WEB RECRUITMENT: How to Apply for a Position
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Web Site

From the web site you can view all the vacancies available. The initial screen will show a summary of the vacancies at Wagga Wagga City Council.

Click on the Position Title of the vacancy you are interested in for more information.

The below screen will appear. To apply, click on the APPLY link below. You will then be redirected to the registration / sign in webpage. You first need to register / sign in on our site prior to submitting your application.
How do I sign up?

After clicking apply, the below screen will appear. If you are a new user, select **SIGN UP TO RECRUITMENT**.

The below Privacy Statement will be displayed.

Once you have read the statement, by selecting the checkbox and accepted the conditions, the registration screen will be activated as per the below.
Enter your details. Mandatory fields are highlight red. Please note, passwords must be at least six (6) characters.
Once all fields are entered, click CONTINUE.

An email will be sent to your email address to confirm that your sign in/registration was successful, this should only take approximately five (5) minutes.

If an email is not received within this time period, please contact the People and Culture Division on 02 6926 9205.

You will receive an email confirmation. Click on the link in the email to confirm your email address.

Click on this link to confirm your email: https://recruit.wagga.nsw.gov.au/jobs/signupConfirm?afterAction=%2Fjobs%2Fapply%7F2915299939174899-1%26confirm=S5E4D09F-9972-4691-85BB-B997DE49E8F6-1-49E8D4C4-AE29-46D4-8088-35C7A40A6AAA
Once confirmed, you should receive this notification and an email welcoming you to our site.

Dear [Maddison],

Welcome to Wagga Wagga City Council’s careers portal. This is an automated response to confirm that you have successfully registered.

Best of luck with your application.

People & Culture Team
Wagga Wagga City Council

**How do I sign back in?**

If you have previously registered on our site, enter your previously recorded email address and password.
What if I've forgotten my password?

First step, don’t panic! Simply select **FORGOT PASSWORD?**

Enter your email address and click **VERIFY**.

A new verification code will be sent to your email address; this should take approximately five (5) minutes.

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**Wagga Wagga City Council Recruitment**

**Forgot password confirmation**

Forgot password: Your confirmation code is: 53652C

Please enter the confirmation code to continue your job application.
Enter the confirmation code you receive via email along with your new password and click **RESET**.

**How do I change my email address?**
To change your email address, click on the **CHANGE EMAIL ADDRESS** option after selecting your name.

Update/change your email address and click **SAVE**.
How do I change my password?
To change your password, click on the CHANGE PASSWORD option after selecting your name.

The below screen will appear.

Enter your current password and new password details and click SAVE. Please note, passwords must be at least six (6) characters. An email will be sent to your email address confirming this change.
Setting up your profile

Your personal profile is made up of sections for you to implement personal information prior to applying for a position, and also sections that provide you with information regarding the status of your application. These sections in your personal profile include:

- Your personal details;
- Your job alert profile;
- Your submitted, or incomplete, job applications;
- Your equity and diversity;
- Your messages;
- Your eligibility questionnaire responses; and
- Employment opportunity

Personal information that you provide will be automatically populated each time you apply for a position.

**Personal Details**

Start setting up your profile by clicking across the tabs along the top or by clicking next which will take you to the next screen.

Enter your details and then CLICK SAVE at the bottom right-hand corner to save your changes.
Click **SAVE** and then **NEXT** to move to the next screen.
Job Alert Profile
A job alert profile can be created if you are interested in receiving an email when a vacancy becomes available in a particular area of Council. To set up, click on ADD ALERT.

The following screen will appear. Choose the areas that you are interested in and click SAVE.

You can modify or stop these alerts at any time by clicking on EDIT or DELETE within your profile.
Job Applications
Under the heading MY APPLICATIONS is a history of the positions in which you have applied for, or the application that you haven’t finalised.

The status of the application will determine what actions you can perform on these. There are three (3) different statuses for applications being:

1. DRAFT;
2. SUBMITTED; or
3. UNDER CONSIDERATION

For example, a DRAFT status will enable you to modify, submit or delete your application by clicking on the title of the position. The below screen will appear.

A SUBMITTED status will enable you to recall or withdraw your application by clicking on the title of the position you are applying for.

An UNDER CONSIDERATION status will enable you to withdraw your application by clicking on the title of the position you are applying for.
Workplace Diversity

The panel titled **WORKPLACE DIVERSITY** stores information about your background.

Enter your details in the relevant fields and click **SAVE** once finalised.

**Automatically Generated Emails**

Automatic emails are generated when:

- Your applications has been submitted;
- You withdraw your application; or
- Your draft application has not been finalised (*draft applications will be deleted if they are past the closing date*).  

*If you have any questions regarding the emails that have been sent to you, please contact the People and Culture Division on 02 6926 9205.*
Vacancies
The panel titled VACANCIES enable you to view all current vacant positions at Council. It is from here you apply for a position.

Click on the position you would like to view for more information and to apply. Please refer to HOW TO APPLY for further information.

Share via Email
If you see a vacant position that may be of interest to someone you know, within the vacancy details of a position you can click on SHARE VIA EMAIL to generate an email notification to that person.
The following screen will appear:

Enter your friend’s details and click **SHARE**. The below confirmation message will appear on your screen.

*Email sent.*

[Close this alert]
How do I apply for a position?
To apply for a position, go to VACANCIES at the bottom of your personal profile to view current vacancies.

Click on the position you wish to apply for. The vacancy detail screen will appear. Click the APPLY button at the top left-hand corner of the screen.

The following screen will appear.

If you have already set up your profile upon registering, the tabs will be pre-filled with the majority of information you have already provided. Work your way through each section by clicking the NEXT link on the bottom right-hand corner of the screen.
The **OVERVIEW** tab will provide you with further information on how to navigate through the sections and apply for the role.

Click on **NEXT** to progress to the next tab.
The **WORKPLACE DIVERSITY** tab enables you to provide information regarding your background.

Once completed, click **SAVE** and then **NEXT** to progress to the next tab.

The **COVER LETTER** tab simply enables you to upload a copy of your cover letter for the position you wish to apply for.

To attach your cover letter, select the attach icon. The following screen will appear.
Click on your document and click **OPEN**.

The document will appear as above. It gives you the option to replace or delete the document if required.

Once completed, click **SAVE** and then click **NEXT** to progress to the next tab.

The **RESUME** tab simply enables you to upload a copy of your resume for the position you wish to apply for. Repeat the same steps as outlined to upload your cover letter.

Once completed, click **NEXT** to progress to the next tab.
The **POSITION CRITERIA** tab simple enables you to upload a copy of your answers to the position criteria for the position you wish to apply for. Repeat the same steps as outlined to upload your cover letter and resume i.e. select the upload icon, select your statement addressing the position criteria, open your document and upload.

Once completed, click **SAVE** and then click **NEXT** to progress to the next tab.

The **SUBMIT APPLICATION** tab provides an overview of your application and collates your responses for you to review.

Once you have reviewed, click on **SUBMIT** at the bottom right-hand corner of the screen. The following screen will appear.
Once submitted, an automatic notification email will be generated to your email address confirming Council has received your application for the position in which you have applied for.

To continue a saved application

Prior to submitting your application (and prior to the closing date), you can at any stage save and close your application and return to it later to finalise.

Simply click on the SAVE link at the bottom right-hand corner of the screen.
You can then log out and log back in to complete at a later date if required. When you log back in, there will appear a panel title **MY APPLICATIONS**. Your application will be sitting here in a draft status as below.

Upon returning to finalise your application, click on the position name and the following screen will appear.

To continue your application click on the **MODIFY** link. You also have the option to **DELETE** if you no longer wish to submit your application.
To withdraw your application
You can withdraw your application if you no longer wish to be considered in the recruitment process.

Go to the MY APPLICATIONS panel and click on the title of the position for the position you have applied for. Once submitted, it will have a status of either this application was submitted or this application is under consideration.

The following screen will appear. To withdraw your application, simply click on the WITHDRAW link on the top of the screen.

You also have the option to RECALL your application prior to the closing date and make amendments.

To make changes to your application

Even after submitting your application, prior to the closing date you still have the option to recall your application and make changes.

Go to the MY APPLICATIONS panel and click on the title of the position you have applied for.
The following screen will appear. Click on the RECALL link.

You will then receive this message and a generated email message advising that the recall was successful.

Recall
Application successfully recalled.

Dear Maddison,

This notification is to confirm that your application for the position of Labourer with Wagga Wagga City Council has been recalled and is now in draft mode. [Click here to complete your application](#).

If you have any questions please do not hesitate to contact the People & Culture Team on 1300 292 442.

Kind regards,

People & Culture Team
Wagga Wagga City Council
Your application will then revert back to draft for you to make amendments. To make changes to your application, click on MODIFY and make your amendments.

**Troubleshooting**

If there are any mandatory attachments missing, an error notification message will appear in red at the top of the screen. The error message will outline what documents you still need to upload prior to submitting your application.

If you have any questions regarding your application, please contact the People and Culture Division on 02 6926 9205 for assistance.