

WORKING 
@CALVARY

Calvary Careers

Register & Apply





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Introducing Calvary Careers

Calvary's employment opportunities are advertised through our electronic recruitment system, Calvary Careers.

If you are interested in applying for a vacancy with Calvary, please complete and submit your online application via Calvary Careers.

What's in this Guide

This guide explains how to search for employment opportunities at Calvary, register for a Calvary Careers account to allow you to apply for job vacancies and complete a job application.

Points to remember

- **Before beginning a job application make sure you have an electronic copy of your resume and your covering letter on hand to attach to your application.**
- All fields in the application process that are marked with a red asterisk * are mandatory.
- Any file you attach to your application must be in Microsoft Word (.doc or .docx), Adobe Acrobat (.pdf) The file must be less than 2 megabytes in file size and the filename must be below 15 characters and can only contain the letters A–Z or numbers 0–9.
- The Calvary Careers system will time out after 60 minutes. If you are currently working in this system, please ensure you regularly save your work to minimise the risk of losing it. This system will not automatically save your work.

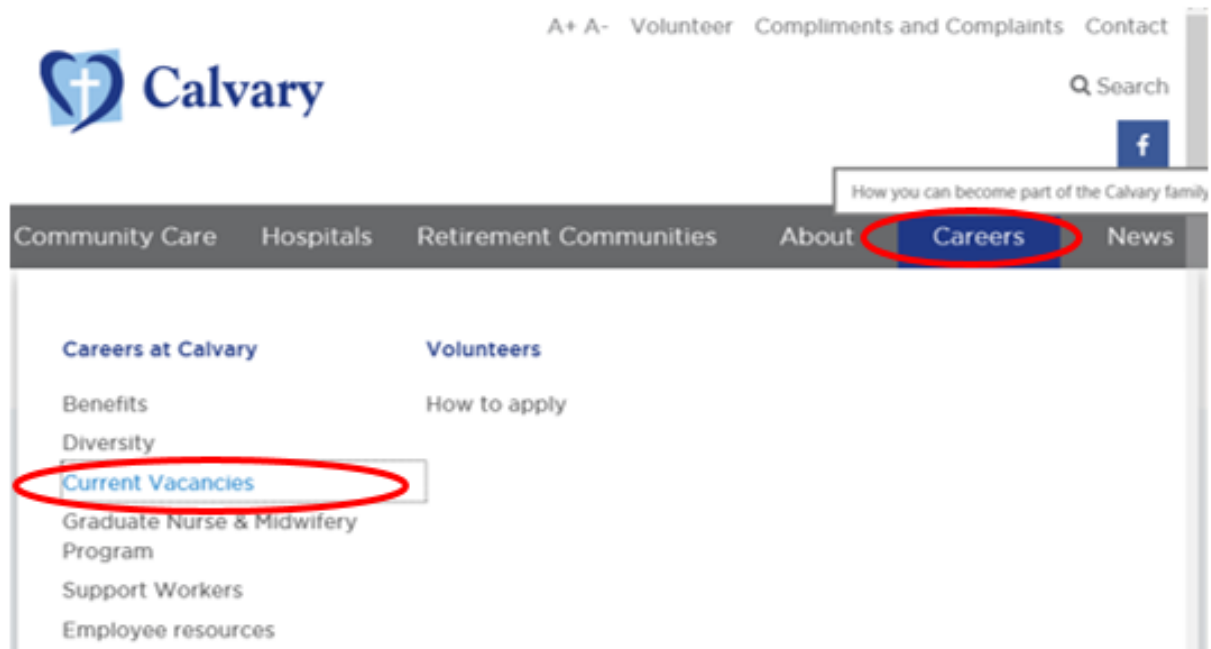
There are further notes and tips to look out for throughout this user guide.

Launching Calvary Careers

You can access Calvary Careers using a web browser, such as Microsoft® Internet Explorer or similar.

1. Double-click the **Internet Explorer** icon on your computer's desktop. **Internet Explorer** opens in a new window.
2. Type Calvary Health Care into your search engine, such as Google® or type in <https://www.calvarycare.org.au/> in the Address field at the top of the screen.
3. You will be taken to the Calvary web page.

4. From here, hover over the **Careers** option on the grey banner and select **Current Vacancies**. You will be taken directly to the Calvary Careers home page.



Tip: After you complete this step, add this page to your **Favourites** in **Internet Explorer**. On the **Favourites** menu, click **Add to Favourites** and then click **OK**.

Searching for Employment Opportunities

1. Once you have navigated to the Calvary Careers home page, the **Jobs** screen will automatically display Calvary's latest vacancies.
2. Use the search functions to searching for vacancies.
3. Upon locating a position you are interested in, click the position title of the position to read more about the position, view the position description (which you can download for future reference) and begin your online application.

Register for a Calvary Careers Account

To apply for Calvary's job opportunities, you need to **Register** for a Calvary Careers account.

1. Navigate to the Calvary Careers home page.
2. Click **Register** in the top of the screen. The **Registration** screen appears.

Registration

If you would like to apply for a vacancy with Calvary or register interest to be notified of future suitable roles, please complete the registration form below. Once you have validated your registration by clicking on an activation link within a confirmation email, you will be able to update your notification preferences.

You may also select to submit an expression of interest for future roles within a particular job category.

Resume

By loading your resume first we can extract details to prefill certain aspects of your registration.

Upload Resume

Supported document types: doc, docx, pdf

3. Begin your Registration by uploading a Resume. You can choose to skip this step and upload a resume within your job application.
4. Proceed through the steps and complete all fields in each section.
Remember that all fields marked with an * are mandatory.
5. Username, Password & Email address:
 - **When Choosing a Username** – Choose something practical like [First name] [Surname].
 - **When Choosing a Password** – Your password must be between 8 and 20 characters long, and include at least one uppercase letter, one lowercase letter and one number.
 - **When Choosing an Email Address**
 - **For Current Calvary Employees** – When signing up to Calvary Careers, ensure that you use your employee email address to receive an employee account.
 - **For Prospective Calvary Employees** – When signing up to Calvary Careers, provide a personal email address (that has not previously been used by another individual) as you will receive a jobseeker account. Ensure you do not share an email address with another potential user of Calvary Careers
 - **If Re-Registering** – You will need to choose a different username to your previous username.
4. **Privacy Collection Statement** - Check the boxes to confirm to consent to the privacy policies of Calvary and Mercury (developer of the Calvary Careers System).
5. **Captcha** - Select the checkbox and follow the instructions noted in the pop-up window that will appear upon selecting the checkbox.
6. Click **Create Account**. The **Registration** screen displays a message confirming that you need to activate your account via an email that has been sent to you.

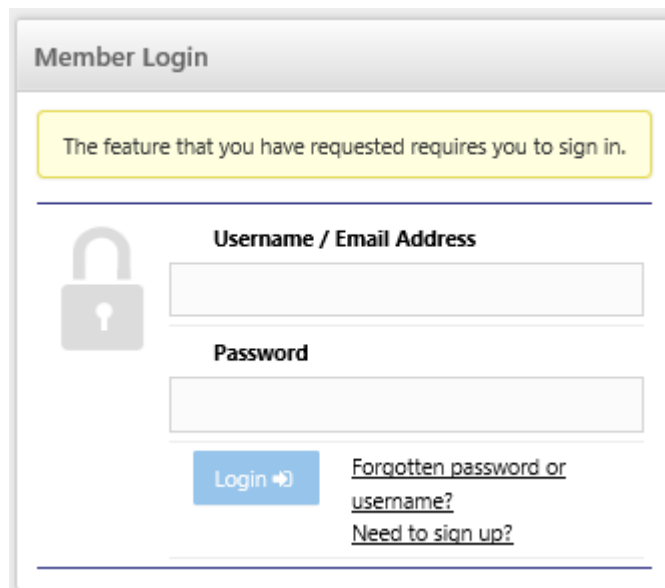
Activate Your Calvary Careers Account

1. Go to your email inbox, open the **Calvary Careers Online Recruitment System User Account Activation** email, then click the activation link. The Calvary Careers **Account Activation** screen appears.
2. If you want to be notified about newly advertised positions, select the email alert categories that interest you then click **Continue**. A confirmation message displays on the screen.
3. You can now log in to begin using Calvary Careers.

Log in to Calvary Careers

Once you have signed up as a member and activated your account, you can Log in to perform tasks. If you have not yet signed up, please follow the steps to *Register for a Calvary Careers Account* on page 4.

1. Open Calvary Careers.
2. Click **Log in** at the top left of the screen.
3. Type in your **username** and **password**.
4. Click **Log in**. If you have a job seeker account, the search jobs page will appear. If you have an employee role or higher, the Dashboard page will appear where you can see a breakdown of all requests created by yourself sorted by status. You are now signed in to Calvary Careers.



Member Login

The feature that you have requested requires you to sign in.

Username / Email Address

Password

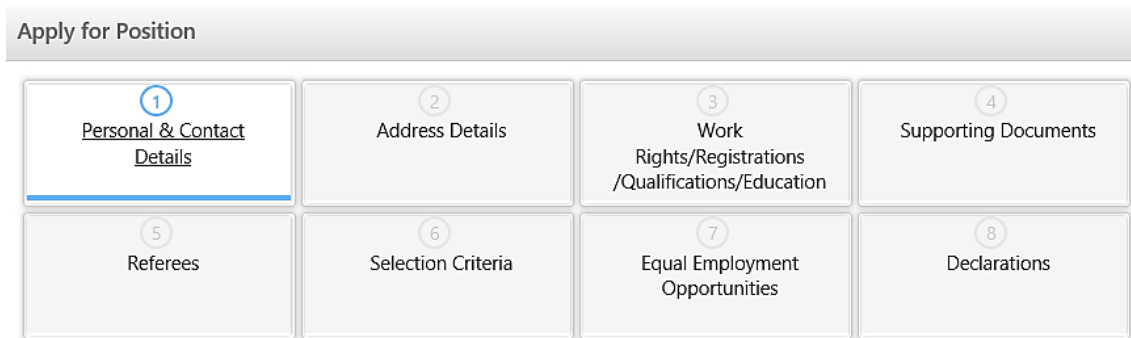
[Login →](#) [Forgotten password or username?](#)
[Need to sign up?](#)

Apply For Vacancies

If you are interested in applying for an advertised job vacancy at Calvary, select the **Apply Now** option at the bottom of the advertisement details to begin your online application.

Calvary's online application process involves the following eight steps.

Note: If you are a current Calvary employee, you will need to log-in to Calvary Careers to apply for internally advertised vacant positions.



1. Upon selecting Apply Now, the **Apply for Position** screen displays a summary of the position you are applying for. If you wish to proceed, click **Next**.

Apply for Position

You are about to apply for the following position.
Please confirm that the details below are correct before continuing.

Position Details	
Reference Number	XXXXXXXX
Position Title	XXXXXXXX
Employment Type	XXXXXXXX
Entity	XXXXXXXX
Location	XXXXXXXX
Award / Enterprise Agreement Classification	XXXXXXXX

Load Resume

By loading your resume first we can extract details to prefill certain aspects of your application such as name and address. If you have loaded a resume into your profile

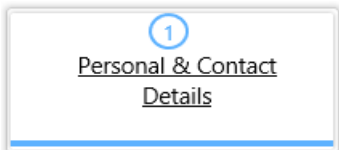
[Upload Resume](#)

Supported document types: doc,docx,pdf

[< Back](#) [Next >](#)

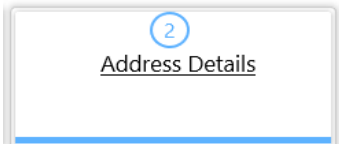
Complete a Job Application

Enter Personal & Contact Details



1. Type in your personal and contact details and click **Next**.

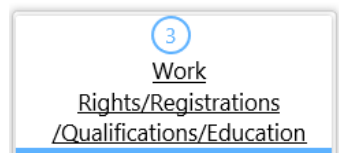
Enter Address Details



1. Begin typing your address in the **Address Search** field. A list of predictive search options will show, driven by from a Google Maps. Choose the correct option. **Please note: If your address is listed incorrectly, or not at all, the address details can be edited at any point.**
2. If your postal address differs from your residential address, complete the details for your postal address. Otherwise, just check the box next to the **Same as Residential Address** field, and click **Next**.

Tip: If you don't want to submit your application when you are part of the way through it, click the **Save and Exit** option at the bottom of the screen to work on it later.

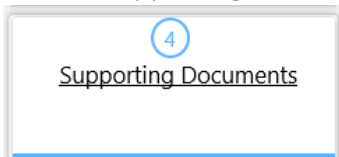
Work Rights/Registration/ Education



1. Confirm your **Work Right** status and provide the required details.
2. For Registrations: Click **Add registration**, select the appropriate registration type from a drop-down list, complete the remaining details and click **save**.
3. For Qualifications: Click **Add Qualification**, enter the details of the appropriate qualification(s) and click **save**.
4. Click **Next**.

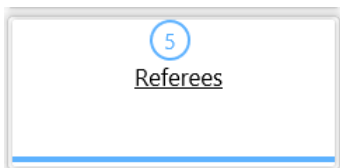
Note: Please only provide details and attachments for Registrations and/or Qualifications which are applicable to the role for while you are applying for.

Attach Supporting Documents



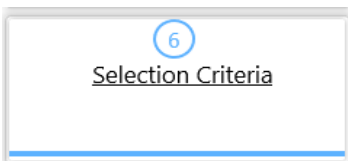
1. Attach supporting documents to your application by clicking **Select**.
2. The **Resume Selection** option will appear.
3. Click **Upload** and select the document you wish to upload from your computer.
4. Select **Attach Selected Document**, then click **Next**.

Elect Professional Referees



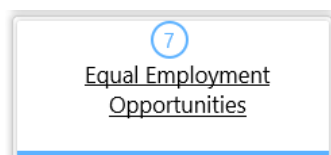
1. The **Referees** page will display all referees added to previous applications for you to select.
2. To add additional referees, Click **add new referee and complete the details Under New Referee Details.**
3. Click **Save** to return to the **Referees** page, then tick the box next to the referee that you have added so that the referee is included with your application, click **Next.**

Respond to Selection Criteria



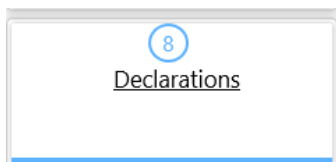
1. Answer each selection criteria by clicking the drop-down lists and selecting an option for each question or typing in the text box provided if the selection criteria requires a text based answer.
2. **Click Next.**

Complete EEO Questions



1. Please answer any Equal Employment Opportunities Questions voluntarily. This section is not mandatory.
2. Click **Next.**

Complete Declarations



1. Answer all **Declaration questions** by selecting an answer from the drop-down list to the right, if required, use the text box that appears to explain your answer.
2. Ensure you check the **declaration statement, read and accept the Online Criminal Record Check consent form** and answer the **media query** by selecting an option from the list.

Note: If you are a previous employee, please provide details of your previous position with Calvary in the Comments section.

Submit Application

1. At the bottom of the screen after completing the Declaration, click **Submit Application.**
2. A message will display thanking you for your application.

Further Assistance

While this guide has been created to assist you with successfully navigating the functionality of Calvary Careers, Calvary understands that there may be times when additional support is required or technical issues with the system occur. For technical support, please contact the local HR/Recruitment Support team of the facility you are interested in or email the National Recruitment Coordinator at national.recruitment@calvarycare.org.au