

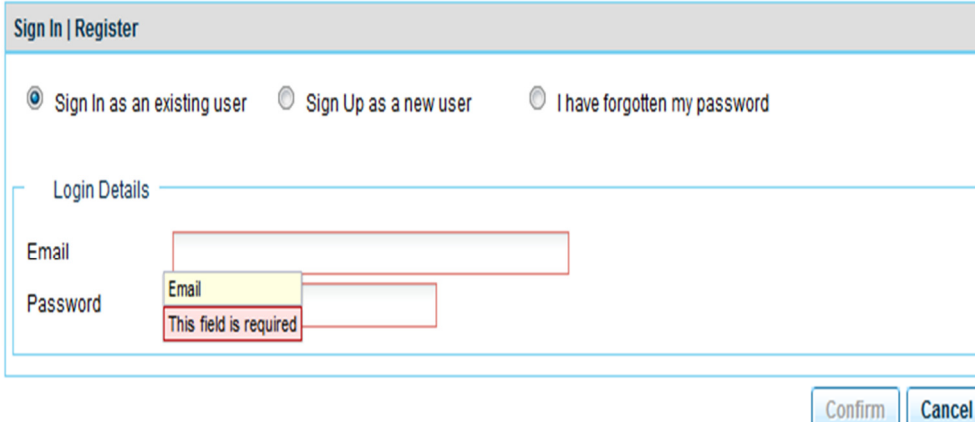
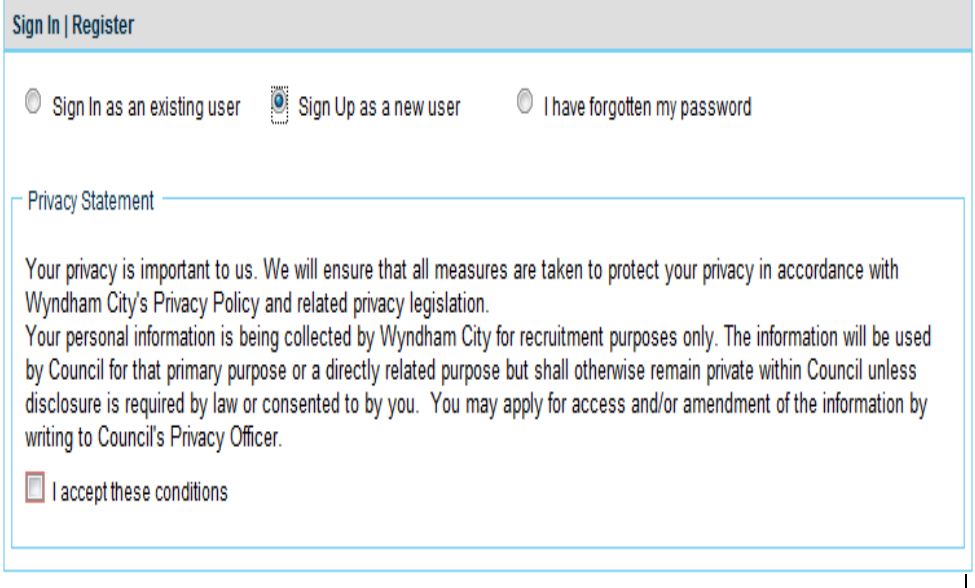
# Wyndham Careers

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## Sign up with Wyndham Careers

### Sign Up as a new user

|  |   |
|--|---|
| <p>1. Click the <b>Sign Up as a new user</b> radio button. Privacy window appears</p>                |  <p>Sign In   Register</p> <p> <input checked="" type="radio"/> Sign In as an existing user           <input type="radio"/> Sign Up as a new user           <input type="radio"/> I have forgotten my password       </p> <p>Login Details</p> <p>Email <input type="text"/></p> <p>Password <input type="password"/></p> <p><b>Email</b><br/>This field is required</p> <p>Confirm Cancel</p>  |
| <p>2. Read and accept privacy statement by ticking the <b>I accept these conditions</b> checkbox</p> |  <p>Sign In   Register</p> <p> <input type="radio"/> Sign In as an existing user           <input checked="" type="radio"/> Sign Up as a new user           <input type="radio"/> I have forgotten my password       </p> <p>Privacy Statement</p> <p>Your privacy is important to us. We will ensure that all measures are taken to protect your privacy in accordance with Wyndham City's Privacy Policy and related privacy legislation.</p> <p>Your personal information is being collected by Wyndham City for recruitment purposes only. The information will be used by Council for that primary purpose or a directly related purpose but shall otherwise remain private within Council unless disclosure is required by law or consented to by you. You may apply for access and/or amendment of the information by writing to Council's Privacy Officer.</p> <p><input type="checkbox"/> I accept these conditions</p> |

3. Complete the following details:
  - a. I have the relevant right to work in Australia
  - b. Email
  - c. Confirm Email
  - d. Password
  - e. Confirm Password
  - f. First Name
  - g. Last Name
  - h. Mobile

**NB:** Password credentials require the following:

- Minimum 8 characters
- Minimum 1 uppercase
- Minimum 1 lowercase
- Minimum 1 numeric character
- Must include 1 of the following characters !@#\$%^&\*()

Example: "Magnolia16!"

4. Click confirm (  ). An email containing a confirmation code has been sent to your email address. Email confirmation window appears

**NB:** If you do not receive the message within a few minutes, please check your Junk E-mail folder in case the confirmation email got delivered there instead of your inbox.

**Sign In | Register**

Sign In as an existing user   
  Sign Up as a new user   
  I have

Eligibility Questionnaire

I have the relevant right to work in Australia

Login Details

Email

Confirm Email

Password

Confirm Password

Your Account Details

First Name

Last Name

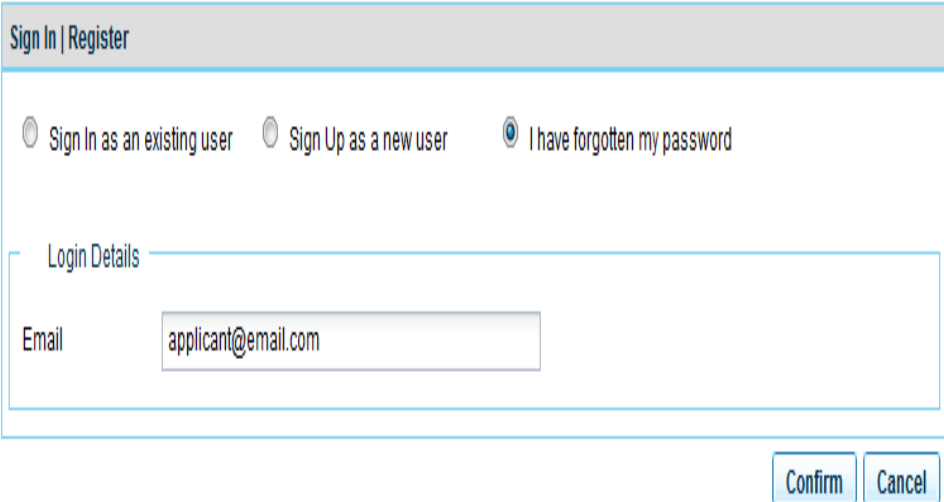
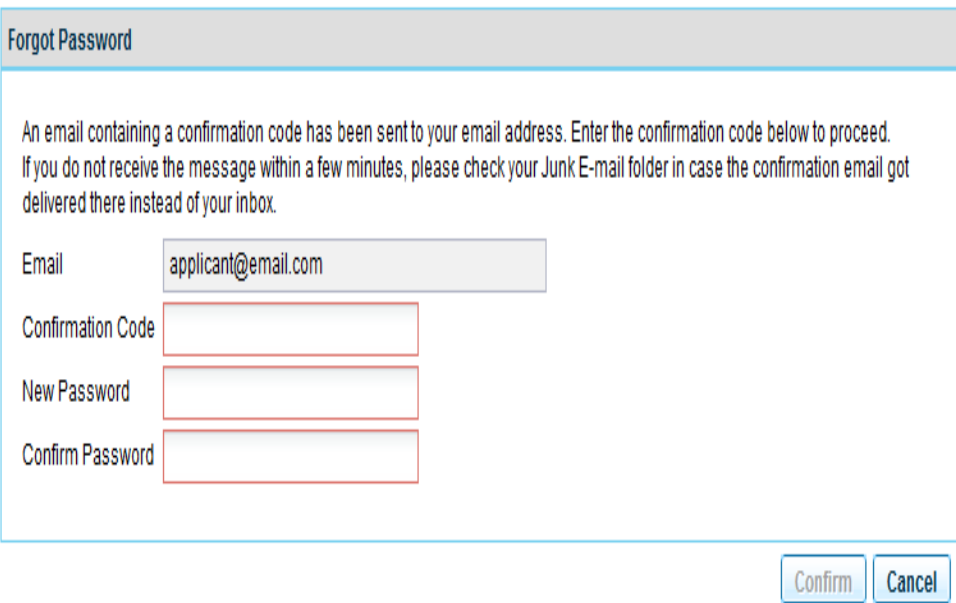
Mobile

|  |  |
|--|--|
| <p>5. Enter the confirmation code below to proceed.</p> <p>6. Click confirm ( <input type="button" value="Confirm"/> )</p> <p>Applied for a vacancy?<br/>Application process will commence at <b>Overview</b> window</p> <p>Signing up without applying?<br/>Applicant web portal menu is available.</p> |  |
|--|--|

### Sign In as an existing user with Wyndham Careers

|  |  |
|--|--|
| <p>1. Complete the following details:</p> <ol style="list-style-type: none"> <li>Email</li> <li>Password</li> </ol> <p><b>NB:</b> Password credentials require the following:</p> <ul style="list-style-type: none"> <li>• Minimum 8 characters</li> <li>• Minimum 1 uppercase</li> <li>• Minimum 1 lowercase</li> <li>• Minimum 1 numeric character</li> <li>• Must include 1 of the following characters !@#\$\$%^&amp;*()</li> </ul> <p>Example: "Magnolia16!"</p> <p>2. Click confirm ( <input type="button" value="Confirm"/> )</p> <p><b>NB:</b> If you have forgotten your password. Please refer to <i>I have forgotten to my password</i></p> |  |
|--|--|


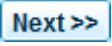
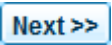
### I have forgotten my password with Wyndham Careers

|   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Click the <b>I have forgotten my password</b> radio button.</li> <li>2. Enter email address</li> <li>3. Click the confirm ( <input type="button" value="Confirm"/> ). An email containing a confirmation code has been sent to your email address. Email confirmation window appears<br/><b>NB:</b> If you do not receive the message within a few minutes, please check your Junk E-mail folder in case the confirmation email got delivered there instead of your inbox.</li> </ol>   |    |
| <ol style="list-style-type: none"> <li>4. Complete the following details:             <ol style="list-style-type: none"> <li>a. Confirmation Code</li> <li>b. New Password</li> <li>c. Confirm Password</li> </ol> </li> </ol> <p><b>NB:</b> Password credentials require the following:</p> <ul style="list-style-type: none"> <li>• Minimum 8 characters</li> <li>• Minimum 1 uppercase</li> <li>• Minimum 1 lowercase</li> <li>• Minimum 1 numeric character</li> <li>• Must include 1 of the following characters !@#\$%^&amp;*()</li> </ul> <p>Example: "Magnolia16!"</p> <ol style="list-style-type: none"> <li>5. Click the confirm ( <input type="button" value="Confirm"/> )</li> </ol> <p><i>Applied for a vacancy?</i><br/>Application process</p> |  |

|   |  |
|---|--|
| <p>will commence at<br/>Overview Window<br/><i>Signing up without<br/>applying?</i><br/>Applicant web portal<br/>menu is available.</p> |  |
|---|--|

## Apply for a vacancy

|  |  |
|--|--|
| <p><b>Overview.</b><br/>Provides basic instruction on how to apply including a copy of the position description.</p> <p>To proceed to the next step of the application process</p> <p>1. Click next ( <a href="#">Next &gt;&gt;</a> )</p>              |  |
| <p><b>Personal Details</b></p> <p>1. Complete the personal details</p> <p><b>NB:</b> Mandatory fields are highlighted in red.</p> <p>To proceed to the next step of the application process</p> <p>2. Click next ( <a href="#">Next &gt;&gt;</a> )</p> | <p><b>Personal Details</b></p> <p>Salutation <input type="text"/></p> <p>First Name <input type="text" value="Applicant"/></p> <p>Last Name <input type="text" value="Smith"/></p> <p>Preferred Name <input type="text" value="Applicant"/></p> <p>Gender <input type="text" value=""/></p> <p>Date of Birth <input type="text" value=""/></p> <p><b>Contact</b></p> <p>Phone <input type="text"/></p> <p>Mobile <input type="text" value="0412012012"/></p> <p>Email <input type="text" value="applicant@email.com"/></p> <p><b>Address</b></p> <p>Street Address <input type="text"/></p> <p>Suburb <input type="text"/></p> <p>State <input type="text"/></p> <p>Post Code <input type="text"/></p> <p>Country <input type="text" value="Australia"/></p> |
| <p><b>Cover letter and resume</b></p> <p><b>NB:</b> Attach relevant cover letter and resume (as 1 document).</p> <p>1. Click the <a href="#">Attach</a> hyperlink</p>  | <p><b>Cover Letter and Resume</b></p> <p>Cover Letter and Resume <input type="text" value="Attach"/></p>   |

|  |   |
|--|---|
| <p>2. Click arrow (▼) and choose file to upload and attach.</p> <p>3. Click Upload (  )</p> <p>To replace – click the <u>Replace</u> hyperlink</p> <p>To remove – click the <u>Remove</u> hyperlink</p> <p>To open – click the <u>Open</u> hyperlink</p> <p>To proceed to the next step of the application process</p> <p>4. Click next (  )</p> | <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Select a Document to Attach</b></p> <p>File Name <input style="width: 100%;" type="text"/> ▼</p> <p>Maximum file size: 2MB</p> <p style="text-align: right;"> <input type="button" value="Upload"/> <input type="button" value="Cancel"/> </p> </div>   |
| <p><b>Questionnaire</b></p> <p>1. Complete Screening and Key Selection Criteria by completing all questions</p> <p>To proceed to the next step of the application process</p> <p>2. Click next (  )</p> <p><b>NB:</b> To save your application as a draft and return to it later, please refer to <b><i>Save application as a draft</i></b></p>   | <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Screening</b></p> <hr/> <p>Pre-Employment Checks</p> <p>If required are you willing to undertake pre-employment checks e.g. police check, working with children check, psychometric testing or functional assessment.</p> <p>Response <input style="width: 100%;" type="text"/> ▼</p> <p>How did you become aware of this vacancy?</p> <p>Response <input style="width: 100%;" type="text" value="Select"/> ▼</p> <p style="margin-left: 20px;"><small>Response</small></p> <p>If "Other" please specify</p> <p>Response <input style="width: 100%;" type="text"/></p> <hr/> <p><b>Key Selection Criteria</b></p> <hr/> <p>Question 1</p> <p>Degree, Diploma in a relevant field with some relevant Information Technology industry experience; OR Lesser formal qualification or relevant Information Technology Certification with substantial relevant Information Technology industry experience</p> <p>Response <input style="width: 100%; height: 80px;" type="text"/></p> </div> |



| <p><b>Referees</b><br/><i>Two references are required</i></p> <ol style="list-style-type: none"> <li>Complete referees details by completing all fields<br/><b>NB:</b> Mandatory fields are highlighted in red.</li> <li>To add another reference, click add ( <b>Add</b> )</li> <li>Go to Step 1<br/>To proceed to the next step of the application process</li> <li>Click next ( <b>Next &gt;&gt;</b> )</li> </ol> | <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Referees</b></p> <p><b>Add</b> <b>Remove</b></p> <table border="1"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Job</th> <th>Employer</th> </tr> </thead> <tbody> <tr> <td>James</td> <td>Bob</td> <td>Manager Organisation Development</td> <td>Company ABC</td> </tr> </tbody> </table> <p><b>Referee Details</b></p> <p>Title: <input type="text" value="Mr"/></p> <p>First Name: <input type="text" value="James"/></p> <p>Last Name: <input type="text" value="Bob"/></p> <p>Job Title: <input type="text" value="Manager Organisation Development"/></p> <p>Organisation: <input type="text" value="Company ABC"/></p> <p>Phone: <input type="text" value="0400000000"/></p> <p>Work Mobile: <input type="text"/></p> <p>Email: <input type="text"/></p> <p style="text-align: right;"> <input type="button" value="Previous"/> <input type="button" value="Next &gt;&gt;"/> <input type="button" value="Save and Close"/> <input type="button" value="Finalise Application"/> </p> </div> | First Name                       | Last Name   | Job | Employer | James | Bob   | Manager Organisation Development | Company ABC |      |       |                         |             |
|--|--|----------------------------------|-------------|-----|----------|-------|-------|----------------------------------|-------------|------|-------|-------------------------|-------------|
| First Name   | Last Name  | Job                              | Employer    |     |          |       |       |                                  |             |      |       |                         |             |
| James  | Bob  | Manager Organisation Development | Company ABC |     |          |       |       |                                  |             |      |       |                         |             |
| <p><b>Submit Application</b></p> <p><b>Click Submit Application,</b><br/>This will submit your application and you will not be able to retrieve and modify the application.</p>  | <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Submit Application</b></p> <p>Please click the submit button at the bottom of the window for your application to be submitted successfully</p> <p>Cover Letter and Resume: <input type="text" value="Resume1.docx"/> <a href="#">Open</a></p> <p><b>Referees</b></p> <table border="1"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Job</th> <th>Employer</th> </tr> </thead> <tbody> <tr> <td>James</td> <td>Brown</td> <td>Supervisor</td> <td>Company XYZ</td> </tr> <tr> <td>John</td> <td>Smith</td> <td>Manager Human Resources</td> <td>Company ABC</td> </tr> </tbody> </table> <p style="text-align: right;"> <input type="button" value="Save and Close"/> <input type="button" value="Submit Application"/> </p> </div>   | First Name                       | Last Name   | Job | Employer | James | Brown | Supervisor                       | Company XYZ | John | Smith | Manager Human Resources | Company ABC |
| First Name   | Last Name  | Job                              | Employer    |     |          |       |       |                                  |             |      |       |                         |             |
| James  | Brown  | Supervisor                       | Company XYZ |     |          |       |       |                                  |             |      |       |                         |             |
| John   | Smith  | Manager Human Resources          | Company ABC |     |          |       |       |                                  |             |      |       |                         |             |

**Save application as a draft**  
**Click Save and Close**  
 This will save this application as a 'draft', this gives you the ability to retrieve and modify prior to submitting before the closing date of the vacancy.  
 Saving a draft will be located under "Your Job Applications" in your career portal menu

**Submit Application**

Please click the submit button at the bottom of the window for your application to be submitted successfully

Cover Letter and Resume  [Open](#)

---

**Referees**

| First Name | Last Name | Job                     | Employer    |
|------------|-----------|-------------------------|-------------|
| James      | Brown     | Supervisor              | Company XYZ |
| John       | Smith     | Manager Human Resources | Company ABC |

## Check application has been completed successfully

1. A confirmation email should be generated and sent to your registered email account.  
In your web portal:
2. Select **Your Job Applications**
3. View list and relevant Application.
4. Status should display "This application is in Progress".

**Please click a link below to view**

Vacancies

Your Account Details

**Your Job Applications**

Your Referees

Your Job Alert Profile

Your Messages

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**Your Job Applications**


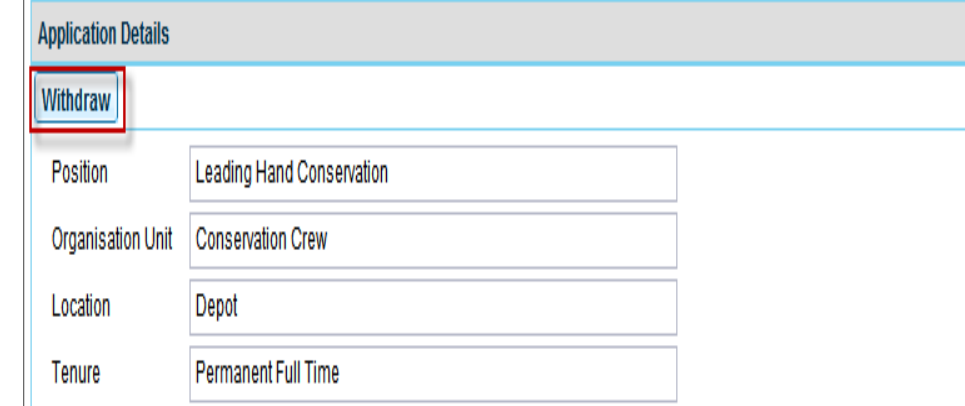
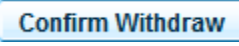
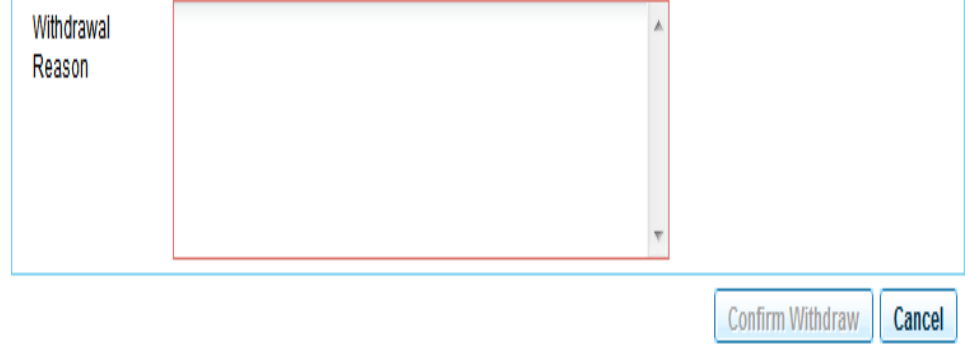
|                                |                     |               |                     |                                 |                         |
|--------------------------------|---------------------|---------------|---------------------|---------------------------------|-------------------------|
| Library Customer Service Offic | Plaza Library Staff | Plaza Library | Permanent Part Time | This application is Draft       | <a href="#">Details</a> |
| Leading Hand Conservation      | Conservation Crew   | Depot         | Permanent Full Time | This application is In Progress | <a href="#">Details</a> |

## Submitting a draft application

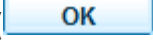
|  |   |                                |                     |                           |                     |                           |                |
|--|---|--------------------------------|---------------------|---------------------------|---------------------|---------------------------|----------------|
| <p>In your web portal:</p> <ol style="list-style-type: none"> <li>1. Select <b>Your Job Applications</b></li> <li>2. View list and relevant Application. Status should display "This application is Draft".</li> <li>3. Click the relevant <u>Details</u> hyperlink</li> </ol> | <p>Please click a link below to view</p> <ul style="list-style-type: none"> <li>Vacancies</li> <li>Your Account Details</li> <li><b>Your Job Applications</b></li> <li>Your Referees</li> <li>Your Job Alert Profile</li> <li>Your Messages</li> </ul> <p><b>Your Job Applications</b></p> <table border="1"> <tr> <td>Library Customer Service Offic</td> <td>Plaza Library Staff</td> <td>Plaza Library</td> <td>Permanent Part Time</td> <td>This application is Draft</td> <td><b>Details</b></td> </tr> </table> | Library Customer Service Offic | Plaza Library Staff | Plaza Library             | Permanent Part Time | This application is Draft | <b>Details</b> |
| Library Customer Service Offic   | Plaza Library Staff   | Plaza Library                  | Permanent Part Time | This application is Draft | <b>Details</b>      |                           |                |
| <ol style="list-style-type: none"> <li>4. Click Modify ( <b>Modify</b> )</li> <li>5. Confirm all details have been completed – refer to <b>Applying for a vacancy</b> section for further detail</li> </ol>  | <p>&lt;&lt; Go Back</p> <p><b>Application Details</b></p> <p><b>Modify</b> <b>Submit</b> <b>Delete</b></p> <p>Position: Library Customer Service Offic</p> <p>Organisation Unit: Plaza Library Staff</p> <p>Location: Plaza Library</p> <p>Tenure: Permanent Part Time</p>  |                                |                     |                           |                     |                           |                |

## Withdraw an application

|   |   |                                |                     |                                 |                     |                           |                |                           |                   |       |                     |                                 |                |
|---|---|--------------------------------|---------------------|---------------------------------|---------------------|---------------------------|----------------|---------------------------|-------------------|-------|---------------------|---------------------------------|----------------|
| <p>In your web portal:</p> <ol style="list-style-type: none"> <li>1. Select <b>Your Job Applications</b></li> <li>2. View list and relevant Application.</li> <li>3. Click the relevant <u>Details</u> hyperlink</li> </ol> | <p>Please click a link below to view</p> <ul style="list-style-type: none"> <li>Vacancies</li> <li>Your Account Details</li> <li><b>Your Job Applications</b></li> <li>Your Referees</li> <li>Your Job Alert Profile</li> <li>Your Messages</li> </ul> <p><b>Your Job Applications</b></p> <table border="1"> <tr> <td>Library Customer Service Offic</td> <td>Plaza Library Staff</td> <td>Plaza Library</td> <td>Permanent Part Time</td> <td>This application is Draft</td> <td><b>Details</b></td> </tr> <tr> <td>Leading Hand Conservation</td> <td>Conservation Crew</td> <td>Depot</td> <td>Permanent Full Time</td> <td>This application is In Progress</td> <td><b>Details</b></td> </tr> </table> | Library Customer Service Offic | Plaza Library Staff | Plaza Library                   | Permanent Part Time | This application is Draft | <b>Details</b> | Leading Hand Conservation | Conservation Crew | Depot | Permanent Full Time | This application is In Progress | <b>Details</b> |
| Library Customer Service Offic  | Plaza Library Staff   | Plaza Library                  | Permanent Part Time | This application is Draft       | <b>Details</b>      |                           |                |                           |                   |       |                     |                                 |                |
| Leading Hand Conservation   | Conservation Crew   | Depot                          | Permanent Full Time | This application is In Progress | <b>Details</b>      |                           |                |                           |                   |       |                     |                                 |                |

|   |   |
|---|---|
| <p>4. Click Withdraw (  )</p>                                      |  <p>The screenshot shows the 'Application Details' section of a form. The 'Withdraw' button is highlighted with a red box. Below it are four input fields: 'Position' (Leading Hand Conservation), 'Organisation Unit' (Conservation Crew), 'Location' (Depot), and 'Tenure' (Permanent Full Time).</p> |
| <p>5. Add Withdrawal Reason<br/>6. Click Confirm Withdraw (  )</p> |  <p>The screenshot shows the 'Withdrawal Reason' section of a form. A large text area is highlighted with a red box. At the bottom right, the 'Confirm Withdraw' and 'Cancel' buttons are highlighted with blue boxes.</p>   |

## Troubleshooting

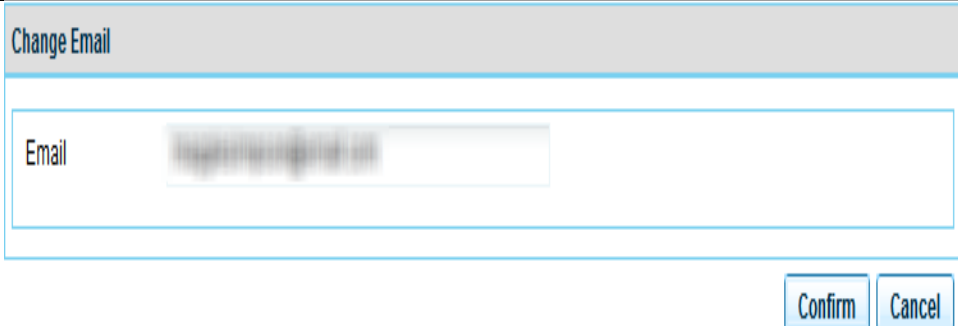
| Error  | Resolution  |
|--|---|
| Cannot submit this application as the Questionnaire has not been completed yet                     | In the Questionnaire section there is a question unanswered, please complete all relevant fields and finalise application.  |
| Cannot submit this application as your Resume has not been recorded yet                            | In the Cover Letter section you must upload a resume/cover letter as 1 document please complete the upload and finalise application.  |
| Unsupported characters in Response have been replaced or removed. Please review before proceeding. | Click OK (  ), this validates most characters from copying and pasting information from another source. I.e. Word. You should be able to continue the application after this message |

## Unsubscribe

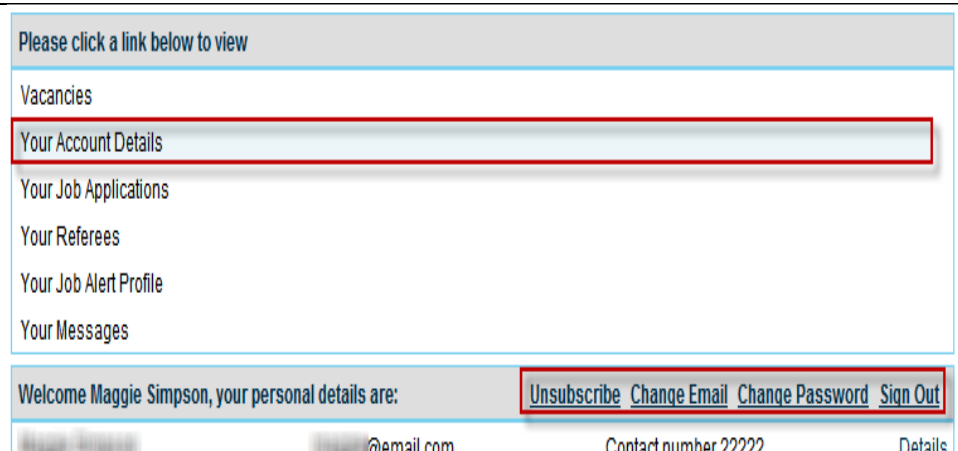
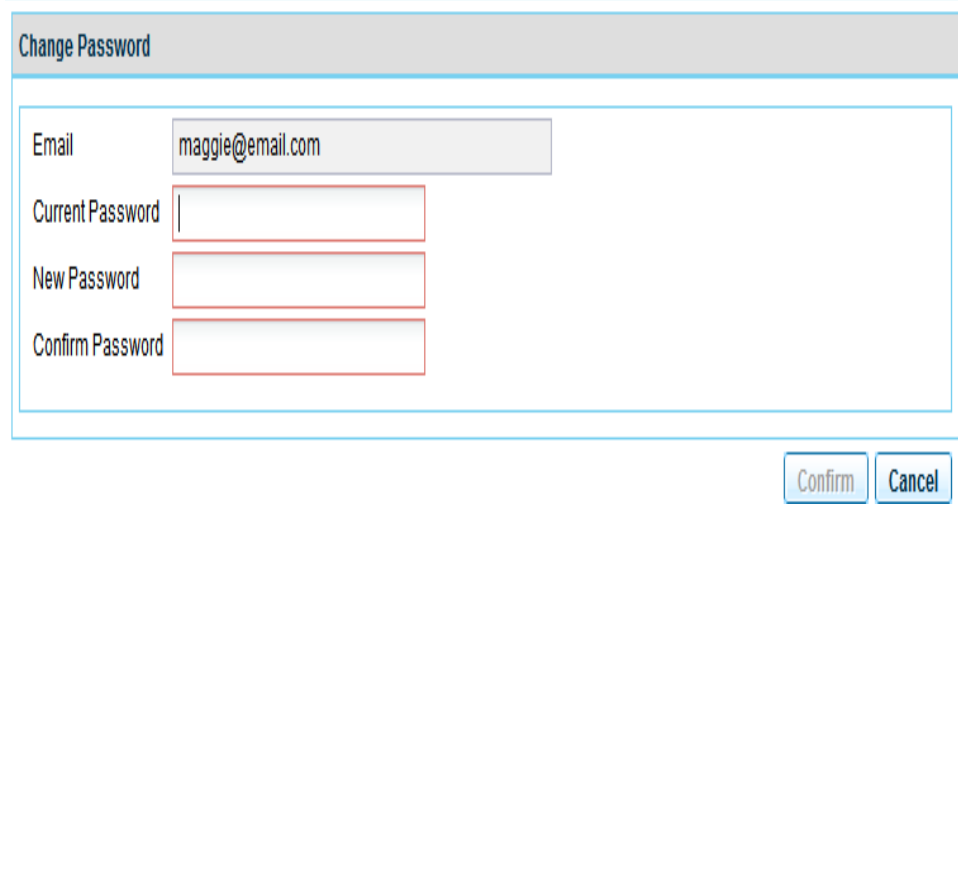
|   |  |
|---|--|
| <p>In your web portal:</p> <ol style="list-style-type: none"> <li>1. Select <b>Your Account Details</b></li> <li>2. Click the <u>Unsubscribe</u> hyperlink</li> </ol> | <p>Please click a link below to view</p> <ul style="list-style-type: none"> <li>Vacancies</li> <li><b>Your Account Details</b></li> <li>Your Job Applications</li> <li>Your Referees</li> <li>Your Job Alert Profile</li> <li>Your Messages</li> </ul> <p>Welcome Maggie Simpson, your personal details are: <b>Unsubscribe</b> Change Email Change Password Sign Out</p> <p>Phone: [redacted] @email.com Contact number 22222 <a href="#">Details</a></p> |
| <ol style="list-style-type: none"> <li>3. Confirm reason for unsubscribing.</li> <li>4. Click Confirm ( <input type="button" value="Confirm"/> )</li> </ol>           | <p><b>Unsubscribe</b></p> <p>Email: [redacted]</p> <p>Please tell us why you are unsubscribing</p> <p>Please tell us why you are unsubscribing</p> <p>This field is required</p> <p><input type="button" value="Confirm"/> <input type="button" value="Cancel"/></p>   |

## Change email

|  |   |
|--|---|
| <p>In your web portal:</p> <ol style="list-style-type: none"> <li>1. Select Account Details</li> <li>2. Click the <u>Change Email</u> hyperlink</li> </ol> | <p>Please click a link below to view</p> <ul style="list-style-type: none"> <li>Vacancies</li> <li><b>Your Account Details</b></li> <li>Your Job Applications</li> <li>Your Referees</li> <li>Your Job Alert Profile</li> <li>Your Messages</li> </ul> <p>Welcome Maggie Simpson, your personal details are: <b>Unsubscribe</b> <b>Change Email</b> Change Password Sign Out</p> <p>Phone: [redacted] @email.com Contact number 22222 <a href="#">Details</a></p> |
|--|---|

|  |   |
|--|---|
| <p>3. Confirm email.<br/>4. Click Confirm ( <input type="button" value="Confirm"/> )</p> |  <p>The screenshot shows a 'Change Email' form with a text input field for 'Email' containing a blurred address. At the bottom right, there are 'Confirm' and 'Cancel' buttons.</p> |
|--|---|

## Change password

|  |   |
|--|---|
| <p>In your web portal:</p> <ol style="list-style-type: none"> <li>1. Select <b>Your Account Details</b></li> <li>2. Click the <u>Change Password</u> hyperlink</li> </ol>  |  <p>The screenshot shows a user account menu with options: Vacancies, Your Account Details (highlighted with a red box), Your Job Applications, Your Referees, Your Job Alert Profile, and Your Messages. Below the menu, a user profile bar for 'Maggie Simpson' includes links for 'Unsubscribe', 'Change Email', 'Change Password' (highlighted with a red box), and 'Sign Out'. The user's email is shown as '@email.com' and contact number as 22222. A 'Details' link is also present.</p> |
| <ol style="list-style-type: none"> <li>3. Confirm current Password</li> <li>4. Enter New Password</li> <li>5. Confirm New Password</li> <li>6. Click Confirm ( <input type="button" value="Confirm"/> )</li> </ol> <p><b>NB:</b> Password credentials require the following:</p> <ul style="list-style-type: none"> <li>• Minimum 8 characters</li> <li>• Minimum 1 uppercase</li> <li>• Minimum 1 lowercase</li> <li>• Minimum 1 numeric character</li> <li>• Must include 1 of the following characters !@#\$\$%^&amp;*()</li> </ul> <p>Example: "Magnolia16!"</p> |  <p>The screenshot shows a 'Change Password' form with four input fields: 'Email' (pre-filled with 'maggie@email.com'), 'Current Password', 'New Password', and 'Confirm Password'. At the bottom right, there are 'Confirm' and 'Cancel' buttons.</p>  |

## Sign Out

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| <p>In your web portal:</p> <ol style="list-style-type: none"> <li>1. Select <b>Your Account Details</b></li> <li>2. Click the <u>Sign Out</u> hyperlink</li> </ol> | <p>Please click a link below to view</p> <ul style="list-style-type: none"> <li>Vacancies</li> <li><b>Your Account Details</b></li> <li>Your Job Applications</li> <li>Your Referees</li> <li>Your Job Alert Profile</li> <li>Your Messages</li> </ul> <p>Welcome Maggie Simpson, your personal details are: <a href="#">Unsubscribe</a> <a href="#">Change Email</a> <a href="#">Change Password</a> <a href="#">Sign Out</a></p> <p><a href="#">Home</a> <a href="#">@email.com</a> Contact number 22222 <a href="#">Details</a></p> |
| <p>Notification</p>  | <p><b>Notification</b></p> <p>Sign out successful</p> <p>OK</p>  |