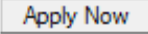


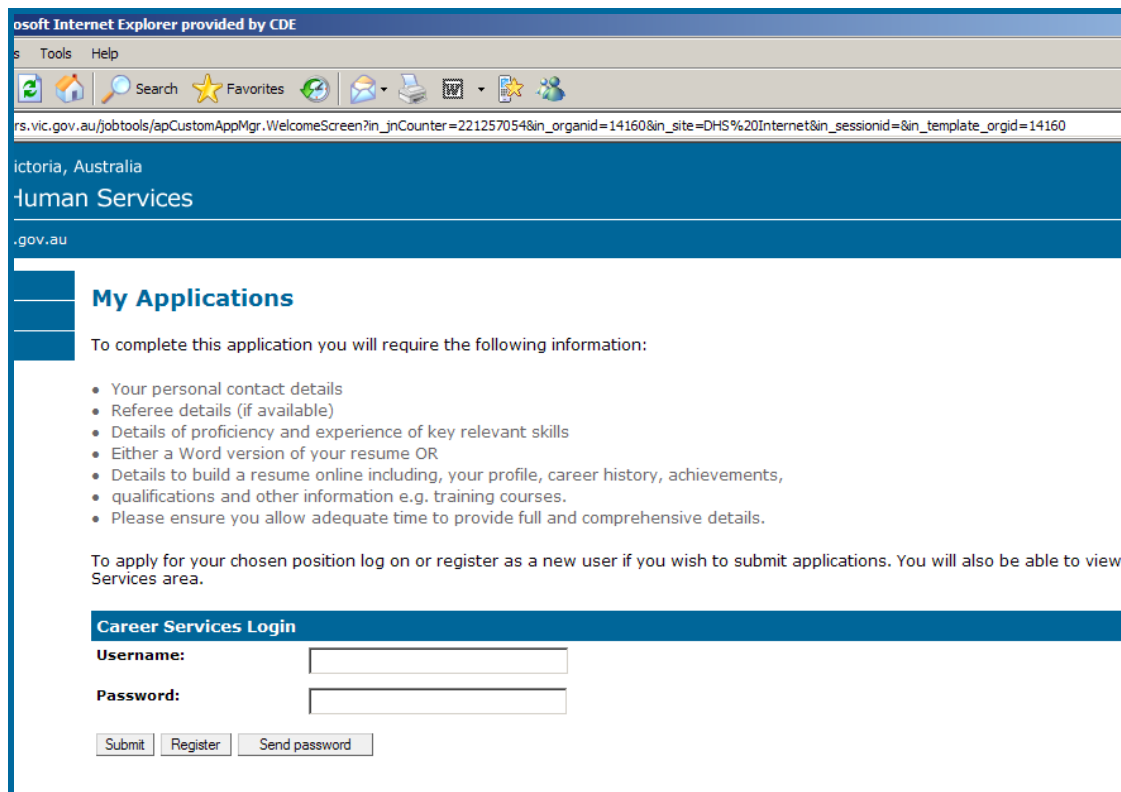
[How to apply online for a vacancy](#)

Welcome to the Department of Human Services.

These step-by-step instructions have been provided to assist you in completing the online application form.

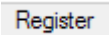
Step 1 – click on the  button.

This will take you through to the following page where you need to register with us and create a username and password:

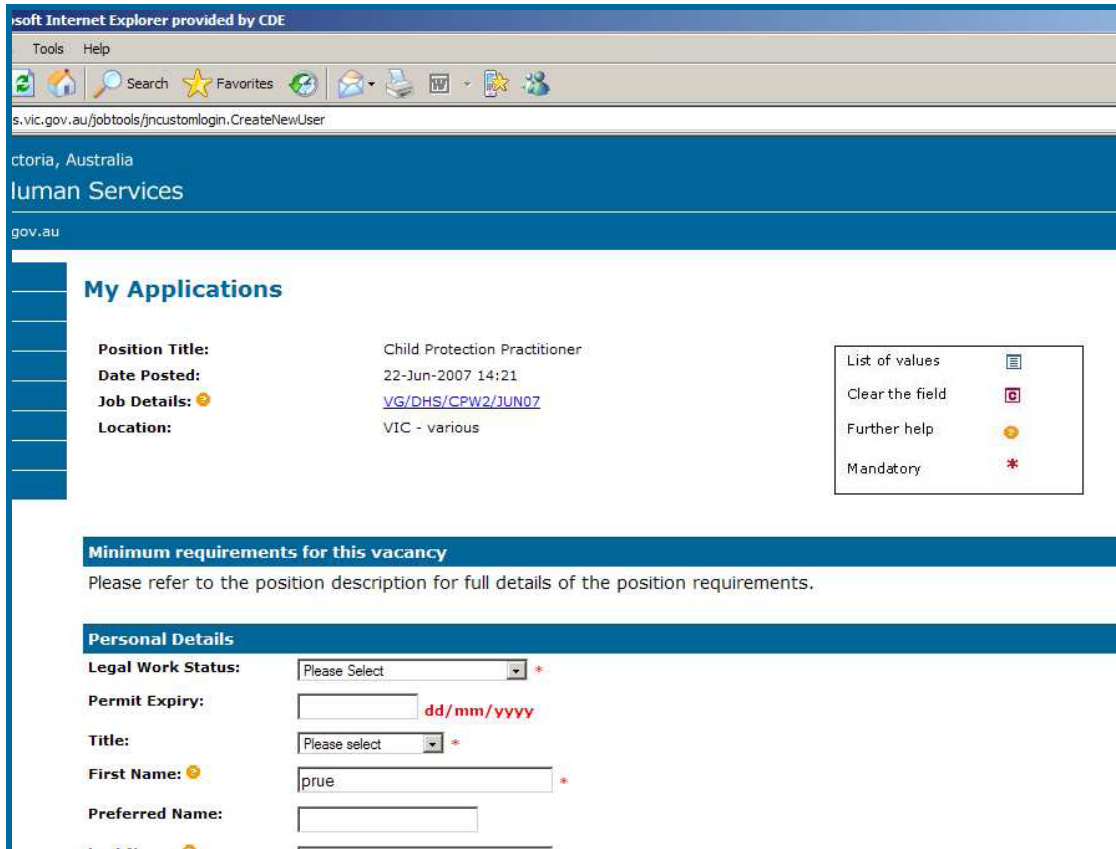


The screenshot shows a web browser window with the following content:

- Browser title: Microsoft Internet Explorer provided by CDE
- Address bar: rs.vic.gov.au/jobtools/apCustomAppMgr.WelcomeScreen?in_jnCounter=221257054&in_organid=14160&in_site=DHS%20Internet&in_sessionid=&in_template_organid=14160
- Page header: Victoria, Australia
Human Services
.gov.au
- Section: **My Applications**
- Text: To complete this application you will require the following information:
- List of requirements:
 - Your personal contact details
 - Referee details (if available)
 - Details of proficiency and experience of key relevant skills
 - Either a Word version of your resume OR
 - Details to build a resume online including, your profile, career history, achievements,
 - qualifications and other information e.g. training courses.
 - Please ensure you allow adequate time to provide full and comprehensive details.
- Text: To apply for your chosen position log on or register as a new user if you wish to submit applications. You will also be able to view Services area.
- Section: **Career Services Login**
- Form fields: Username:
Password:
- Buttons:

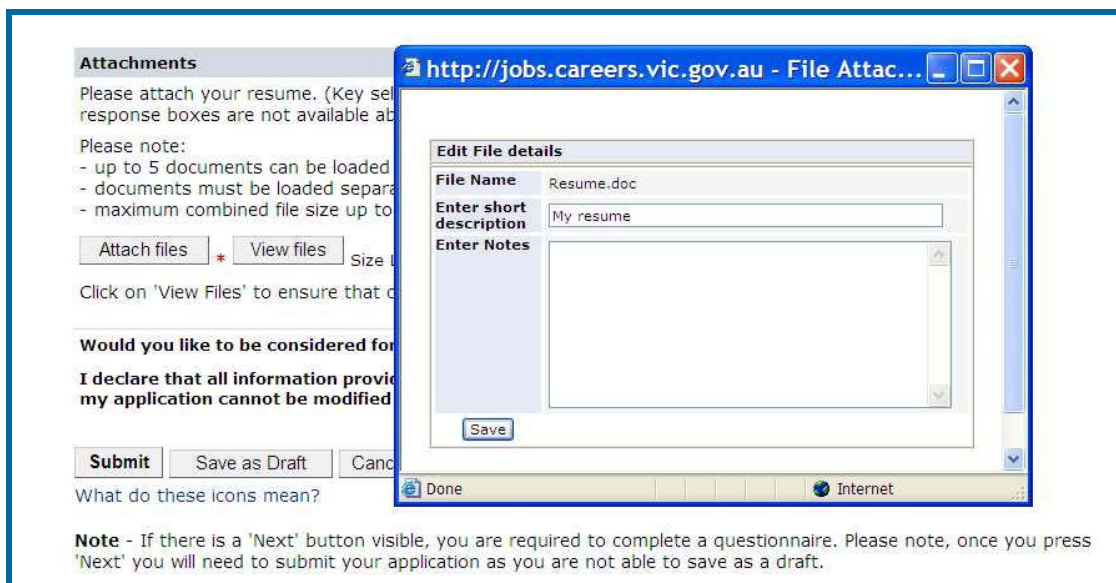
Step 2 – Enter your username and password (if you created one previously) or click on the  button where you will be taken to a screen that prompts you to fill in details to create a username and password.


Once you have registered you will be taken to the following page:




Step 3 – fill in the minimum requirements under the following headings - personal details, qualifications and **upload** your attachments, such as your cover letter and resume.


You will see the File Attachments screen (below). Click 'save' to upload your attachments.



Step 4 (where applicable) – where there is a questionnaire to complete, click on the  button. You can save your questionnaire at any point and login at a later time to complete it and submit with your application.



Step 5 – click on the  button to ensure all files are attached before submitting your application.

Step 6 – click the  button and your application including any attachments will be forwarded to the relevant Department of Human Services recruitment branch.

Successful submission of job application = Email notification

You will receive an auto acknowledgement email to confirm that your application has been received successfully.

If you have not received an auto-acknowledgement email within 24 hours, you should follow up with the contact person.

Note:

Please do not reply to this email as it is from an unattended email inbox.

Who to contact

Please contact the person listed as the contact officer for any queries relating to your application.