

Menzies Recruitment Guide

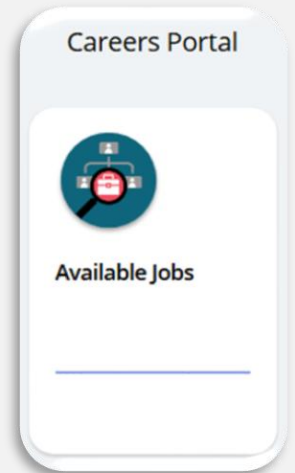
Job Application

What you need to do before applying

- Review the job ad and position description
- Update your resume
- Draft a cover letter addressing selection criteria in position description
- Prepare other application documents as outlined in the job ad

How to apply

In the **Careers Portal**, navigate to the role that you're interested in **Available Jobs** and click **Apply**.



Step 1

Details

Complete form fields:

- Name
- Contact details
- Address details

Step 4

Referees (optional field)

Add up to 3 referee details at the application stage. You may provide these later in the process, if preferred.

Step 2

Screening Form

Answer the screening form questions

Step 5

Declaration Form

Please review acknowledgements and privacy and disclosure statements.

Step 3

Application Attachments

Upload your resume, cover letter and/or other relevant application documents

Step 6

Submit Application

Click **Finish** to submit your application.

***Please review the note below if this is your first time applying.**

Questions? Contact: recruitment@menzies.edu.au



How to confirm your identity

PLEASE NOTE: If this is your first time applying at Menzies, you'll receive an email to confirm your identity after you complete Step 6 above. After confirming your identity, you'll receive details to log in and track your application.

YOUR APPLICATION WILL NOT BE ACCEPTED UNTIL THIS STEP HAS BEEN COMPLETED.