

QUICK GUIDE:

APPLYING FOR JOBS

This user guide covers applying for a vacancy. To apply for a vacancy, you must be logged into the Candidate Portal. If you have not logged-in before, you need to Register.

How to apply for a vacancy

Step 1

On the **Vacancy List** page, select the title for the vacancy of interest.

Business Analyst

Sydney CBD Full-Time 19 December 2019

In this role you will be gathering requirements, assisting with application des throughout the software development progress.

The **Vacancy Details** page is displayed.

Business Analyst

Reference # 6

ACECOA



Australian Children's Education & Care Quality Authority™

Business Analyst

ACECOA is an organisation whose goal is to implement changes to support the early childhood education and care sector that benefit children and their families. We want children to have the best start in life!

How do we do it?

We provide national leadership on the implementation of the National Quality Framework (NQF) and collaborate with the Australian and state and territory governments.

We strive for innovation and continuous improvement and are committed to keeping the sector and the community informed with the latest developments in early childhood education and care.

We are looking for a **Business Analyst** to join our ICT team working on performing business analysis tasks for the NQA ITS. In this role you will be gathering requirements, assisting with application designs and workshop meetings, developing requirements documents, and preparing requirements traceability matrix throughout the software development progress.

This opportunity is located in Sydney and is full time/part-time and ongoing/non-ongoing until 30/06/2020 at ACECOA Band 5/6 (\$86,031 - \$121,099).

How to apply

Click the Apply Now button below to start your application. You will need to submit your CV and prepare a response to each selection criteria listed below in a separate document. Each response should provide details and examples showing how you meet the selection criteria.

The closing date for all applications is 11.59 pm Day DD Mmmmm YYYY.

Selection Criteria

Highly Desirable:

- 1 Criteria 1

Location: Sydney CBD
Salary: 86,031 - 121,099
Work Type: Full-Time
Sector: Application Development
Sub sector: Business Analyst
Enquiries
Contact: Sharon Bell
Phone: 02 8240 4216
Email: Sharon.Bell
[Tell a Friend](#)

Step 2

Select **Apply for Job**.



The **Application** page for the vacancy is displayed.

If you are not logged-in to the Candidate Portal, you are asked to login or register. Once you are logged in, you are returned to the **Application** page.

- Step 3** Complete the sections of the application:
- Select **Edit** to edit a section.
 - When a section is completed, select **Save**.

Step 4 Select **Submit Application**.
A **Confirmation** page is displayed.

Step 5 Select **OK** to go to the **My Applications** page.

Your application checklist

When completing an application in the Candidate Portal, a checklist shows you which sections have been completed.

For example:

Application Checklist

✓	Details [APD]
✓	Address [AAD]
✓	Applications [APN]
✗	Supporting Documents
⚠	Referee [REF]
✗	Applicant Screening Questions [ASQ]
✗	Declaration Page [ERD]

✓	Complete	Check – You have completed this section.
✗	Incomplete	Cross – You have not completed this optional section.
⚠	Caution	Exclamation mark – You have not completed this optional section.

The checklist is displayed at the end of your application. Each row of the checklist corresponds to a section in the application. Selecting a row takes you to the relevant section.

The checklist is updated whenever you edit a section.

How to attach documents to your application

Step 1 Open your application.

Step 2 In the **Application Attachments** section, select **Edit**.

When the section is in edit mode, attachments can be added, deleted and viewed.

Application Attachments [AP3] * Save Cancel

Please attach any supporting documents for your application such as a Resume, Cover Letter, Portfolio.

Cover Letter (optional) (in PDF,DOCX,DOC format)	Upload	DropBox
Resume / CV (mandatory) (in PDF,DOCX,DOC format)	Upload	DropBox
Candidate Response to Questions/Criteria (mandatory) (in PDF,DOCX,DOC format)	Upload	DropBox

Save Cancel

Step 3

To attach a document from your device, select **Upload**.

To attach a document from your Dropbox, select **Dropbox**. You are asked to login to Dropbox.

Step 4

Select the file to upload. The options available depend on your web browser.

Once the file is uploaded, the file name and **View** and **Delete** are displayed in the **Application Attachments** section.

Application Attachments [AP3] * Save Cancel

Please attach any supporting documents for your application such as a Resume, Cover Letter, Portfolio.

Cover Letter (optional) (in PDF,DOCX,DOC format)	Upload	DropBox
Resume / CV (mandatory) (in PDF,DOCX,DOC format)	RESUME_000001 PDF View	Delete
Candidate Response to Questions/Criteria (mandatory) (in PDF,DOCX,DOC format)	RSPNSE_000001 PDF View	Delete

Save Cancel

Step 5

Select **Save** when you have finished adding attachments.

When the section is in read mode, attachments can be viewed.

Application Attachments [AP3] * Edit ^

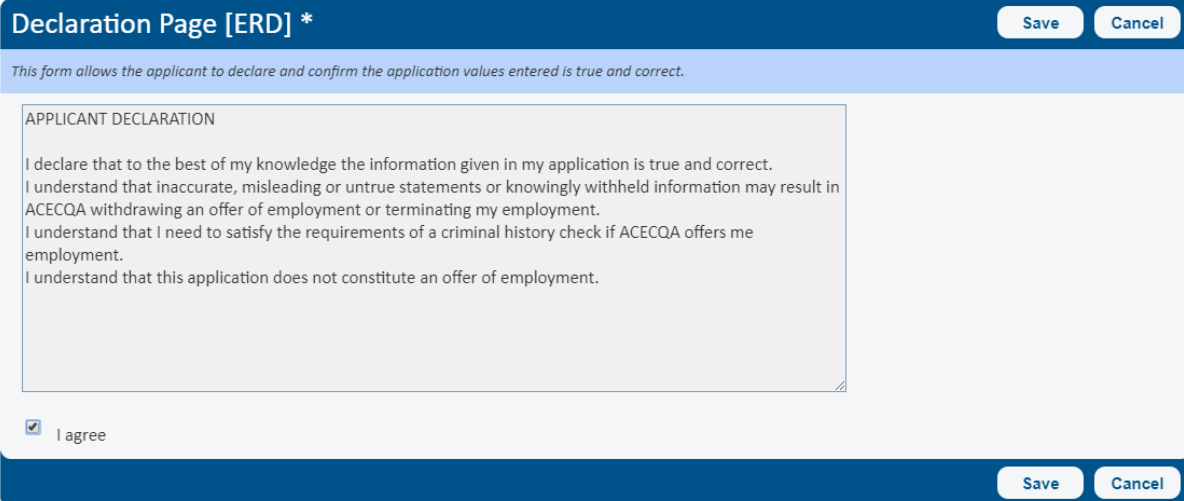
Please attach any supporting documents for your application such as a Resume, Cover Letter, Portfolio.

Cover Letter (optional) (in PDF,DOCX,DOC format)	
Resume / CV (mandatory) (in PDF,DOCX,DOC format)	RESUME_000001 PDF View
Candidate Response to Questions/Criteria (mandatory) (in PDF,DOCX,DOC format)	RSPNSE_000001 PDF View

Making a declaration

In the Candidate Portal, you must acknowledge the declaration before you can submit your application. The acknowledgement of the declaration cannot be reversed.

Select **Edit**, then select the **I agree** checkbox and then select **Save**.



The screenshot shows a web form titled "Declaration Page [ERD] *". At the top right, there are "Save" and "Cancel" buttons. Below the title, a light blue banner contains the text: "This form allows the applicant to declare and confirm the application values entered is true and correct." The main content area is a large text box with the heading "APPLICANT DECLARATION" and the following text: "I declare that to the best of my knowledge the information given in my application is true and correct. I understand that inaccurate, misleading or untrue statements or knowingly withheld information may result in ACECQA withdrawing an offer of employment or terminating my employment. I understand that I need to satisfy the requirements of a criminal history check if ACECQA offers me employment. I understand that this application does not constitute an offer of employment." Below the text box, there is a checked checkbox labeled "I agree". At the bottom right, there are "Save" and "Cancel" buttons.

Viewing the vacancy details

You can view the vacancy details while you are completing your application by selecting the **Vacancy Details** button on the right side of the **Application** page.

To resize the vacancy details, select and hold the handle in the divider between the application and the vacancy description and then drag the handle to the width you want and release it.

To hide the vacancy details, select the **Vacancy Details** button again.

If you need help...

If you need help with the Candidate Portal, speak to the Recruitment team on 02 8240 4216 or email recruitment@acecqa.gov.au.