

USER GUIDE:

SUBMITTING ONLINE EMPLOYMENT APPLICATIONS

This short guide details the process to submit an application for an advertised job vacancy.

For assistance on completing applications for the best chance of success please refer to the [How to apply to VU?](#) guide available on the employment vacancies page.

1. Starting from the [employment vacancies](#) page, which lists all current opportunities within the University, select the job of interest.
2. A summary of job specific information will be displayed, including:
 - Position (PD) Number
 - Position Title
 - Location/Campus
 - Classification & Salary Range
 - Time Fraction, Employment Status & Hours per Week
 - Link to the Current Position Description
 - Recruitment Contact
 - Closing Time & Date
3. If you have never applied for a position at Victoria University:
 - Simply click on 'Apply for this Position'. A page will be displayed prompting you to enter in details relating to the application, including allowing you to upload your complete application[†]. Once the application form is complete, and your document has been uploaded the application is process is **complete**. Skip to step 4.

If you have previously applied for any position using this online system:

- You will be required to log-in at the bottom of the page under the title "Are you a returning applicant?" Login details consist of the email address you initially registered, and the password you have set. If you cannot remember the password you may follow the [link](#) provided to reset the password.
- Once successfully logged in the system will ask if you intend to update your information. **You MUST select "Update Application Form" to upload your new application.** From the next screen you will be able to update any personal details and upload your relevant application.

Note: If this step is not followed the system will automatically submit your previously recorded application.

4. You will receive an email notification to confirm that you have applied for the position selected in Step 1, and you will be taken to the Application History page, which lists the history of jobs you have applied for and their status. You may also check your file has been transferred correctly by clicking on the 'View Resume' link, under the 'Update My Information' page.
5. After completing these steps you have successfully applied for the advertised position!

For any further assistance, including updating your application for a specific position, contact the Recruitment Unit Contact listed in the job summary listing.

[†] Note: More information regarding 'complete applications' can be found in the [How to apply to VU?](#) guide.