APS Careers @ Defence

Applicant User Guide

One APS Career…Thousands of Opportunities

April 2015

Registering and Logging In

Registering

1.   Go to http://www.defence.gov.au/apscareers

2.   Click on Career Opportunities

APS Careers @ Defence Home

Employment Principles and Conditions

Career Opportunities

How to Apply

Frequently Asked Questions

Copyright
Disclaimer
Privacy

3.   The Jobs List Screen should now be open.

This list includes:

> All Current Vacancies
> Senior Leadership Vacancies
> Graduate Opportunities
> Other APS Specialised Entry Opportunities
> Temporary Employment Register
> Stepping Into….Program
> Defence Work Experience

4.   Now you need to register with eRecruit. Click on **Job Alert** in the menu and follow the prompts.

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Jobs List « Login « Job Search « My Profile « Help « Job Alert

Registration Process

If you have already registered with this system, click here to Login to your account now.

Title *

First Name *   Initial   Last Name *

Your Email Address *   Confirm Your Email Address *

Your Desired Password *   Confirm Your Password *

Mobile: (For SMS communication - optional)

Address Line 1: (Number and Street or PO Box) *

City/Suburb/Town *

Postcode *

The State You Reside In *   If other, please specify

Please choose your preferred time zone *

--Please Select--

Back   Save and Continue

Click Save and Continue. You will be taken to a confirmation screen. An email will be sent to you to confirm your access details.

Logging In

You need to **Login** to eRecruit to apply for a position, edit your job alert details, change your details or to access my Profile. **Your ID is the email address you registered with**.

Login

Forgot password? click here to reset your password

ID (e-mail address)

Password

Cancel   Login

Forgotten Password

If you've forgotten your login details, click the link provided on the login page. Enter your email address and click **Submit**.

Forgotten Password

Enter your email address below and a link to reset your password will be emailed to you.

Email Address [   ]

[Cancel] [Submit]

You can also access this function by looking at any of the advertised jobs and clicking the link provided under **How to apply**.

How to apply:

- If you have NOT registered with our Online Application System, you can begin your Application by clicking the "Begin" button below.
- If you are unsure if you have registered before, click here and follow the steps.
- FORGOTTEN YOUR LOGIN DETAILS? click here.
- If you want to **preview** the Application form prior to logging in, click here.

PLEASE NOTE: You can only change your password **once every 24 hours.**

Finding a Job

Jobs

1.   The first page of eRecruit shows the following groups of vacancies. You can also access this page by clicking on **Jobs List** in the top right hand menu.

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Jobs List « Login « Job Search « My Profile « Help « Job Alert

Jobs List

All Current Vacancies ●━━━━━━━━━━━━━━━━━━━━ Click here to view all vacancies.

Defence has a range of Australian Public Service (APS) career opportunities that offers the scope for a career change at any time. Our workforce includes administrative support, accountants, intelligence analysts, engineers, customer service officers, policy advisors, graphic designers, lawyers, social workers, IT specialists and contract managers to name a few. If you think you've got what it takes to work with a leading Government Agency, follow the links below to current opportunities in the Department.

For information on 'How to Apply' using the APS Careers @ Defence online application process please click here

Current Vacancies by State

APS 1 – 6

EL 1 – 2

Senior Leadership Vacancies (SES)

As a member of the Senior Executive Service in Defence you must be able to focus on Defence outputs and link them to broader Government goals. You need to enable and motivate your staff to be high achievers to create a shared vision and sense of purpose for Defence.

People interested in joining the Defence Senior Executive Service are encouraged to apply online.

For information on 'How to Apply' using the APS Careers @ Defence online application process please click here

SES Band 1 - 3

Defence Graduate Opportunities

As a graduate in the Department of Defence, you will enjoy experiences that, as a civilian, you simply wouldn't find with any other organisation. You will work with a diversity of professional women and men who are dedicated to protecting our national interests and supporting the Australian Defence Force. You will carry out work that has true purpose with a support network beside you that is equally driven by a desire to achieve the best outcome – for your career and your country.

For information about entry via a defence graduate program, visit us at www.defence.gov.au/graduates

Other APS Specialised Entry Options

Defence offers entry options for a range of qualifications as well as opportunities for graduates and post graduates not wishing to enter Defence in a formal graduate program. Explore the range of specialised entry opportunities below:

Defence Science and Techonology Organisation (DSTO)

Australian Signals Directorate (ASD)

Other Specialised Entry Options

Temporary Employment Register

If short term employment is what you are looking for, Defence has a Temporary Employment Register to help fill short-term, temporary (several weeks up to 12 month) vacancies.

If you are interested in temporary employment you can register online.

Stepping Into....Program

The Australian Employers' Network on Disability is pleased to be able to offer a comprehensive range of internship opportunities to university students with a disability. For further information see 'Stepping Into....Programs' on the Australian Employers' Network on Disability website.

Defence Work Experience

Defence is offering a variety of work experience placements.

Click for more information and save this site on your favourites to keep up with the new opportunities as they come on line.

Click the appropriate category to display the relevant open jobs.

Job Search

2. You can also search for current jobs by clicking on **Job search**.

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Jobs List « Login « **Job Search** « My Profile « Help « Job Alert

You can search for jobs by classification, location, vacancy type, position type or salary.

Hold down the **control** key to select more than one item in a list.

Click **Search** at the bottom of the page to display the relevant jobs. If your search returns no vacancies try reducing your search criteria.

Job Search

Tips for searching the candidate job portal

- To "select **all jobs"** leave ALL boxes blank
- To "select a **specific** job feature" click on your preference
- **Select** multiple job features by clicking on them while holding down the CTRL key
- **De-select** job features by clicking on them while holding down the CTRL key

Classification:

| APS Level 1 |
| APS Level 2 |
| APS Level 2 (Enrolled Nurse) |
| APS Level 2 (S&T Level 1) |
| APS Level 3 |
| APS Level 3-4 (S&T Level 2) |
| APS Level 3-4 (Technical) |
| APS Level 3-Executive Level 1 (Legal 1) |
| APS Level 4 |
| APS Level 4-5 (Academic Level 1) |

State:

ACT

Jobs List

3. Selecting a category of vacancies or conducting a job search will take you to a list of corresponding vacancies.

APS 4 - Finance Officer	17-Mar-2011	1 day	• Start New Application
• AF/00779/11	05:00 PM (AEDT)		• Access Existing Application
• $57,929 - $63,243 (plus super)			• Preview Application Form
• Canberra, ACT			• Email A Friend

Information Pack (MS Word Version)
Information Pack (PDF Version)

APS 6 - Assistant Ministerial Liaison Officer	17-Mar-2011	1 day	• Start New Application
• AF/00784/11	05:00 PM (AEDT)		• Access Existing Application
• $69,642 - $79,555 (plus super)			• Preview Application Form
• Canberra, ACT			• Email A Friend

Information Pack (MS Word version)
Information Pack (PDF version)

Click the **job name** to view the Job details. You can also start a new application, access your previous application, preview the application form or email the job to a friend using the links on the right.

Note: if there no matching vacancies a message will appear on the job board advising you.

Job Details

4. The job details page provides detailed information about the vacancy. From here you can view the information pack, preview the application form or begin your application.

APS 4 - Finance Officer

The Directorate of Defence Aviation and Air Force Safety (DDAAFS) is seeking a highly motivated person to perform the duties of finance officer to coordinate and provide administrative support in a dynamic and exciting workplace. The Directorate is responsible for providing the Australian Defence Force (ADF) with the development, promotion and coordination of aviation safety, while providing Air Force with the development, promotion and coordination of occupational health and safety.

You will be responsible for a small team who are responsible for conducting regular expenditure reviews, preparing financial estimates and assisting with processing travel for personnel within the Directorate.

The successful applicant should have a strong administrative background and the ability to undertake a range of tasks relating to resource management. A high standard of communication, interpersonal and organisational skills is required. Local travel within the Canberra area is required and a current driver's licence is desirable.

Information Pack (MS Word Version)
Information Pack (PDF Version)

Click either link to download the Information Pack.

How to apply:

- If you have NOT registered with our Online Application System, you can begin your Application by clicking the 'Begin' button.
- If you are unsure if you have registered before, click here and follow the steps.
- FORGOTTEN YOUR LOGIN DETAILS? click here and follow the steps.
- If you want to **preview** the Application form prior to logging in, click here

IMPORTANT: This site is optimised for - Internet Explorer 5.0 (or later browser versions) and Netscape Navigator 4.0 (or later browser versions).

Back   Begin

5. Click the Begin button to start your application.

How to Apply

PLEASE NOTE: If there is no activity registered the system will automatically disconnect after one hour. Typing information onto a screen will not prevent you from disconnecting – you must save or send to maintain your connection.

Privacy Policy

1. When starting an application you will be shown the Defence Privacy Policy. To accept the policy, click the **I Accept** button

Register or Login

2. If you haven't registered before, register by completing the form provided and click the **Save & Continue** button to register. If you've already registered, click the link provided to login.

3.

Registration Process

* Denotes a mandatory question

If you have already registered with this system, click here to Login to your account now.

Title *

First Name *

Initial

Last Name *

Your Email Address *

Confirm Your Email Address *

Any field with an * is a mandatory field.

Your Desired Password *

Confirm Your Password *

Mobile: (For SMS communication - optional)

Address Line 1: (Number and Street or PO Box) *

City/Suburb/Town *

Postcode *

The State You Reside In *   If other, please specify

Please choose your preferred time zone *
--Please Select--

Back   Save and Continue

4. If you've just logged in you will go straight to the application form. If you've just registered, you will be taken to a confirmation screen. An email will be sent to you to confirm your access details. Click the **Save & Continue** button to begin the application form.

Registration Process

Thank you for your registration details.

Please take careful note of the following login details for future access to your information.

Username:

Password: **********

Please click next to proceed

The Application Form

5. Work your way through the application form by filling in the various fields and clicking **Save and Continue** at the bottom of each page. You can also click **Save** if you haven't completed a page but would like to save your progress.

PLEASE NOTE: You will be unable to submit your application unless you have clicked **Save and Continue** for each page of the application form.

Now that you've begun your application it will appear in **My Profile**. If you logout and come back to the application form at a later stage, **login,** then go to **My Profile** to access the application.

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Note that some questions are mandatory and are marked with an *. Mandatory questions must be answered before you can move onto the next page. If you have missed a mandatory question you will be notified when you click **Save and Continue**.

AGS Number: *   'AGS Number' is required.

Note: The email address in the referee field is a mandatory question. If a referee does not have an email address enter: noemailpleasephone@now.au.

Response and Resume

6. A part of the application form asks for your response to the vacancy or to each selection criteria. Note that each response has a word limit as specified on the application form and in the candidate kit. If your response is over this word limit you will not be able to submit your application.

* Denotes a mandatory question

When responding to selection criteria please ensure that you:

- Check the content of your response to ensure it contains only 'unclassified' information.
- Limit your responses to 400 words per criterion;
- Are comprehensive but succinct;
- Click on 'save' at the bottom of the screen regularly to ensure no data is lost as the page will timeout if inactive for more than 20 minutes; and
- Once you have completed all of your responses, click the 'save and continue' button.

Where possible include specific relevant examples of your work. When you include examples, you should:

- Set the context by describing the circumstance where you used the skills or qualities and gained the experiences;
- Detail what your role was;
- Describe what you did and how you did it; and
- Describe what you achieved – what was the end result and how does it relate to the job you are applying for?

For more information and tips on applying for jobs in the public service go to the **APS Careers @ Defence website** (How to Apply).

Formatting tips

Use plain text, do not use bolding or underlining.

If you want to use dot/bullet points, indicate these by using asterisks (*) or dashes (-).

It is suggested that you prepare your selection criterion responses in a Word document utilising the:

- spell check function, as there is no facility in this application form;
- word count function, to ensure your responses are within the 400 word limit; and
- cut and paste function, from Word into the **APS Careers @ Defence** e-Recruitment system.

Check the formatting before you submit your application as some formatting features may be lost when you cut and paste from word.

NOTE: It is best to prepare your response to the selection criteria in a word document then copy and paste it into this box. Use plain text, and do not include any bullet points, underlines, bolding or italics. If you do want to use bullet points please indicated this using * or – instead.

If you are having issues with the word limit it may be due to source coding coming across from Microsoft Word that is causing the word count to be higher than 400.

To resolve the issue, paste the text from MS Word to note pad, then copy it from note pad into eRecruit. This will ensure there is no source coding coming across.

You can find notepad under **Start > All programs > Accessories > Notepad.**

Copy and paste your responses from MS Word to notepad

Copy and paste your responses from notepad to eRecruit

7. You will also be asked to upload your resume. Click the **Browse** button and locate your resume.

NOTE: Resumes should not include attachments or images that take the combined file size over 1MB. Files over this size will not penetrate the Defence firewall and therefore will not reach the recruitment area.

Attach your resume in Adobe (.pdf), Rich Text Format (.rtf) or Microsoft word (.doc) files only. Documents created with other programs such as Microsoft Works (.wps files) may not be able to be read by the recruitment panel.

The resume will upload when you click **Save** or **Save and Continue**

Please upload your resume: *

[ ] [Browse...]

[Cancel] [Save] [Save and Continue]
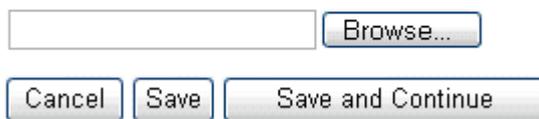
PLEASE NOTE: To update your resume you follow the same instruction. You do not need to delete your current resume; it will disappear when the new version is uploaded. **The file title for the new document will remain as your name_log on ID and the version (number).**

Preview and Submit

8. The preview and submit step allows you to review your responses and edit them if required.
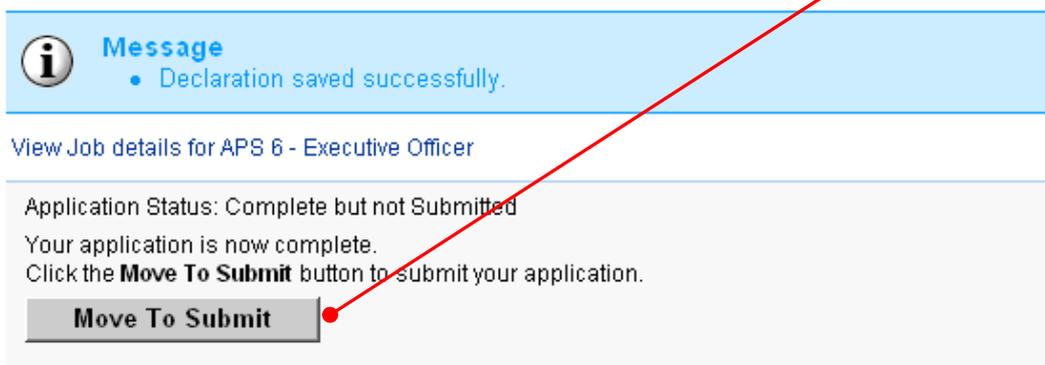
Print Summary

Step 1 - Personal Details   **Complete**

QUESTION #		STATUS		
Question 1.1	Title: Ms	Mandatory	Complete	edit
Question 1.2	First Name .	Mandatory	Complete	edit
Question 1.3	Last Name .	Mandatory	Complete	edit
Question 1.4	Preferred Name	Optional	Complete	edit

If you can't see **Submit Application Now** at the top of the screen, check that you have answered all of the mandatory questions, and that all steps are complete. If any mandatory questions and/or steps are incomplete, click the relevant step number at the top of the page, add any answers required, and click **Save and Continue.**

1	2	3	4	5	6	7	8	9	10
Personal Details	Eligibility Questions	Equity and Diversity	Employment Details	Educational / Skills Details	Responses to selection criteria	Source	Referee details	Declaration	Preview and Submit

9. You should now be able to submit your application. Click **Move to Submit** at the top of the **Preview and Submit** page.

> **Message**
> * Declaration saved successfully.
>
> View Job details for APS 6 - Executive Officer
>
> Application Status: Complete but not Submitted
> Your application is now complete.
> Click the **Move To Submit** button to submit your application.
>
> **Move To Submit**

10. You will now see a confirmation screen. This is your last chance to go back and change any information on your application prior to submitting.

PLEASE NOTE: Once you withdraw your application you will be unable to re-submit it or submit another application for this vacancy. **You cannot withdraw your application to make edits, and then re-submit.**

Please note: You are about to submit your Application.

You can edit your application after submission while the job is open.
Please make sure you are completely satisfied with your entire Application BEFORE submitting.
If you are ready to submit your Application click the 'submit now' button. Otherwise you can click the 'submit later' button which will allow you to return to your Application for editing.
NOTE: Please be patient as the submission process may take some time.

Submit Later   **Submit Now**

Submit your application by clicking **Submit Now**.

11. The final page will confirm that your application has been received.

Application Summary:

Application Status: Complete and Submitted

* Your application has been received.
* If you wish to withdraw your Application you may do so at any time.

Withdraw Application

An email will be sent to you to confirm that your application has been accepted. You can also go to **My Profile** to check that your application is submitted and not incomplete.

My Application History

You can access any incomplete or submitted applications by using the **My Profile** function.

Select **My Profile** from the left hand menu. You must be logged in to do this. This allows you to see all the jobs you have applied for and their details.

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Jobs List « Login « Job Search « **My Profile** « Help « Job Alert

From this screen you will be able to; see whether your application is incomplete or submitted, edit incomplete or submitted applications for positions that have not yet closed, withdraw a submitted application, access any emails that have been sent about the vacancy and edit your personal details.

My Profile

My Job Applications | My Forms | My Emails | My Tests | My Interviews | My Details

If you need to continue an incomplete application, or withdraw a submitted application, click **My Job Applications** and choose the application you require by clicking **View my application summary** for that job.

Under My Profile you can also access previous details on any forms, emails, interview details sent to you from eRecruit regarding a particular job,

Accessing an Information Pack

If at any point you need to access an Information Pack for a Job you have applied to, this can be found using the **My Profile** function. This can be done even after a Job has closed.

Select **My Profile** from the left hand menu. You must be logged on to do this. This allows you to see all the jobs you have applied for and their details.

This will display a list of your Job applications. Select 'View My Application Summary' for the desired position.

Then select 'View Job Details' located towards the top of the page. Here you will be able to view and download the information pack in .pdf and .doc formats

The successful applicant should have a strong administrative background and the ability to undertake a range of tasks relating to resource management. A high communication, interpersonal and organisational skills is required. Local travel within the Canberra area is required and a current driver's licence is desirable.

Information Pack (MS Word Version)

Information Pack (PDF Version) — Click either link to download the Information Pack.

How to apply:

Withdrawing an Application

If you have submitted an application, but no longer wish to be considered for the position, you will need to withdraw your application within eRecruit.

PLEASE NOTE: Once you withdraw your application you will be unable to re-submit it or submit another application for this vacancy.
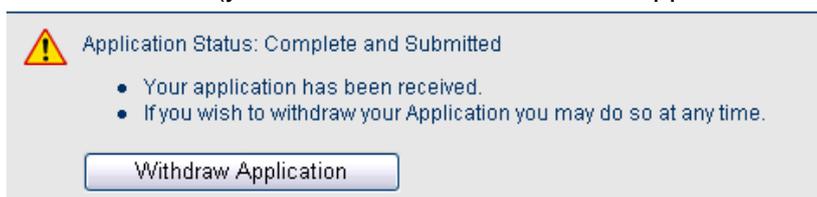
1.   Select **My Profile** from the top right hand menu. You must be logged in to do this.

2.   Find the relevant application in your Profile and click **View my application summary** for that job.

3.   Click **Withdraw Application** if you no longer wish to be considered for this role (you will be unable to submit an application for this vacancy).

4.   You will now be taken to a confirmation screen. If you are sure you would like to withdraw, provide some details in the text box provided. Click **Withdraw Application** to confirm that you are withdrawing your application.

5. You have now withdrawn your application.

> ⚠️ Application Status: Withdrawn
>
> Your application has been Withdrawn. Please call or e-mail the contact officer for this position if you have any further enquires.

Job Alerts

You can register for job alerts, which will advise you of any relevant vacancies as they are advertised.

1. Click on **Job alert** in the menu to access this function. If you're not logged in you will be asked to Register or Login.

2. Choose the classification or location or a combination of these. To choose multiple items in a list hold down the control key while you click.

3. Specify other general preferences, and make your job alert profile active and click **Save**.

General Preferences

Frequency of Job Alert Emails   [Daily ▼]

Make my Job Alert Profile active?   ○ No ⦿ Yes

[Back]   [Save]

Please note: Set the frequency of job alert emails to **Daily** so that you get notified of new jobs as soon as possible and have sufficient time to submit your application.

4. Test your profile by clicking **View Job matching my Alert Profile** at the top of the job alert page to see all jobs that match your profile.

Manage Job Alert Profile

View Jobs matching my Alert Profile

Emails

1. Emails from eRecruit will be sent to your nominated email address

Emails relating to a vacancy can also be accessed through **My Profile.** This will mean that you will never miss any correspondence from eRecruit as long as you regularly check **My Profile**.