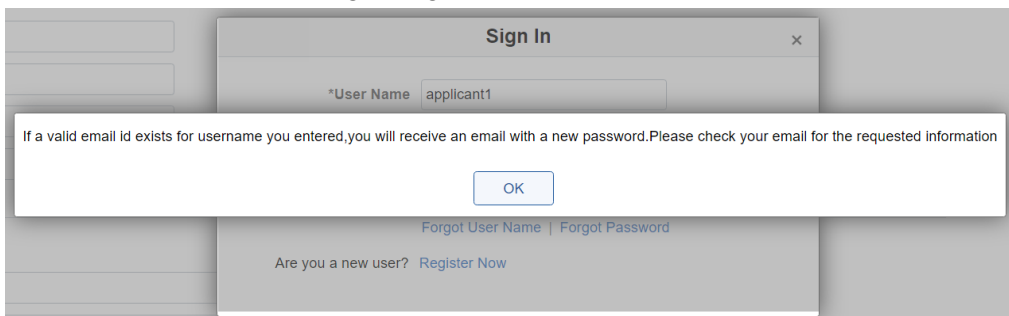
The image shows a 'Sign In' window with a title bar and a close button. It contains two input fields: '*User Name' and '*Password'. Below the password field is a blue 'Sign In' button. Underneath the button are two links: 'Forgot User Name' and 'Forgot Password'. The 'Forgot Password' link is highlighted with a yellow border. At the bottom, there is a link 'Are you a new user? Register Now'.

2. Enter your User Name
3. Click **Email New Password**



The image shows a 'Forgot Password' window with a title bar and a close button. It contains a message: 'Please enter your User Name. Your new password will be sent to the primary email address you have on file with us.' Below the message is an input field for '*User Name'. Below the input field is a blue button labeled 'Email New Password'.

4. Click OK to return to the login page



The image shows a 'Sign In' window with a title bar and a close button. It contains two input fields: '*User Name' (with the text 'applicant1') and '*Password'. Below the password field is a blue 'Sign In' button. Underneath the button are two links: 'Forgot User Name' and 'Forgot Password'. At the bottom, there is a link 'Are you a new user? Register Now'. A white message box is overlaid on the window, containing the text: 'If a valid email id exists for username you entered, you will receive an email with a new password. Please check your email for the requested information'. Below the text is an 'OK' button.

5. Check your email for a notification containing your password
6. You will be sent a temporary password
7. Go back and sign in with that password
8. You will be asked to set and confirm a new password

Reset Password
×

Your current password is an auto generated password. For security reasons this password is valid for one time use only. Please enter a new password and select Reset Password to continue.

*New Password

*Confirm Password

Reset Password

Navigation

Once you have completed all of the mandatory fields on each page the 'Next' button must be clicked to progress to the next section of your application as below (red arrow indicating 'Next' button):

✕ Exit
Apply for Job

Next >
Save as Draft
⋮

1

Start
In Progress

2

Personal Information
Not Started

3

Qualifications
Not Started

4

Attachments
Not Started

5

Questionnaire
Not Started

6

Preferred Clusters/Deanery and Schools
Not Started

7

Availability Details
Not Started

8

Referrals
Not Started

9

Review and Submit
Not Started

Step 1 of 9: Start

This job application allows you to attach a resume and has a number of sections, ranging from job preferences to teaching experience. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.

Before you begin the job application process, please read the Terms and Conditions carefully. By selecting the "I agree to the Terms and Conditions" checkbox you indicate that you have read and understood these Terms and Conditions and acknowledge your agreement with them. If you do not agree, you will not be able to submit an application and should select the Exit button.

[View Terms and Conditions](#)

☐ I agree to the Terms and Conditions

Next >

Save as Draft

⋮

Date of Birth

Don't be alarmed. We collect this to match it to your WWCC clearance. The 'Date of Birth' field is preset to display as Month/Day/Year, below example date displayed is 18th November 1990:

Casual Teacher

Apply for Job

Previous Next Save as Draft

Step 2 of 9: Personal Information - Biographic Information

Personal Information

*Date of Birth: 11/18/1990 (Used for WWCC Verification)

Gender: Male

Steps:

- Start (Complete)
- Personal Information (In Progress)
- Biographic Information (In Progress)
- Qualifications (Not Started)
- Attachments (Not Started)
- Questionnaire (Not Started)
- Preferred Clusters/Deansery and Schools (Not Started)
- Availability Details (Not Started)
- Referrals (Not Started)
- Review and Submit (Not Started)

Additional Work Experience

If you have additional work experience that you would like us to know about, you will need to click on the '+' symbol as below:

Casual Teacher

Apply for Job

Previous Next Save as Draft

Step 3 of 9: Qualifications - Teaching Experience & Degree

Teaching Experience (Required)

Teaching Experience	Employer	Job Title	Start Date	End Date	Casual Work Days	Leave Without Pay Days	PTE
Yes	CEDWW	Teacher	01/04/2021	06/30/2021			1.000000

Degrees (Required)

You must enter information in this section.

Add Degrees

Steps:

- Start (Complete)
- Personal Information (Complete)
- Qualifications (In Progress)
- Teaching Experience & Degree (In Progress)
- Attachments (Not Started)
- Questionnaire (Not Started)
- Preferred Clusters/Deansery and Schools (Not Started)
- Availability Details (Not Started)
- Referrals (Not Started)
- Review and Submit (Not Started)

Duration of Education

What the 'Duration (Year)' field is asking you is how long your study (Certificate, Diploma, Degree, etc.) took to complete. For example, the Bachelor of Education (K-12) at Charles Sturt University takes four (4) years to complete. Below is an example of how this degree would be entered:

Casual Teacher

Apply for Job

Previous Next Save as Draft

Step 3 of 9: Qualifications - Teaching Experience & Degree

Teaching Experience (Required)

Teaching Experience	Employer	Job Title	Start Date	End Date	Casual Work Days	Leave Without Pay Days	PTE
Yes	CEDWW	Teacher	01/04/2021	06/30/2021			1.000000

Degrees (Required)

Degree	Country	University	Major	Education Level	Degree Completion %	Year Acquired	Duration (Year)	Practicum Days Completed
Bachelor of Education (K-12)	AUS	Charles Sturt University		Undergraduate	100			

Edit Degrees

*Degree: Bachelor of Education (K-12)

Other Degree, please specify:

*Country: Australia

*University: Charles Sturt University

Other University, please specify:

Other Major, please specify:

*Education Level: Undergraduate

*Degree Completion %: 100

Year Acquired:

Duration (Year):

Practicum Days Completed:

Additional Education

If you have additional education (Certificate, Diploma, Degree, etc.) that you would like us to know about, you will need to click on the '+' symbol as below:

Apply for Job

Step 3 of 9: Qualifications - Teaching Experience & Degree

Teaching Experience (Required)

Teaching Experience	Employer	Job Title	Start Date	End Date	Casual Work Days	Leave Without Pay Days	PTE
Yes	CEDWW	Teacher	01/04/2021	06/30/2021			1.000000

Degrees (Required)

Degree	Country	University	Year Acquired	Degree Completion %	Duration (Year)	Practicum Days Completed	Teaching Degree	Education Level
Bachelor of Education (K-12)	AUS	Charles Sturt University		100	4		Yes	Undergraduate

Mandatory Attachments

Your application requires the following mandatory attachments:

- 1 x **Photo ID** and evidence of **working rights** (typically a passport or birth certificate AND driver's licence).
- Completed and signed **Tax File Number Declaration Form**. You can obtain a copy of the form [here](#).
- An updated copy of your **resume or CV**
- A copy of your **qualifications** (either your official transcripts or conferred testamur).

For teachers with relevant teaching experience, please provide any Statements of Service from past employers for the purposes of pay classification.

You will receive an error message if you try to progress your application without attaching the three mandatory attachments.

Apply for Job

Step 4 of 9: Attachments

The following attachments are mandatory for this Job Opening:

- 100 Point Check Evidence
- NESA Teacher Accreditation
- Click on Add Attachment to upload your document(s).

Attachments (Required)

You have not added any attachments.

Add Attachment

Add Attachment

*Attachment Type

*Attachment Description

- 100 Point Check Evidence
- Academic Transcripts
- Certificates
- Criteria Response
- Current Enrolment Transcripts
- Eligibility to Teach ISL
- English Language Certification
- Evidence of Child Rearing Serv
- Evidence of Enrolment to NESA
- Evidence of RE or Theor Compl
- Evidence of REC Eligibility
- Evidence of Visa Status
- Expression of Interest
- Marriage Certificate
- NESA Teacher Accreditation
- Other Medical Documentation
- Payroll Forms

Additional Attachments

Other documents to include are eligibility to work in Australia, evidence of an English Language Proficiency Test, evidence of a change of name where applicable. .

To add additional attachments, you'll need to click on the '+' symbol as below:

✕ Exit

Apply for Job

< Previous

Next >

Save as Draft

Casual Teacher

1

Start

Complete

2

Personal Information

Complete

3

Qualifications

Complete

4

Attachments

In Progress

5

Questionnaire

Not Started

6

Preferred Clusters/Deanery and Schools

Not Started

7

Availability Details

Not Started

8

Referrals

Not Started

9

Review and Submit

Not Started

Step 4 of 9: Attachments

The following attachments are mandatory for this Job Opening:

Academic Transcripts

100 Point Check Evidence

NESA Teacher Accreditation

Click on Add Attachment to upload your document(s).

Attachments (Required)

+

Attached File	Attachment Description	Attachment Type
Bachelor_of_Arts.docx	Academic Transcripts	Academic Transcripts

Need help or advice?

We are here to assist you through the registration and onboarding process. If you need any assistance we encourage you to view our [Frequently Asked Questions](#) or to contact People & Culture Services on 9568 8297 or via pcservices@syd.catholic.edu.au.