# APS Careers @Defence

# Applicant User Guide

# Registering and Logging In

## Registering

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

2.  Click on **How to Apply**



3.  Career Pathways will appear on the right of the screen. Select **All Current Job Vacancies**.

**4.** Now you need to register with eRecruit. Click on **Job Alert** in the menu and follow the prompts. Select **register** to create a new profile and to set up job alerts, or, select **login** if you have an existing profile.

| Menu |
| --- |
| Jobs List |
| Job Search |
| Job Alert |
| All Jobs |
| ‣ My Profile |
| Login |
| Help |

## Manage Job Alert Profile

This service is designed to allow you to be emailed any jobs of interest as they are advertised on the web site. Should a job be advertised on our site that matches your job alert profile, you will be notified via email. You can use the Job Alert service to ensure that you never miss an employment opportunity with us.

Please login to manage your Job Alert Profile.

New users please register to manage your Job Alert Profile.

## 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 *

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 access my Profile. **Your ID is the email address you registered with**.

## Login

If you have registered previously on our online application system, please enter your 'Email address' and 'Password' below.

Please note: Your Email address is the Email address that you specified in the registration process.

**Forgotten your password?** Click here, submit your email address, and a link to reset your password will be emailed to you.

Email 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.

IMPORTANT: This page makes use of reCAPTCHA technology. If you do not see a reCAPTCHA image prompting you to type in a string of text , it is likely that your internet connection or security settings is blocking it's use and you will not be able to submit a request from this page. If you experience this problem, please alter your security settings or try the action again from a different internet connection.

Email Address * :

I'm not a robot
reCAPTCHA
Privacy - Terms

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:

- Start your application by clicking the "begin" button.
- Login to an existing account or reset your password
- Preview Application Form

By choosing to continue, you agree to the privacy policy. Show Privacy Policy

Back        Begin

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

# Finding a Job

1.    Selecting **Jobs List** form the menu allows you to access employment opportunities in various categories.

## Jobs List

### Public Service Job Vacancies

- Jobs by State
- Jobs by Level
- Temporary Employment

### Graduate Opportunities

### Defence Work Experience

### Critical Job Categories

- Australian Signals Directorate
- Defence Science and Technology Group
- Specialised Entry Options (Cadets/Trainees)

Click the appropriate category to display the relevant open jobs.

## Job Search

**2.** Selecting **Jobs Search** form the menu allows you to refine the search parameters to find your ideal employment opportunity.
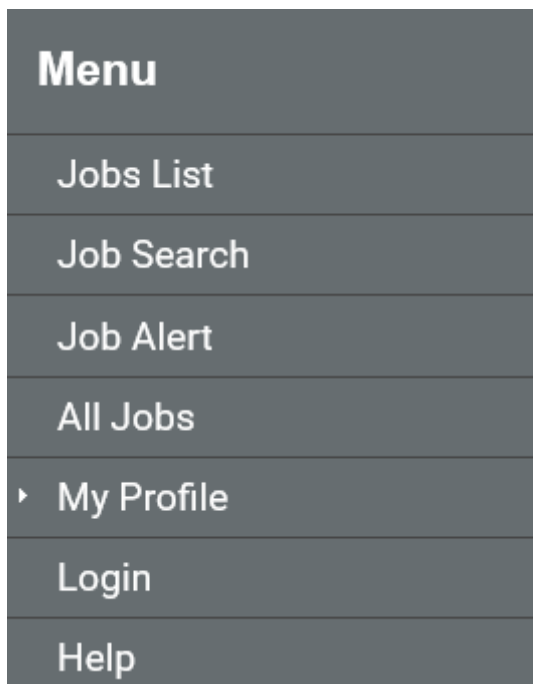


You can search for jobs by classification, location, vacancy type, position type or salary.
Hold down the **control** key to select more than one item in a list.

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.

## Jobs List Results

1 - 1 of 1 records

| Job Name ⬍ | Closing Date ⬍ | Time Remaining | Action |
|---|---|---|---|
| APS 4 - Facilities and Security Manager<br>**Job Ref - AF/04280/20**<br>• $67,100 - $73,256 (plus super)<br>• Edinburgh - SA<br>Information Pack (PDF) 🗎 | 05-Oct-2020<br>11:30 PM<br>(AEDT) | 12 days | • Start New Application<br>• Access Existing Application<br>• Preview Application Form<br>• Email A Friend |

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 - Facilities and Security Manager

- $67,100 - $73,256 (plus super)
- Edinburgh - SA

**The Role**

The APS4 Facilities and Security Manager will be responsible for management of the No. 83 Squadron Sensitive Compartmented Information Facility (SCIF) accreditation, maintaining security accreditation of the building, arranging facilities and security access and will undertake Unit Security Officer (USO) and Compartment Security Officer (COMSO) responsibilities.

**Our Ideal Candidate**

- Strong administration and organisational skills
- Ability to clearly communicate via written formats
- Strong eye for detail
- Be able to work with limited direction
- Be able to work in a complex and dynamic environment
- Have excellent problem solving skills and able to deliver solutions to stakeholders at the appropriate level

Information Pack (PDF) 📄

## How to apply:

- Start your application by clicking the "begin" button.
- Login to an existing account or reset your password
- Preview Application Form ⊡

By choosing to continue, you agree to the privacy policy. Show Privacy Policy ⊡

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.** By clicking **Begin** you are indicating that you agree with the Privacy Policy. The policy can be reviewed by clicking the link.

## Register or Login

**1.** By clicking **Begin** you are indicating that you agree with the Privacy Policy. The policy can be reviewed by clicking the link.

**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.

## Registration Process

## APS 4 - Facilities and Security Manager

* Denotes a mandatory question

Please login 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: *

**3.** 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

**4.** 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

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** via the menu to access the application.

**Menu**

Jobs List

Job Search

Job Alert

All Jobs

▾ My Profile

My Applications

My Forms

My Emails

My Tests

My Interviews

My Details

Logout

Help

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**.
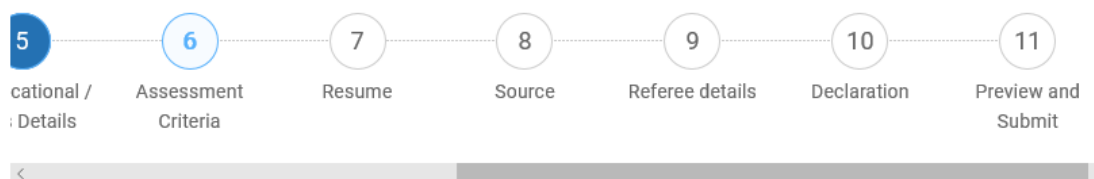
AGS Number: *  [                    ]  'AGS Number' is required.

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

5.    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.

## Application Step 6 of 11

| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
|---|---|---|---|---|---|---|
| cational / Details | Assessment Criteria | Resume | Source | Referee details | Declaration | Preview and Submit |

## Assessment Criteria

* Denotes a mandatory question

**Tips for entering your response(s):**

- Click 'save' at the bottom of the screen regularly to ensure no data is lost as the page will timeout if inactive for more than 60 minutes.
- Use plain text, do not use bolding or underlining.
- If you want to use dot/bullet points, indicate these by using asterisks (*) or dashes (-).
- Ideally you should prepare responses in a Word document first utilising the:
  - spell check function, as there is no facility in this online form;
  - word count function, to ensure your responses are within the limit; and
  - 'cut and paste' function, from Word into the APS Careers @ Defence system.
- Check the formatting before you submit your application as some formatting features may be lost when you cut and paste from Word.
- Check the content of your response to ensure it contains only 'unclassified' information.

Further information can be found on the APS Careers @ Defence website under Information for Applicants ⊡ .

**An explanation of how your skills, knowledge and experience will be relevant to this role (limit your total response to 600 words).** *

**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

6.      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

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

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

9.      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.

# APS 4 - Facilities and Security Manager - Preview and Submit

> **ℹ Message**
> • Declaration saved successfully

Access Job Details and Information Packs for position: APS 4 - Facilities and Security Manager

> **Application Status: Complete but not Submitted**
>
> Your application is now complete.
>
> Click the **Move To Submit** button to submit your application.
>
> Move To Submit

You may edit your application prior to submitting by scrolling down this screen to each section where you will find an Edit button.

Step 1 - Personal Details  Edit

**PLEASE NOTE:** If 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.** Withdrawn applications will not be considered.

Submit your application by clicking **Move to Submit** and select either **Submit Later** (if you wish to continue working on your application) or, **Submit Now.**

# 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

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

## APS 4 - Facilities and Security Manager - Preview and Submit

<u>Access Job Details and Information Packs for position</u>: APS 4 - Facilities and Security Manager

**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.

| Menu |
| --- |
| Jobs List |
| Job Search |
| Job Alert |
| All Jobs |
| ▾ My Profile |
| My Applications |
| My Forms |
| My Emails |
| My Tests |
| My Interviews |
| My Details |
| Logout |
| Help |

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.

| AF/04280/20 - APS 4 - Facilities and Security Manager | 23-Sep-2020 | Open Until: 05-Oct-2020 11:30 pm (AEDT) | Submitted | • View my application summary<br>• Edit Application |
| --- | --- | --- | --- | --- |

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.

# APS 4 - Facilities and Security Manager - Preview and Submit

Access Job Details and Information Packs for position: APS 4 - Facilities and Security Manager

A link is provided to access the information pack for the job.

## 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.

   - View my application summary

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).

**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

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 and no longer wish to be considered for the role.

## Withdrawing from APS 4 - Facilities and Security Manager

**Please Note:** Once you withdraw your application from this process you will not be able to submit another application for this vacancy.

Sorry to see you go. But before you do, please tell us why

Why?

Cancel          Withdraw Application

5.  You have now withdrawn your application.

## APS 4 - Facilities and Security Manager - Preview and Submit

**Access Job Details and Information Packs for position:** APS 4 - Facilities and Security Manager

**Application Status: Withdrawn**

- Your application has been Withdrawn.
- APSRecruitment@defence.gov.au          For enquiries regarding Defence positions please email us at .

# 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  ◯ Weekly  ◯ Monthly |
| 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

ℹ **Message**
• Your Alert Profile saved successfully

View Jobs matching my Alert Profile