

# Menzies Recruitment Guide

## Job Application

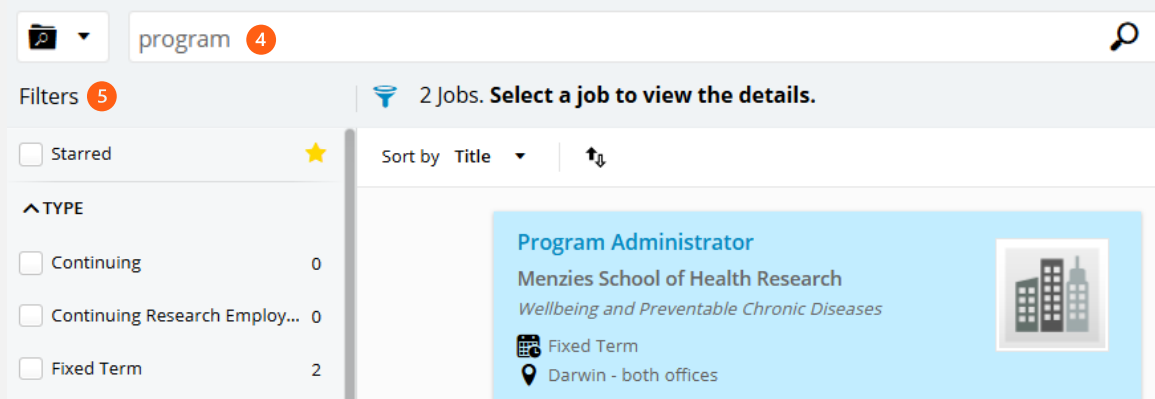
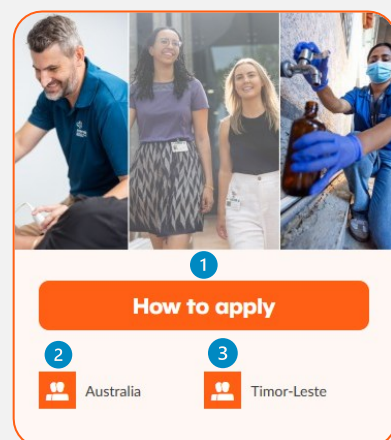
### What you need to do before applying

- ☐ Review the job advertisement and position description (refer to the "how to apply" section below).
- ☐ Write a cover letter addressing the selection criteria in the position description.
- ☐ Prepare your resume and any other application documents as outlined in the job advertisement.

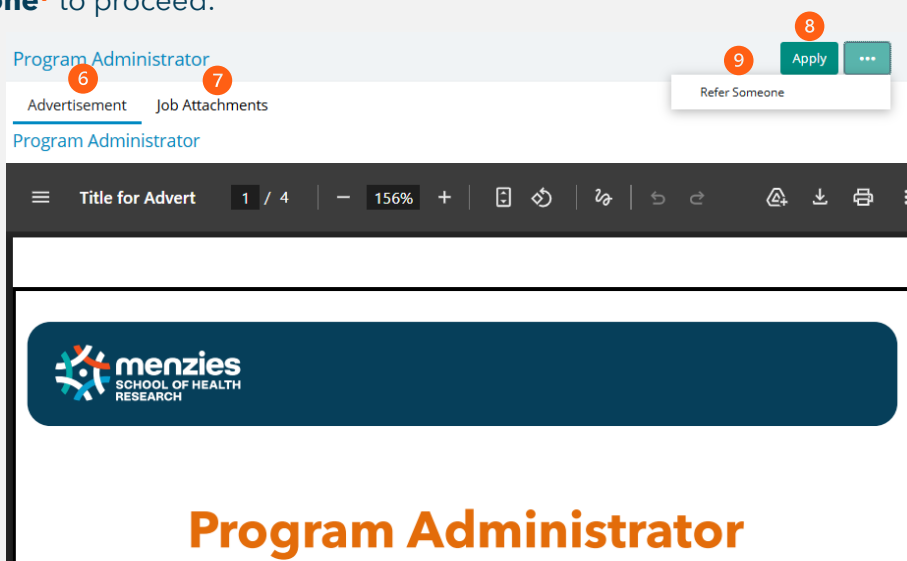
### How to apply

Visit [www.menzies.edu.au](http://www.menzies.edu.au) and click on the **Careers** tab to access the **How to apply**<sup>1</sup> section. Choose either **Australia**<sup>2</sup> or **Timor-Leste**<sup>3</sup>, based on your preferred job location, to view and apply for any available jobs.

Enter part of the role title in the **search bar**<sup>4</sup> at the top of the page or use the available **filters**<sup>5</sup> to narrow your search.



Select a role and toggle between **Advertisement**<sup>6</sup> and **Job Attachments**<sup>7</sup> to view the job advertisement, position description and application requirements. Choose either **Apply**<sup>8</sup> or **Refer Someone**<sup>9</sup> to proceed.



If you prefer, click **Apply with SEEK<sup>10</sup>** to submit your application through SEEK. Otherwise, continue completing the application form as outlined below.

## Application for Program Administrator

Applications close on 19-Jul-2026


**Step 1**  
Details

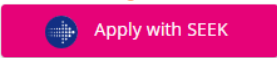

**Step 2**  
Screening Form


**Step 3**  
Application Attachments


**Step 4**  
Referees


**Step 5**


**Details**



**Details**

Title

First Name

Middle Names

Last Name \*

## Step 1

### Details

Complete form fields:

- Name
- Contact details
- Address details

## Step 2

### Screening Form

Answer the screening form questions.

## Step 3

### Application Attachments

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

## 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 5

### Declaration Form

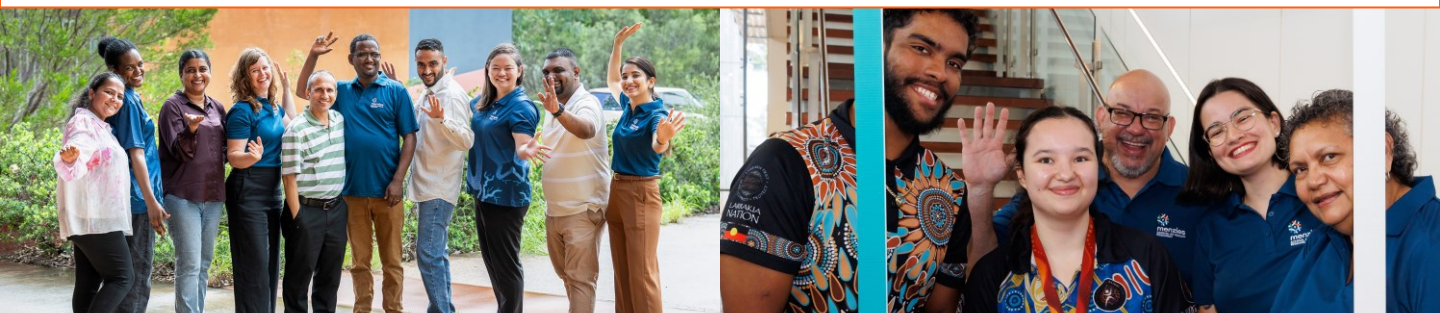
Please review acknowledgements and privacy and disclosure statements.

## Step 6

### Submit Application

Click **Finish** to submit your application.

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



## 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.**