



GREATER
SHEPPARTON

Web Recruitment



How to apply for a position

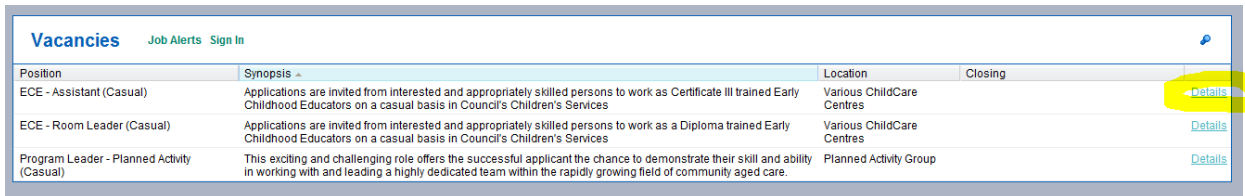
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Web Site

From the web site you can view all the vacancies available. The initial screen will show a summary of the vacancies at Greater Shepparton City Council.

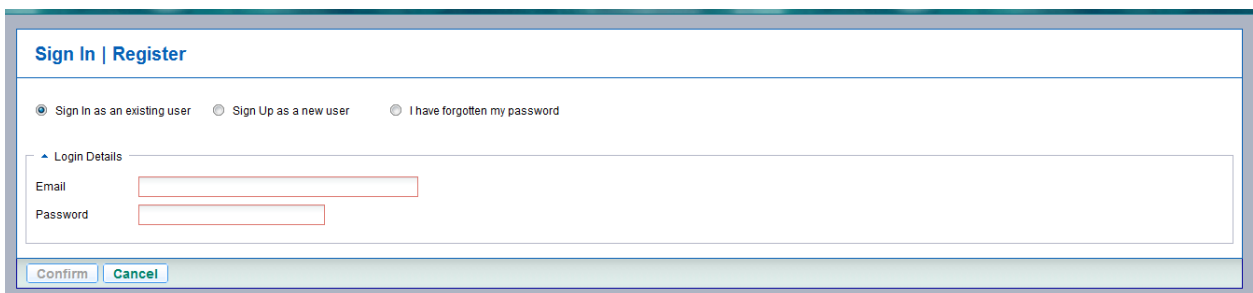


Position	Synopsis	Location	Closing	
ECE - Assistant (Casual)	Applications are invited from interested and appropriately skilled persons to work as Certificate III trained Early Childhood Educators on a casual basis in Council's Children's Services	Various ChildCare Centres		Details
ECE - Room Leader (Casual)	Applications are invited from interested and appropriately skilled persons to work as a Diploma trained Early Childhood Educators on a casual basis in Council's Children's Services	Various ChildCare Centres		Details
Program Leader - Planned Activity (Casual)	This exciting and challenging role offers the successful applicant the chance to demonstrate their skill and ability in working with and leading a highly dedicated team within the rapidly growing field of community aged care.	Planned Activity Group		Details

By pressing on the details link beside the vacancy you are interested in will provide more information, including the position description. Read the information carefully as it will assist with your application and subsequent interview. Take note of the closing date, all vacancies are removed from the web site at 5pm on the closing day.

To apply for a vacancy you need to be registered on our site.

Registering



Sign In | Register

Sign In as an existing user Sign Up as a new user I have forgotten my password

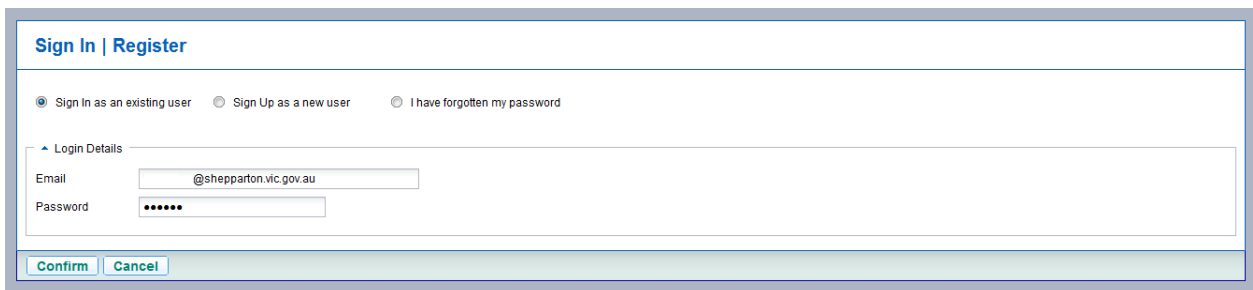
▲ Login Details

Email

Password

There are three options when you get to the Sign In / Register page, sign in as an existing user, sign up as a new user and I have forgotten my password

Sign in as an existing user



Sign In | Register

Sign In as an existing user Sign Up as a new user I have forgotten my password

▲ Login Details

Email

Password

Enter in your previously recorded details and press confirm.

Personal [Unsubscribe](#) [Change Email](#) [Change Password](#) [Sign Out](#)

First Name	Last Name	Email	Mobile
		@shepparton.vic.gov.au	

[Details](#)

Your job alert profile:

Work Types	Locations	Tenures
All	All	All

[Details](#)

Your submitted, or incomplete, job applications:

Position	Organisation Unit	Location	Tenure	Status
You have no job Applications in process at this time. To start an application select a vacancy from the Vacancies list below and select the 'Apply' link.				

Your employment history: [New](#)

Job	Organisation	From	To
You have not provided any Employment History details at this time.			

Your educational history: [New](#)

Your profile will now appear.

Sign Up as a new user

Sign In | Register

Sign In as an existing user
 Sign Up as a new user
 I have forgotten my password

Privacy Statement

Personal Information collected by Council is used for municipal purposes as specified in the Local Government Act 1989. The Personal Information will be used solely by Council for these purposes and or directly related purposes. Council may disclose this information to other organisations if required by legislation. The applicant understands that the Personal Information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and or correction should be made to Council's Privacy Officer.

I accept these conditions

[Confirm](#) [Cancel](#)

Click on Sign Up as a new user a Privacy Statement will be displayed. Once you have read the statement and agree click on the checkbox next to accept the conditions, this will activate the registration screen.

Sign In | Register

Sign In as an existing user
 Sign Up as a new user
 I have forgotten my password

▲ Eligibility Questionnaire

Are you an Australian Citizen or possess a current working visa?

Have you worked with Greater Shepparton City Council before?

▲ Login Details

Email

Confirm Email

Password

Confirm Password

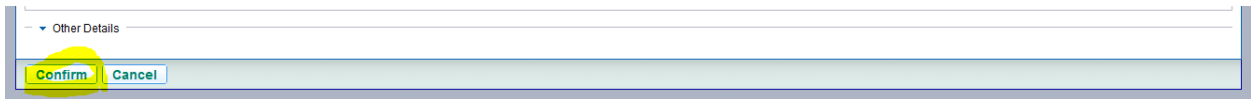
▲ Personal

Salutation

Enter all the details, anything with a red field box is mandatory. Use the drop down lists if they are available such as those next to the Eligibility Questionnaire.

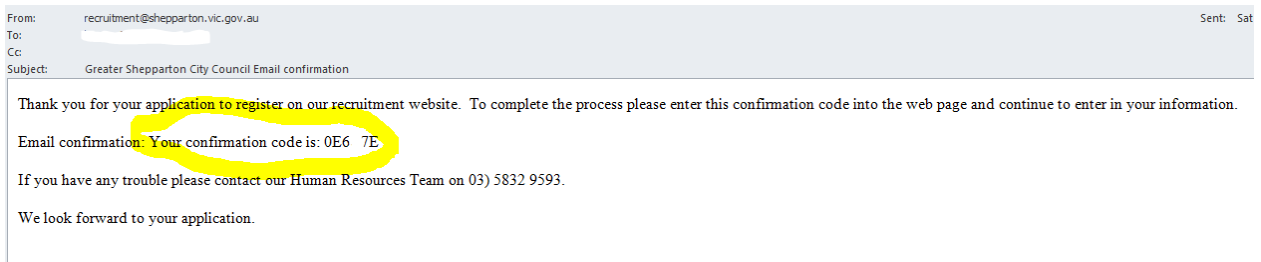
Passwords must be at least five characters

Once all your details are entered press **confirm**.

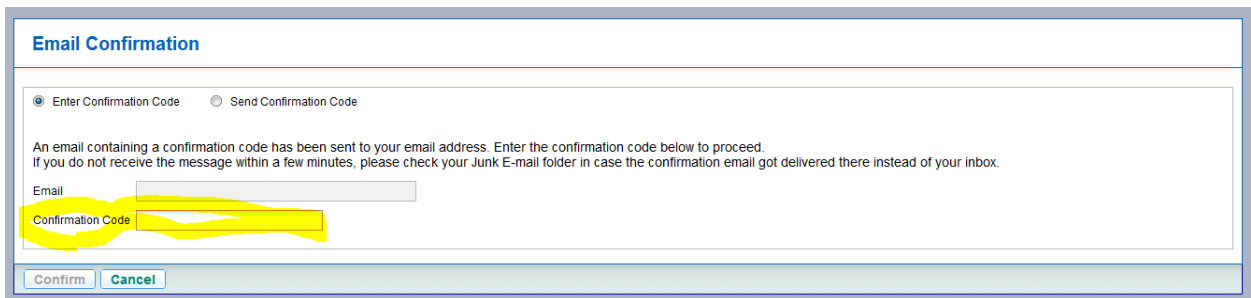


A screenshot of a web form interface. At the bottom of the form, there are two buttons: 'Confirm' and 'Cancel'. The 'Confirm' button is highlighted with a yellow circle.

An email will be sent to your email address with your confirmation code, this should only take approximately five minutes.

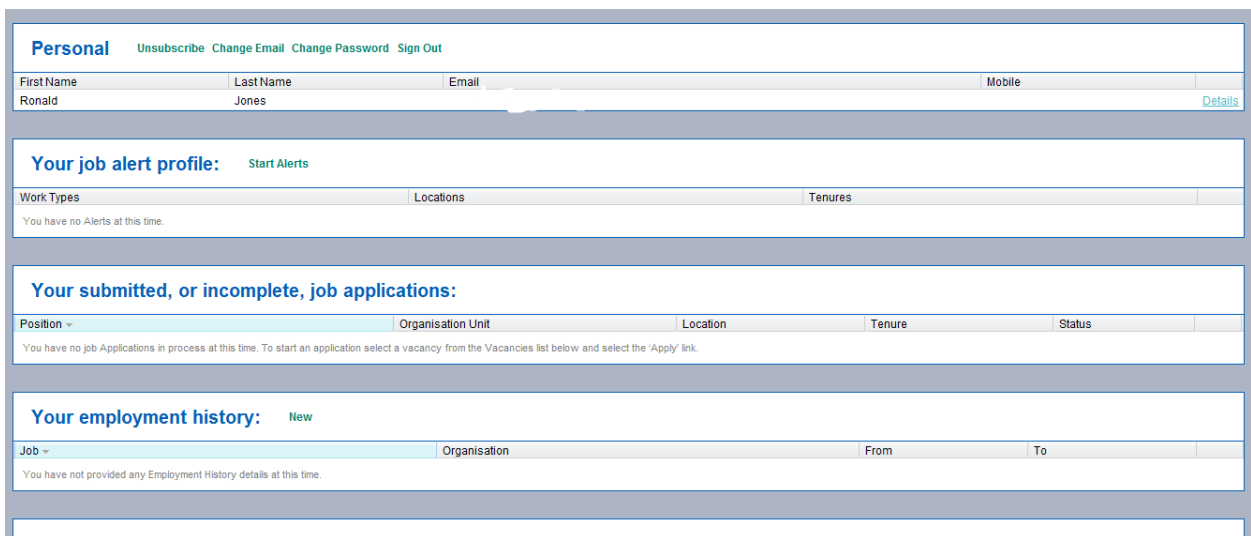


An email confirmation message from recruitment@shepparton.vic.gov.au. The subject is 'Greater Shepparton City Council Email confirmation'. The body text says: 'Thank you for your application to register on our recruitment website. To complete the process please enter this confirmation code into the web page and continue to enter in your information. Email confirmation: Your confirmation code is: 0E6 7E. If you have any trouble please contact our Human Resources Team on 03) 5832 9593. We look forward to your application.' The confirmation code '0E6 7E' is highlighted in yellow.



A screenshot of the 'Email Confirmation' web page. It has two radio buttons: 'Enter Confirmation Code' (selected) and 'Send Confirmation Code'. Below the buttons, there is a text box with instructions: 'An email containing a confirmation code has been sent to your email address. Enter the confirmation code below to proceed. If you do not receive the message within a few minutes, please check your Junk E-mail folder in case the confirmation email got delivered there instead of your inbox.' There are two input fields: 'Email' and 'Confirmation Code'. The 'Confirmation Code' field is highlighted in yellow. At the bottom, there are 'Confirm' and 'Cancel' buttons.

Enter the confirmation code and press confirm



A screenshot of a user profile page. It has a 'Personal' section with links for 'Unsubscribe', 'Change Email', 'Change Password', and 'Sign Out'. Below this is a table with columns for 'First Name', 'Last Name', 'Email', and 'Mobile'. The first row shows 'Ronald' and 'Jones'. There is a 'Details' link. Below that is a 'Your job alert profile:' section with a 'Start Alerts' link. Below that is a 'Your submitted, or incomplete, job applications:' section with a table with columns for 'Position', 'Organisation Unit', 'Location', 'Tenure', and 'Status'. Below that is a 'Your employment history:' section with a 'New' link and a table with columns for 'Job', 'Organisation', 'From', and 'To'. The page ends with a 'Your educational history:' section.

Your profile will be displayed.

Once you have successfully signed in an email will be sent to welcoming to you to our site.

Welcome and thank you for your interest in joining our organisation.

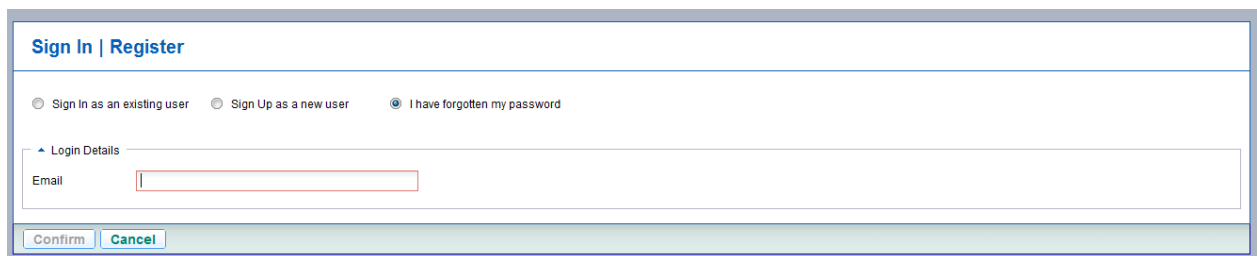
You have now successfully registered.

Please ensure that you keep your information up to date.

If you have any questions regarding our recruitment process please contact our Human Resources Team on 03) 5832 9593

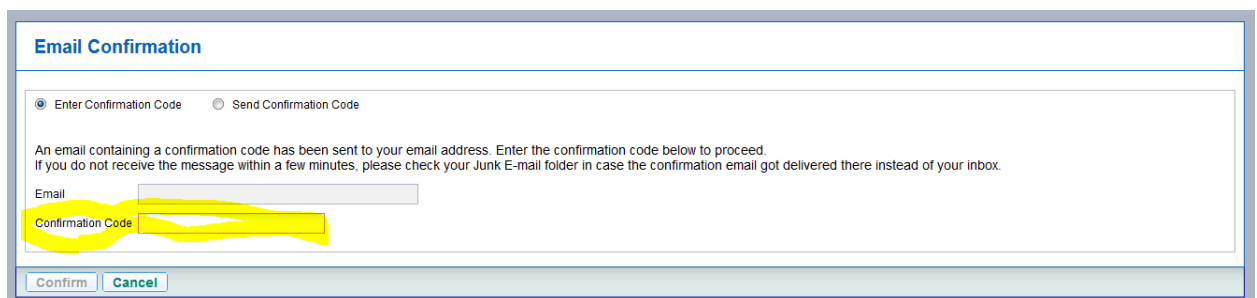
I have forgotten my password

Use this option if you forget your password at any stage



The screenshot shows a web form titled "Sign In | Register". At the top, there are three radio button options: "Sign In as an existing user", "Sign Up as a new user", and "I have forgotten my password". The "I have forgotten my password" option is selected. Below the options is a section titled "Login Details" with a sub-label "Email" and an empty text input field. At the bottom of the form are two buttons: "Confirm" and "Cancel".

Enter in your email address and press confirm



The screenshot shows a web form titled "Email Confirmation". At the top, there are two radio button options: "Enter Confirmation Code" and "Send Confirmation Code". The "Enter Confirmation Code" option is selected. Below the options is a paragraph of text: "An email containing a confirmation code has been sent to your email address. Enter the confirmation code below to proceed. If you do not receive the message within a few minutes, please check your Junk E-mail folder in case the confirmation email got delivered there instead of your inbox." Below this text are two text input fields: "Email" and "Confirmation Code". The "Confirmation Code" field is highlighted with a yellow scribble. At the bottom of the form are two buttons: "Confirm" and "Cancel".

A new confirmation code will be issued to your email address this should take approximately five minutes, enter in the details and press confirm.

You will then be asked to change your password. Passwords must be at least five characters.

Personal			
Unsubscribe	Change Email	Change Password	Sign Out
First Name	Last Name	Email	Mobile
Ronald	Jones		
Details			
Your job alert profile: Start Alerts			
Work Types	Locations	Tenures	
You have no Alerts at this time.			
Your submitted, or incomplete, job applications:			
Position	Organisation Unit	Location	Tenure
Status			
You have no job Applications in process at this time. To start an application select a vacancy from the Vacancies list below and select the 'Apply' link.			
Your employment history: New			
Job	Organisation	From	To
You have not provided any Employment History details at this time.			

Your profile will be displayed.

Unsubscribe

To unsubscribe to our web service at any time log into the web site and click on the word

Unsubscribe

Personal			
Unsubscribe	Change Email	Change Password	Sign Out
First Name	Last Name	Email	Mobile
Rob	Smith	@shepparton.vic.gov.au	0400000000
Details			

Unsubscribe

Email

Please tell us why you are unsubscribing

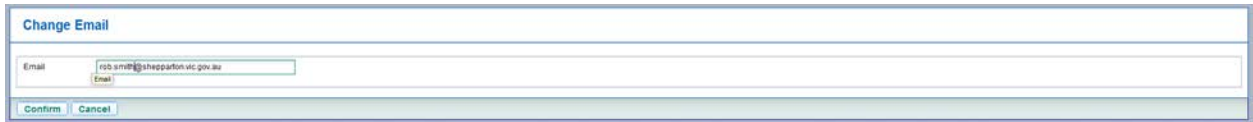
Confirm
Cancel

Enter in a brief description about why you are unsubscribing and press confirm.

Changing email address

To change your email address log into the web site once you are in, click on the word **Change Email**

Personal			
Unsubscribe	Change Email	Change Password	Sign Out
First Name	Last Name	Email	Mobile
Rob	Smith	@shepparton.vic.gov.au	0400000000
Details			

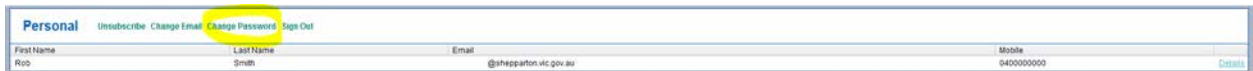


The 'Change Email' form contains an 'Email' input field with the text 'rob.smith@shepparton.vic.gov.au' and a 'Confirm' button.

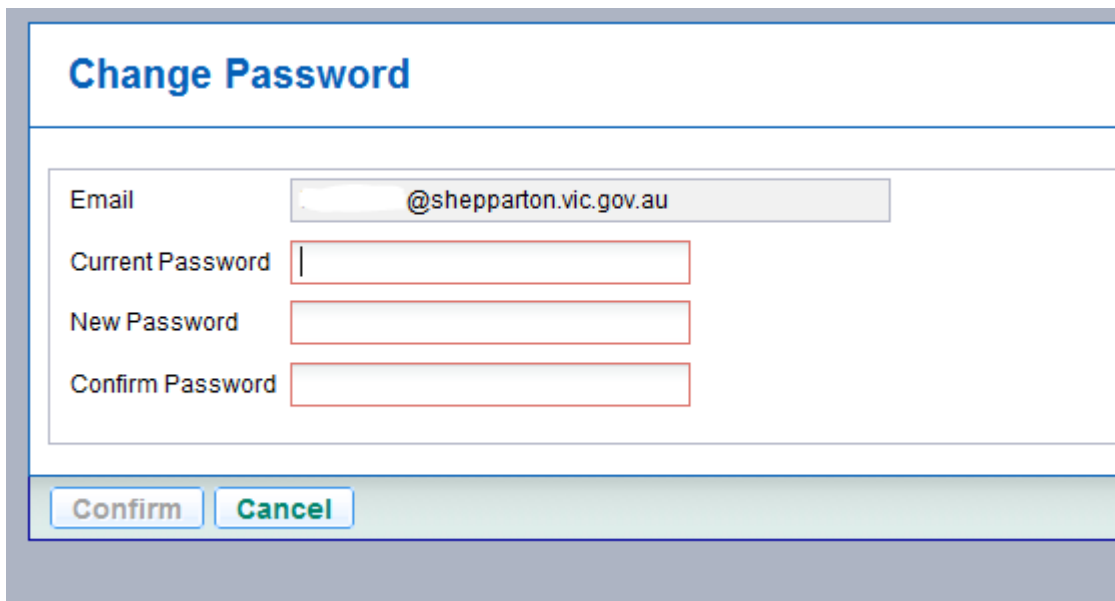
Change your email address and press confirm. An email will be issued to this email address as confirmation.

Changing password

To change your password log into the web site, click on the word **Change Password**



The 'Personal' navigation bar includes links for 'Personal', 'Unsubscribe', 'Change Email', 'Change Password', and 'Sign Out'. The 'Change Password' link is highlighted with a yellow circle.

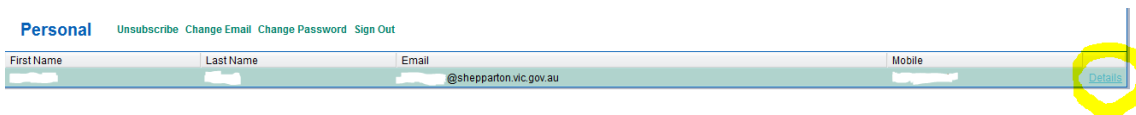


The 'Change Password' form features a title 'Change Password' and four input fields: 'Email' (pre-filled with '@shepparton.vic.gov.au'), 'Current Password', 'New Password', and 'Confirm Password'. At the bottom are 'Confirm' and 'Cancel' buttons.

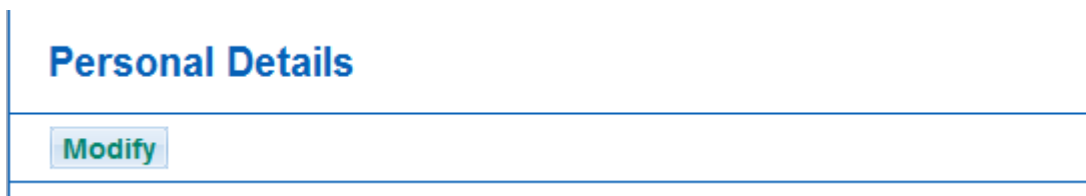
Enter in your current password and new password, confirm your new password and press confirm. Remember passwords must be at least five characters.

Personal

Start by clicking on **details** link at the end of the Personal panel.



The 'Personal' navigation bar is shown with a 'Details' link at the end, highlighted with a yellow circle.



The 'Personal Details' section features a 'Modify' button.

Click on the **Modify** button

[<< Go Back](#)

Personal Details

[Modify](#)

Salutation

First Name

Last Name

Preferred Name

Gender

Date of Birth

Referee Upon Request

Contact

Phone

Mobile

Fax

Email

Change or add any details required.

Country

[Confirm Modify](#) [Cancel](#)

By pressing Confirm Modify will save your changes.

Job Alert

A job alert profile can be created if you are interested in receiving an email when a vacancy becomes available in a particular field. Press on the start alerts.

Your job alert profile: [Start Alerts](#)

Work Types	Locations	Tenures
You have no Alerts at this time.		

Job Alerts Details

Work Types

- All Work Types
- ... Administrative
- ... Chief Executive Officer
- ... Children's Services
- ... Executive Managers
- ... Labourers

Locations

- All Locations
- ... Within the Municipality

Tenures

- All Tenures
- ... Casual
- ... Full Time
- ... Part Time
- ... Temporary Staff

[Confirm](#) [Cancel](#)

Choose areas that you are interested in and press confirm.

Your job alert profile:

Work Types	Locations	Tenures	Details
All	All	All	

You can modify or stop these alerts at any time by pressing on the details link.

Applications

Your submitted, or incomplete, job applications:

Position	Organisation Unit	Location	Tenure	Status
<small>You have no job Applications in process at this time. To start an application select a vacancy from the Vacancies list below and select the 'Apply' link.</small>				

Under the heading **Your submitted, or incomplete, job applications:** is a history of the positions in which you have applied for that have not been finalised either by completing the application or by appointing someone to the vacancy.

Depending on the status of the application will depend on what actions you can perform on these. For example on a **Draft** status you have the ability to modify, submit or delete your application, press on the details link

Your submitted, or incomplete, job applications:

Position	Organisation Unit	Location	Tenure	Status	
ECE - Room Leader (Casual)	Occasional Care/ChildCare	Various ChildCare Centres	Casual	Draft	Details
ECE - Assistant (Casual)	Occasional Care/ChildCare	Various ChildCare Centres	Casual	Submitted	Details

Application Details

[Modify](#) [Submit](#) [Delete](#)

Position	<input type="text" value="ECE - Room Leader (Casual)"/>
Organisation Unit	<input type="text" value="Occasional Care/ChildCare"/>
Location	<input type="text" value="Various ChildCare Centres"/>
Tenure	<input type="text" value="Casual"/>

INFORMATION FOR APPLICANTS

Greater Shepparton City Council, situated in the heart of the Goulburn Valley, is the fc irrigation base, with major industries related to food processing, manufacturing and tra Victoria's agricultural

on a **Submitted** status you have the ability to recall or withdraw your application, press on the **details** link.

Application Details

[Recall](#) [Withdraw](#)

Position	<input type="text" value="ECE - Assistant (Casual)"/>
Organisation Unit	<input type="text" value="Occasional Care/ChildCare"/>
Location	<input type="text" value="Various ChildCare Centres"/>
Tenure	<input type="text" value="Casual"/>

INFORMATION FOR APPLICANTS

Greater Shepparton City Council, situated in the heart of the Goulburn Valley, is the fou irrigation base, with major industries related to food processing, manufacturing and trar Victoria's agricultural production is generated in this area.

on an **Under Consideration** status you have the ability to withdraw your application

Application Details

Withdraw

Position: Early Childhood Educator - Assistant

Organisation Unit: Occasional Care/ChildCare

Location: Frank/Putar ChildCare

Tenure: Part Time

INFORMATION FOR APPLICANTS:

Greater Shepparton City Council, situated in the heart of the Goulburn economy due to its strong agricultural and irrigation base, with major

Employment History

Your employment history: **New**

Job	Organisation	From	To
You have not provided any Employment History details at this time.			

In the panel titled **Your employment history** is where you can list your previous work experience. Click on the word **New** to enter in your employment details.

Employment History Details

From: To:

Job:

Organisation:

Industry:

Tenure:

Job Details:

Document:

Complete the details and press confirm. Confirm will only appear when the mandatory fields have been completed. Mandatory fields are identified by the red box around the field ie From, Job and Organisation.

Employment History Details

From To

Job

Organisation

Industry

Tenure

Job Details

Document [Open](#) [Replace](#) [Remove](#)

Continue to add as much history as you feel necessary.

Educational History

The **Your Educational History**: panel records all the information about your learning that you want to advise when you are applying for a position.

Your educational history: New			
Type ▾	Discipline	Description	Completed
You have not provided any Qualification details at this time.			

By clicking on the word **New** it will activate a form to enter your educational details.

Education Details

Type	Certificate III <input type="button" value="v"/>
Discipline	Business <input type="button" value="v"/>
Description	<input type="text"/>
Institute	Goulburn Ovens Institute <input type="button" value="v"/>
Institute Comment	<input type="text"/>
Completed	11/11/2004 <input type="button" value="calendar"/>
Other Details	Course results are attached <input type="text"/>
Document	Results.docx Open Replace Remove

Once the details have been entered press confirm.

Continue to add as much history as you feel necessary.

Licences

The **Your Licences** area records all licence information that has an expiry date. It is an area that highlights the licence information you want to for the various vacancies you will apply for.

Your licences: New	Issuing Authority	Issued	Expiry
You have not provided any Licence details at this time.			

To add Licence information press on the word **New** a Licence Details form will be displayed. Enter in relevant information, mandatory fields are highlighted by a **red** field box.

Licence Details

Licence:

Licence Number:

Issued:

Expiry:

Issuing Authority:

Endorsements / Restrictions:

Document: *heavy_vehicle_licence.jpg* [Open](#) [Replace](#) [Remove](#)

Press confirm.

You can enter in as many details as you consider necessary.

Equity and Diversity

In the area titled **Your equity and diversity:** you can store your information about your background. To enter your details press on the word **New.**

Your equity and diversity: New

Birthplace: | First Language:

You have not provided any Equity and Diversity details at this time.

An Equity and Diversity Details form will be activated for you to complete.

Equity and Diversity Details

Birthplace ▼

First Language ▼

Press confirm once your details have been entered

Referees

The **Your Referees:** section relates to who do you want the interview panel to contact. Who will provide a reference of your character or work performance. To enter these details press on the word **New**. The word new activates a referee details form.

Your referees:

First Name	Last Name	Job	Employer
You have not provided any Referee details at this time.			

Referee Details

Title	<input type="text" value="Mr"/>
First Name	<input type="text" value="Tim"/>
Last Name	<input type="text" value="Bird"/>
Job	<input type="text" value="The Best Job EVER"/>
Relationship	<input type="text" value="Supervisor"/>
Employer	<input type="text" value="Greater Shepparton City Council"/>
Phone	<input type="text" value="03 5832 9700"/>
Mobile	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text" value="tim.bird@shepparton.vic.gov.au"/>
Document	<i>Reference.docx</i> Open Replace Remove

[Confirm](#)

[Cancel](#)

When you have entered in the details press confirm.

Continue to add as many as you feel necessary however it is best having at least two referees.

Messages

Your messages: will keep a history of emails you receive in relation to vacancies and your vacancy profile. By clicking on the details link the message the actual message details will appear. This area is only a view mode.

Received	Type	Synopsis	
01/07/2012 16:31:27	Correspondence	Email: Greater Shepparton City Council application withdrawal	Details
01/07/2012 16:18:38	Correspondence	Email: Greater Shepparton City Council your application has been re	Details
30/06/2012 21:14:00	Correspondence	Email: Greater Shepparton City Council Job alert profile	Details
30/06/2012 21:10:54	Correspondence	Email: Greater Shepparton City Council job alert profile	Details
30/06/2012 21:10:21	Correspondence	Email: Greater Shepparton City Council your changed contact details	Details
30/06/2012 08:25:52	Correspondence	Email: Greater Shepparton City Council Your application has been de	Details
22/03/2012 15:10:23	Correspondence	Email: Greater Shepparton City Council Job alert profile	Details
22/03/2012 15:05:53	Correspondence	Email: Greater Shepparton City Council Welcome	Details
22/03/2012 15:04:59	Correspondence	Email: Greater Shepparton City Council Email confirmation	Details

Message Details

Received 01/07/2012 16:31:27

Type Correspondence

Synopsis Email: Greater Shepparton City Council application withdrawal

Details To: @shepparton.vic.gov.au
From: recruitment@shepparton.vic.gov.au
Subject: Greater Shepparton City Council application withdrawal
Message:

Thank you for your time in submitting this application as per your request your application for the ECE - Assistant (Casual) vacancy has been withdrawn.

Regards
Human Resources Team

Automatically generated emails

There are a few automatic emails, these include when your application has been submitted, withdrawn, when your draft application has not been updated for more than 48 hours, if your draft application has a closing date approaching and draft applications will be deleted if they are past the closing date. If you have any questions regarding the emails that have been sent please contact the Human Resources Team on 03 5832 9593.

Eligibility Questionnaire

The **Your eligibility questionnaire responses**: is a view of the questionnaire responses you gave when registering on our site. This area is only a view mode.

Your eligibility questionnaire responses:	
Question	Answer
Are you an Australian Citizen or possess a current working visa?	Yes, I can work in Australia
Have you worked with Greater Shepparton City Council before?	Yes

Vacancies

The **Vacancies** area relates to current vacant positions available. It is from here that you apply for positions.

Position	Synopsis	Location	Closing
ECE - Assistant (Casual)	Applications are invited from interested and appropriately skilled persons to work as Certificate II trained Early Childhood Educators on a casual basis in Council's Children's Services.	Various ChildCare Centres	
ECE - Room Leader (Casual)	Applications are invited from interested and appropriately skilled persons to work as a Diploma trained Early Childhood Educators on a casual basis in Council's Children's Services.	Various ChildCare Centres	
Program Leader - Planned Activity (Casual)	This exciting and challenging role offers the successful applicant the chance to demonstrate their skill and ability in working with and leading a highly dedicated team within the rapidly growing field of community aged care.	Planned Activity Group	

When you click on the details link on one of the Vacancies the information relating to the position appears.

Vacancy Details

[Email To A Friend](#)

You have already applied for this Vacancy

Position	<input type="text" value="ECE - Assistant (Casual)"/>
Organisation Unit	<input type="text" value="Occasional Care/ChildCare"/>
Location	<input type="text" value="Various ChildCare Centres"/>
Tenure	<input type="text" value="Casual"/>
Closing	<input type="text"/>

INFORMATION FOR APPLICANTS

Greater Shepparton City Council, situated in the heart of the Goulburn Valley, is the fourth largest provincial centre in Victoria and has a well developed economy. The Goulburn Valley is often referred to as 'The Food Bowl of Australia' as around 25% of the total value of Victoria's agricultural production is generated in this area.

Greater Shepparton has a population of approximately 60,000, and an expenditure budget in excess of \$118 million. The population is culturally diverse and is a developing focus for the region.

For more information about this position, please contact Jenni Harris Family and Children's Services Administration Assistant on 03) 5832 9757

ABOUT THE POSITION

Applications are invited from interested and appropriately skilled persons to work as Certificate III trained Early Childhood Educators on a casual basis.

A salary range of \$27.44 - \$28.55 per hour will be offered, depending on experience and qualifications. This rate of pay includes 25% loading in

Refer to [How to apply - External](#) for further information.

Email to A Friend

Vacancies can be emailed to notify friends, to do this detail out on vacancy when the vacancy details (as shown above) appear click on email to a friend

Vacancy Details

[Email To A Friend](#)

You have already applied for this Vacancy

Position	<input type="text" value="ECE - Assistant (Casual)"/>
Organisation Unit	<input type="text" value="Occasional Care/ChildCare"/>
Location	<input type="text" value="Various ChildCare Centres"/>
Tenure	<input type="text" value="Casual"/>
Closing	<input type="text"/>

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A salary range of \$27.44 - \$28.56 per hour will be offered, depending on experience and qualifications. This rate of pay includes 25% loading in

Enter in your friend's name and email details

Email Vacancy To A Friend

Your Name	<input type="text" value="Rob"/>
Your Email	<input type="text" value="@shepparton.vic.gov.au"/>
Friend's Name	<input type="text" value="Teri"/>
Friend's Email	<input type="text" value="teri.smith@hotmail.com.au"/>

Press confirm

Notification

An email has been sent regarding this Vacancy.

Confirmation will appear when the email has been sent.

How to apply – External

Once you have found a vacancy on the web site that you would like to apply for click on the details link the Vacancy Details screen will appear. Read the information carefully as it will assist with your application and subsequent interview. Take note of the closing date, all vacancies are removed from the web site at 5pm on the closing day.

Vacancy Details

[Email To A Friend](#)

You have already applied for this Vacancy

Position	<input type="text" value="ECE - Assistant (Casual)"/>
Organisation Unit	<input type="text" value="Occasional Care/ChildCare"/>
Location	<input type="text" value="Various ChildCare Centres"/>
Tenure	<input type="text" value="Casual"/>
Closing	<input type="text"/>

INFORMATION FOR APPLICANTS

Greater Shepparton City Council, situated in the heart of the Goulburn Valley, is the fourth largest provincial centre in Victoria and has a well developed economy due to its strong agricultural and irrigation. The Goulburn Valley is often referred to as 'The Food Bowl of Australia' as around 25% of the total value of Victoria's agricultural production is generated in this area.

Greater Shepparton has a population of approximately 60,000, and an expenditure budget in excess of \$118 million. The population is culturally diverse with 9.9% of residents being born overseas. The area is a developing focus for the region.

For more information about this position, please contact Jenni Harris Family and Children's Services Administration Assistant on 03) 5832 9757

ABOUT THE POSITION

Applications are invited from interested and appropriately skilled persons to work as Certificate III trained Early Childhood Educators on a casual basis in Council's Children's Services.

A salary range of \$27.44 - \$28.56 per hour will be offered, depending on experience and qualifications. This rate of pay includes 25% loading in lieu of annual, sick leave and other entitlements.

Persons interested in registering for the Children's Services Relief list should call Jenni Harris on 03) 5832 9757

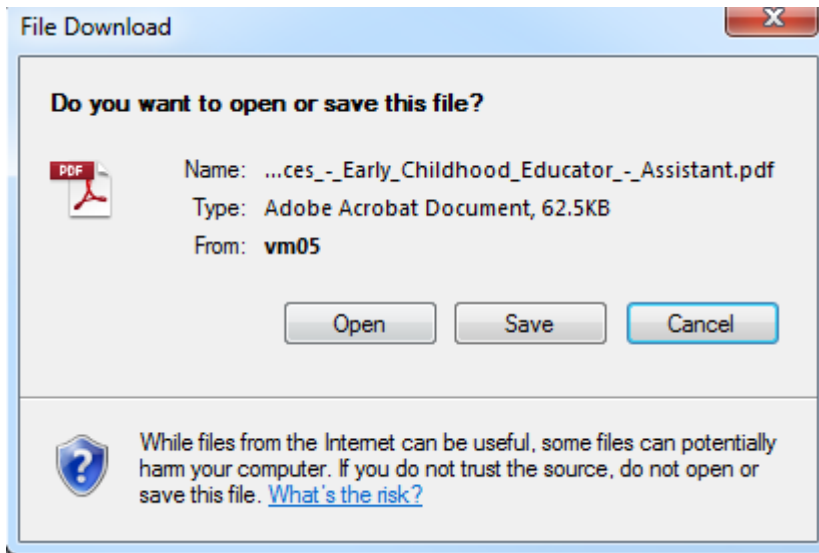
At the bottom of the information will be a link to the Position Description

Vacancy Details

[Position_Description_Early_Childhood_Educator_Assistant_FINAL.pdf](#) **Open**

Click on the word **Open** to view the document.

When you click on **Open** you will be given the opportunity to save or just view the document.



Greater Shepparton City Council
Position Description

Early Childhood Educator – Assistant

CLASSIFICATION: Band 2
BRANCH: Aged and Children's Services
DEPARTMENT: Community Development

Read the document carefully paying particular attention to the Key Selection Criteria (KSA).

POSITION OBJECTIVES

- To help in the provision of a high quality program for 0-6 year old children in which social, manipulative and cognitive skills are developed.
- To provide a stimulating and secure environment for all children attending Greater Shepparton City Council's Children's Service.
- To participate in the planning and implementation of a program that is flexible and responsive to the needs of children and families utilising Greater Shepparton City Council's Children's Service.

KEY SELECTION CRITERIA

Selection will be based on demonstrated ability to meet the following Key Selection Criteria. Applicants are to state how they are able to meet the criteria listed.

- The skills/qualifications experience relevant to the position as recognised by Department of Education and Early Childhood Development in accordance with the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011 and Children's Services Regulations 2009 and Children's Services Act 2009 (as amended). Certificate 3 Children's Services is essential
 - Current First Aid qualifications level 2
 - Criminal History Check (valid within six months)
 - Current and valid Working with Children Check Card (WWCC)
 - Current Anaphylaxis Management training (within 12 months)
- Experience in the provision of quality customer service
- Ability to provide for the security, safety and well being of children in your work practices
- Experience working in a team, being inclusive and respectful towards others
- Experience in assisting in the implementation of a quality age appropriate children's program

KEY RESPONSIBILITY AREAS

The functions that this position is primarily responsible for is to:

- Provide quality customer service.
- Assist in the development and implementation of a quality program. Be aware of and work in accordance with the Children's Services Regulations, Quality

The KSA will be required to have a response against **each** statement in the Questionnaire part of your application.

If you have any question regarding the position being advertised contact the person listed in the vacancy details.

Once you are happy and wish to proceed with your application press the **Apply** button

Vacancy Details

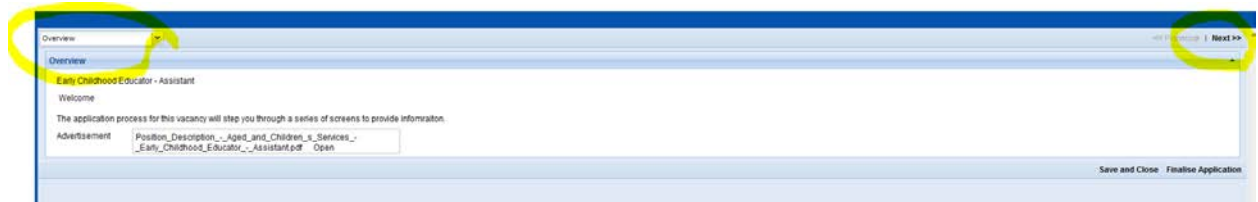
Apply | **Email To A Friend**

Position	ECE - Assistant (Casual)
Organisation Unit	Occasional Care/ChildCare
Location	Various ChildCare Centres
Tenure	Casual
Closing	

INFORMATION FOR APPLICANTS

Greater Shepparton City Council, situated in the heart of the Goulburn Valley, is the fourth largest provin
The Goulburn Valley is often referred to as 'The Food Bowl of Australia' as around 25% of the total value
production is generated in this area.

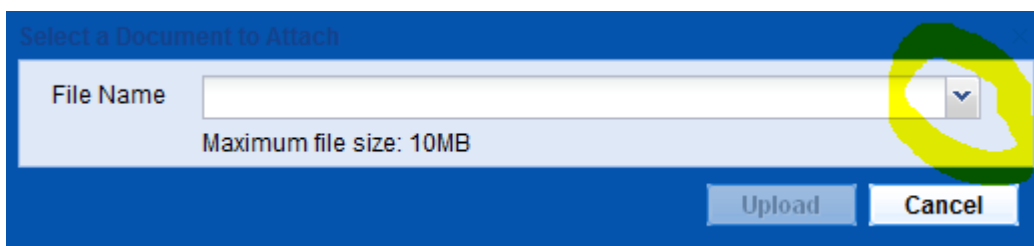
The application wizard will walk you through the steps of applying for the position and what information will be sent onto the selection panel.



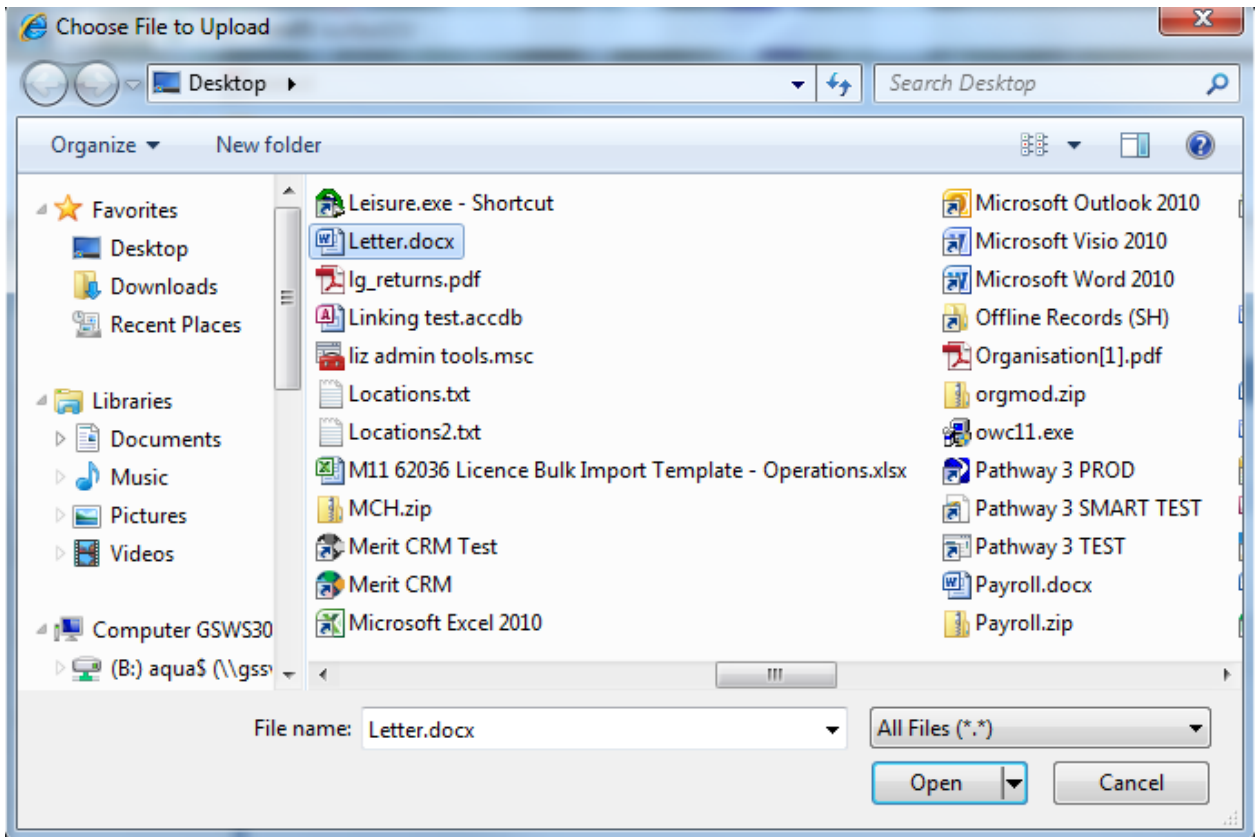
The **Overview** step will give you another look at the position description. Click on **Next** when you wish to move to the next step.



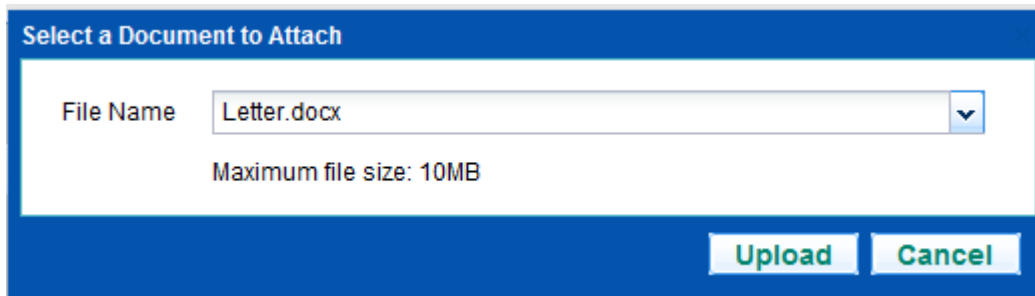
The **Documents** step is where you get to load a copy of your Cover Letter and Resumé. To attach the documents press on the word **Attach**



Press on the selection tool to help you find the file name of your document.



Highlight your document and press **Open**



Press **Upload**

Do the same process for each document type

Documents		
Cover Letter	Letter.docx	Open Replace Remove
Resumé	Resume.doc	Open Replace Remove

Your documents can be Opened, Replaced or Removed at any stage of the application up until it has been submitted.

Press **Next** to go to the next step of the wizard

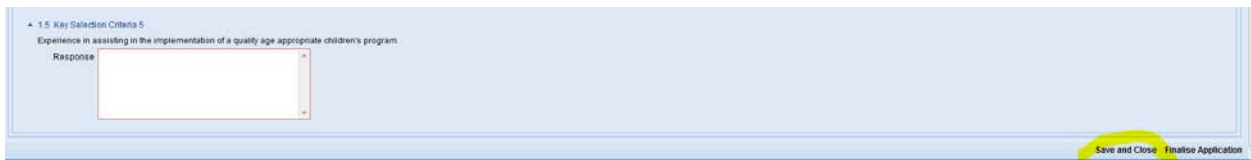
The **Referees** step will populate with information stored from the [Referees](#) step as mentioned earlier. At this stage you have the opportunity to **Add** or **Remove**.

If you are satisfied press **Next** to go to the next step of the wizard

The **Resumé** step is giving you another opportunity to view / amend / replace the resumé you uploaded.

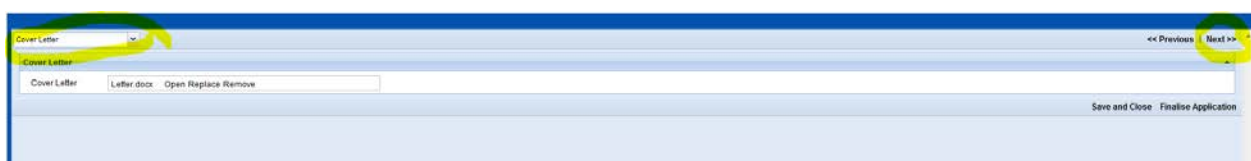
Press **Next** to go to the next step of the wizard

The Questionnaire step is where you respond to the [Key Selection Criteria](#), you will notice that the field boxes are **red** indicating that they are mandatory. Give time and consideration to your responses as this is how your application will be judged. If you prefer to answer some now and then come back and review your responses or add additional information remember to save your application to this point by pressing **Save and Close**



Your application can sit in draft form and be modified at any time right up until applications close. Remember applications which do not specifically address the **Key Selection Criteria** will not be considered. If you wish to come up with your answers in word they can then be copy and pasted into this screen (one response at a time) by using Ctrl C (Copy) and Ctrl V (Paste).

Once all mandatory fields have been completed and you are satisfied with your response press **Next** to go to the next step of the wizard



The **Cover Letter** step is giving you another opportunity to view / amend / replace the cover letter you uploaded.

Press **Next** to go to the next step of the wizard



The **Submit Application** stage of the wizard will collate all of your responses all that is left to do is **Submit Application**.

Once the submit application has been pressed the wizard will take you back to the vacancies portal if you then go to the **Your submitted, or incomplete, job applications:** area, the status of your application will show as Submitted

Your submitted, or incomplete, job applications:

Created	Position	Organisation Unit	Location	Tenure	Status
29/06/2012 16:15:15	Early Childhood Educator - Assistant	Occasional Care/ChildCare	Frank Pullar ChildCare	Part Time	Submitted

An automatic email will also be generated once the application has successfully been received into our system.



To Continue a Saved Application

If at any stage you have saved and closed your application and now have time to go back to finalise it go to the web site and sign in. In the **Your submitted, or incomplete, job applications** area press on the **details link** for your application with a status of **Draft**

Your submitted, or incomplete, job applications:				
Position	Organisation Unit	Location	Tenure	Status
ECE - Room Leader (Casual)	Occasional Care/ChildCare	Various ChildCare Centres	Casual	Draft

Application Details

[Modify](#) [Submit](#) [Delete](#)

Position: ECE - Room Leader (Casual)

Organisation Unit: Occasional Care/ChildCare

Location: Various ChildCare Centres

Tenure: Casual

From here you can Modify, Submit or Delete your application. To continue your application press **Modify**

Overview

ECE - Room Leader (Casual)

Welcome

The application process for this vacancy will step you through a series of screens to provide information.

Advertisement: [Position_Description_Early_Childhood_Educator_Room_Leader \[1\].pdf](#) Open

Save and Close Finalise Application

Using the **drop down** step process find the step you were up to, alternatively press **next** until you reach the step you were up to.

Go Back

If you are in one of the section pages and you wish to return to your profile press on the **Go Back** link at the top of each page.

[<< Go Back](#)

Licence Details

Withdrawing an application

To withdraw your application so it will no longer be considered in the recruitment process go to the heading **Your submitted, or incomplete, job applications:** highlight the application you are wanting to withdraw, it will have a status of either submitted or under consideration.

Your submitted, or incomplete, job applications:

Position	Organisation Unit	Location	Tenure	Status	Details
ECE - Room Leader (Casual)	Occasional Care/ChildCare	Various ChildCare Centres	Casual	Draft	Details
ECE - Assistant (Casual)	Occasional Care/ChildCare	Various ChildCare Centres	Casual	Submitted	Details

Press on the detail link

Application Details

[Recall](#) [Withdraw](#)

Position	ECE - Assistant (Casual)
Organisation Unit	Occasional Care/ChildCare
Location	Various ChildCare Centres
Tenure	Casual

INFORMATION FOR APPLICANTS

Greater Shepparton City Council, situated in the heart of the Goulburn Valley, is the food production base, with major industries related to food processing, manufacturing and transport. Victoria's agricultural production is generated in this area.

Press on the withdraw button.

Status	Submitted
Modified	05/07/2012 09:51:22
Withdrawal Reason	I have been successful in obtaining employment

Confirm Withdraw **Cancel**

Put in a brief reason why your application is being withdrawn and press confirm withdraw. An email will be issued to confirm your application has been withdrawn.

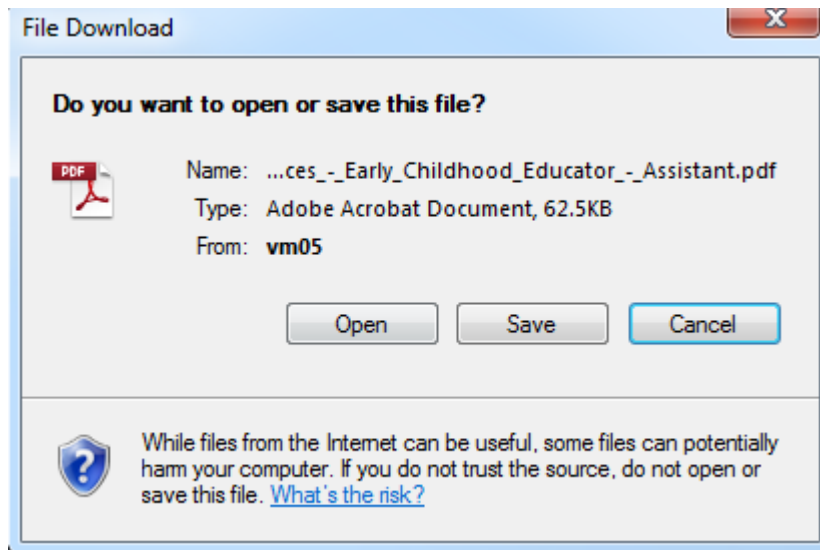
Opening Documents

From anywhere where a document is located and you wish to view

Vacancy Details	Position_Description_-_Aged_and_Children_s_Services_-_Early_Childhood_Educator_-_Assistant.pdf	Open
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Click on the word **Open** to view the document.

When you click on **Open** you will be given the opportunity to save or just view the document.





Greater Shepparton City Council
Position Description

Early Childhood Educator – Assistant

CLASSIFICATION: Band 2
BRANCH: Aged and Children's Services
DEPARTMENT: Community Development

The document will then be displayed.


Attaching a document

Anywhere where documents can be attached ie Cover Letter, Resume, copy of licence, copy of reference etc

Cover Letter	Attach
Resume	Attach

To attach the documents press on the word **Attach**

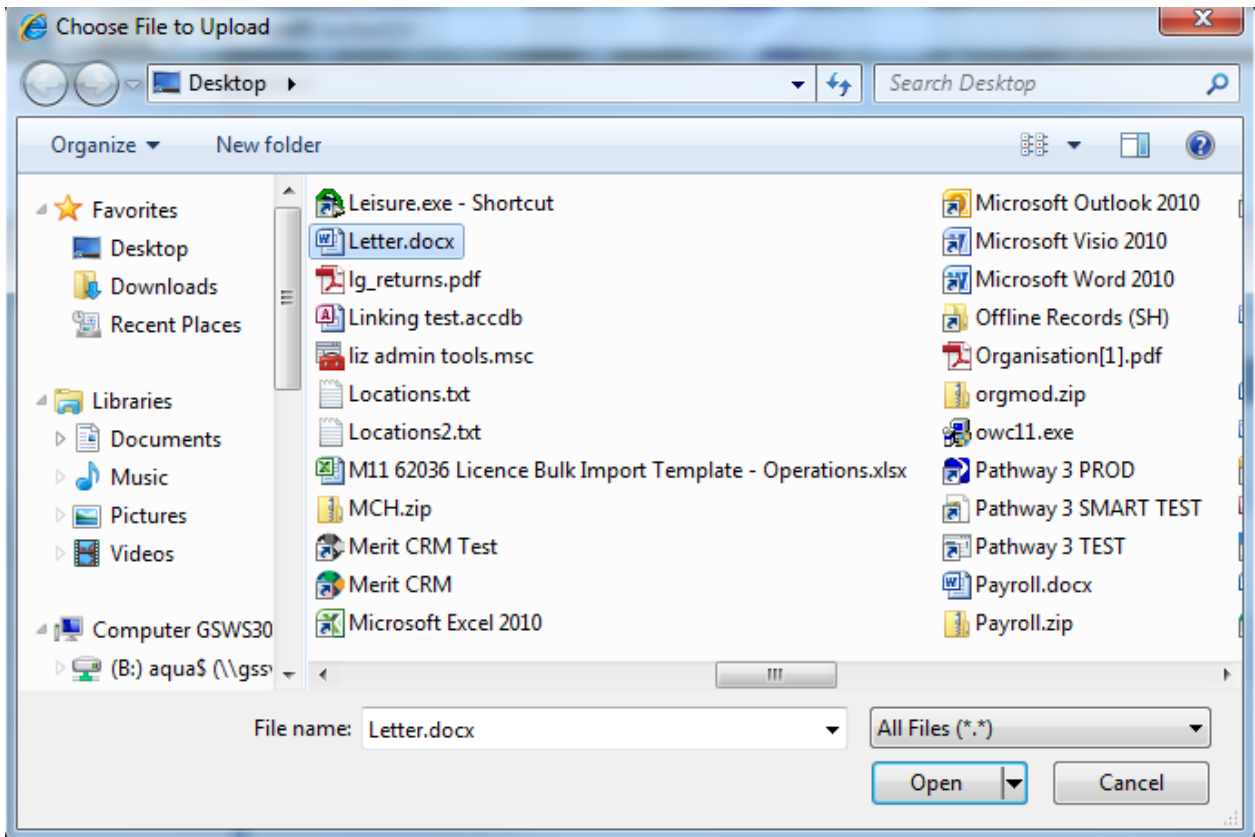
Select a Document to Attach

File Name 

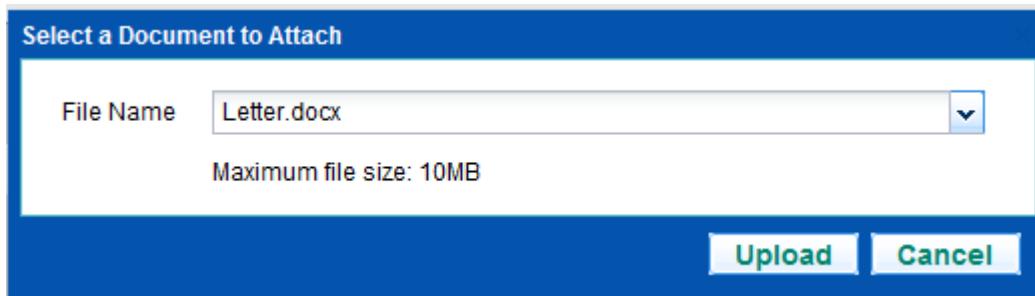
Maximum file size: 10MB

Upload Cancel

Press on the selection tool to help you find the file name of your document.



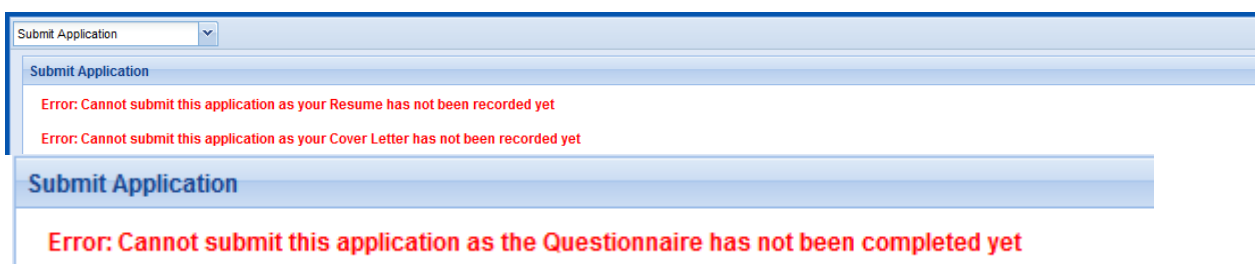
Highlight your document and press **Open**



Press **Upload**

Troubleshooting

When you go to Submit Application if any mandatory part of your application is missing, error messages will appear



Fix the relevant errors and continue to **Submit Application** if you have any problems trying to work out what the error is please contact Human Resources on 03 5832 9593.

Terminology

Recall Recalling an application means you would like to make adjustments to your application that has already been submitted, you can recall your applications and make the required changes and resubmit providing it is still within in opening period. If you wish to amend your application after the closing date please contact Human Resources on 03 58 32 593 to be granted special permission.

Withdrawal Withdraw your application will mean it will not be considered in the recruitment process.

Mandatory fields are identified with a red box