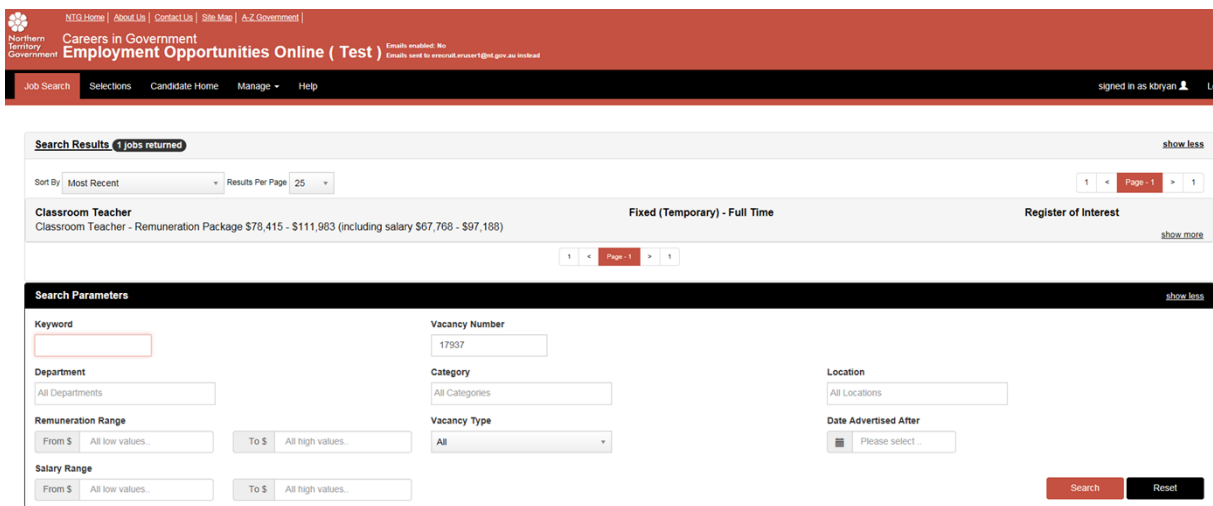


# APPLICANT USER GUIDE

## E-RECRUIT CLASSROOM TEACHER RECRUITMENT DRIVE

1. Go to the Northern Territory Government Employment Opportunities Online website.  
<https://jobs.nt.gov.au/Home/Search>
2. Search for the generic Classroom Teacher vacancy using position number 17937 in the Vacancy Number.



**Search Results** 1 jobs returned [show less](#)

Sort By: Most Recent Results Per Page: 25 [1](#) [Page - 1](#) [1](#)

**Classroom Teacher** Fixed (Temporary) - Full Time Register of Interest [show more](#)

Classroom Teacher - Remuneration Package \$78,415 - \$111,983 (including salary \$67,768 - \$97,188)

**Search Parameters** [show less](#)

Keyword:

Vacancy Number:

Department:

Category:

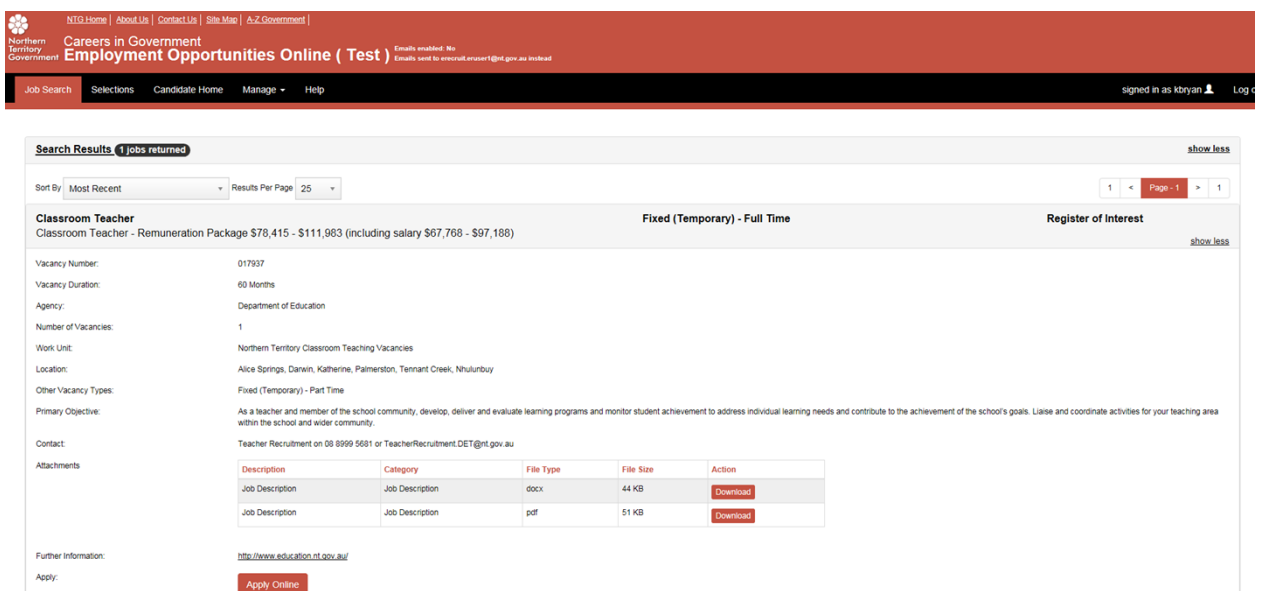
Location:

Remuneration Range: From \$  All low values. To \$  All high values. Vacancy Type:

Date Advertised After:

Salary Range: From \$  All low values. To \$  All high values. [Search](#) [Reset](#)

3. Click on the Classroom Teacher vacancy for the details and click Apply Online.



**Search Results** 1 jobs returned [show less](#)

Sort By: Most Recent Results Per Page: 25 [1](#) [Page - 1](#) [1](#)

**Classroom Teacher** Fixed (Temporary) - Full Time Register of Interest [show less](#)

Classroom Teacher - Remuneration Package \$78,415 - \$111,983 (including salary \$67,768 - \$97,188)

Vacancy Number: 017937

Vacancy Duration: 60 Months

Agency: Department of Education

Number of Vacancies: 1

Work Unit: Northern Territory Classroom Teaching Vacancies

Location: Alice Springs, Darwin, Katherine, Palmerston, Tennant Creek, Nhulunbuy

Other Vacancy Types: Fixed (Temporary) - Part Time

Primary Objective: As a teacher and member of the school community, develop, deliver and evaluate learning programs and monitor student achievement to address individual learning needs and contribute to the achievement of the school's goals. Liaise and coordinate activities for your teaching area within the school and wider community.

Contact: Teacher Recruitment on 08 8999 5681 or TeacherRecruitment.DET@nt.gov.au

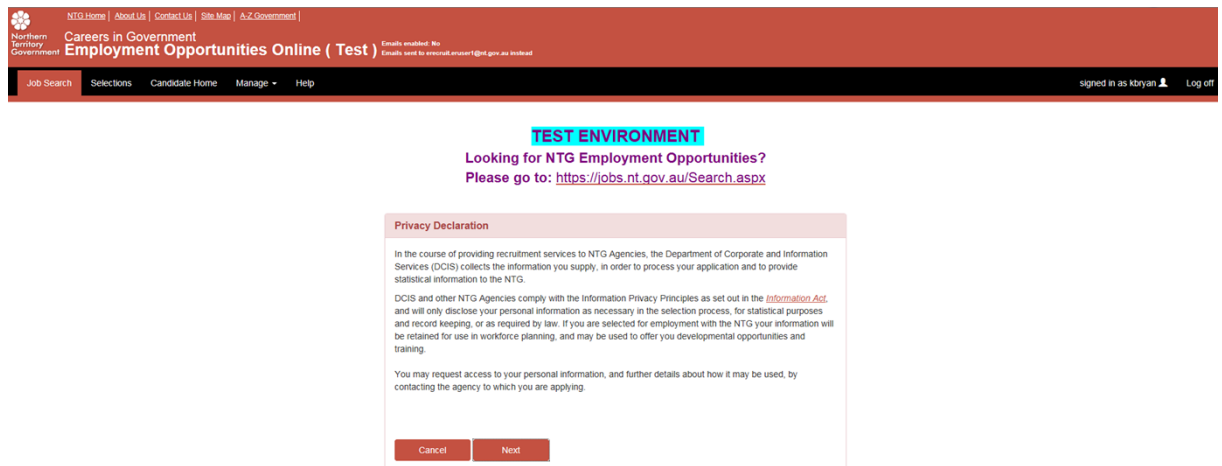
Attachments:

Description	Category	File Type	File Size	Action
Job Description	Job Description	docx	44 KB	<a href="#">Download</a>
Job Description	Job Description	pdf	51 KB	<a href="#">Download</a>

Further information: <http://www.education.nt.gov.au/>

Apply: [Apply Online](#)

4. Click next to the Privacy Declaration.



NTG Home | About Us | Contact Us | Site Map | A-Z Government |

Northern Territory Government Careers in Government Employment Opportunities Online ( Test ) Emails enabled: No Emails sent to: emerald.arnott@nt.gov.au Invalid

Job Search Selections Candidate Home Manage Help signed in as kbryan Log off

**TEST ENVIRONMENT**

Looking for NTG Employment Opportunities?  
Please go to: <https://jobs.nt.gov.au/Search.aspx>

**Privacy Declaration**

In the course of providing recruitment services to NTG Agencies, the Department of Corporate and Information Services (DCIS) collects the information you supply, in order to process your application and to provide statistical information to the NTG.

DCIS and other NTG Agencies comply with the Information Privacy Principles as set out in the [Information Act](#), and will only disclose your personal information as necessary in the selection process, for statistical purposes and record keeping, or as required by law. If you are selected for employment with the NTG your information will be retained for use in workforce planning, and may be used to offer you developmental opportunities and training.

You may request access to your personal information, and further details about how it may be used, by contacting the agency to which you are applying.

Cancel Next

5. For new users, click the black Register button to create an account.

The Northern Territory Government online job application system.

**Log in**

User name

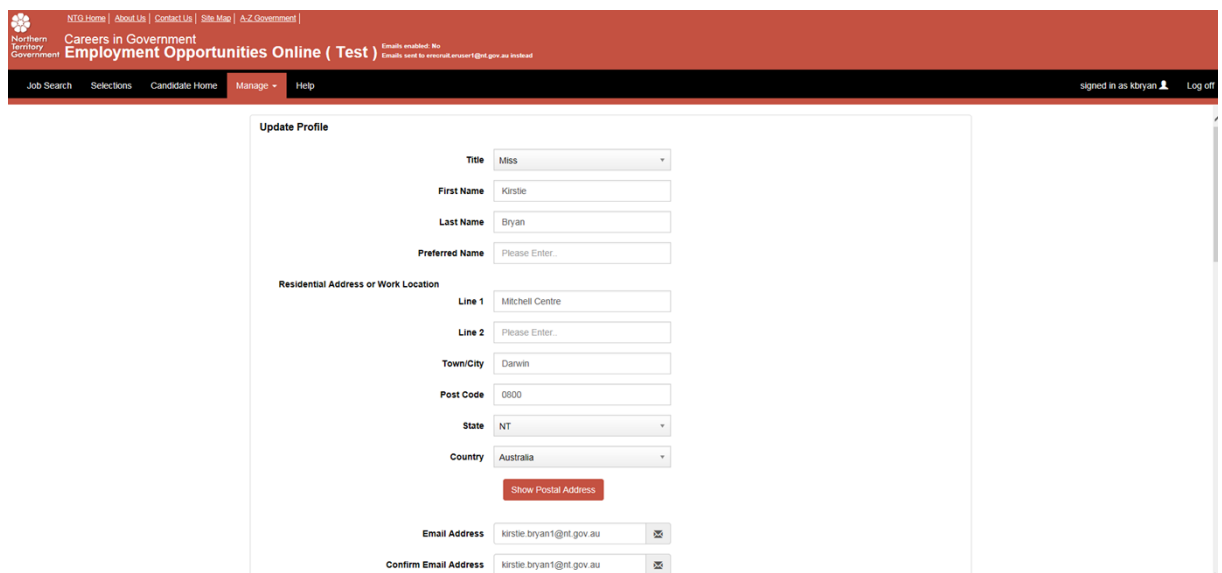
Password

☐ Remember me

[Can't access your account?](#)

Don't have an account?

6. Update the profile with your all of your details and click next to fill in your application. If you are not an Australian Citizen please upload identification in the supporting documentation under other.



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Northern Territory Government Careers in Government Employment Opportunities Online ( Test ) Emails enabled: No Emails sent to: emerald.arnott@nt.gov.au Invalid

Job Search Selections Candidate Home Manage Help signed in as kbryan Log off

**Update Profile**

Title Miss

First Name Kirstie

Last Name Bryan

Preferred Name Please Enter...

Residential Address or Work Location

Line 1 Mitchell Centre

Line 2 Please Enter...

Town/City Darwin

Post Code 0800

State NT

Country Australia

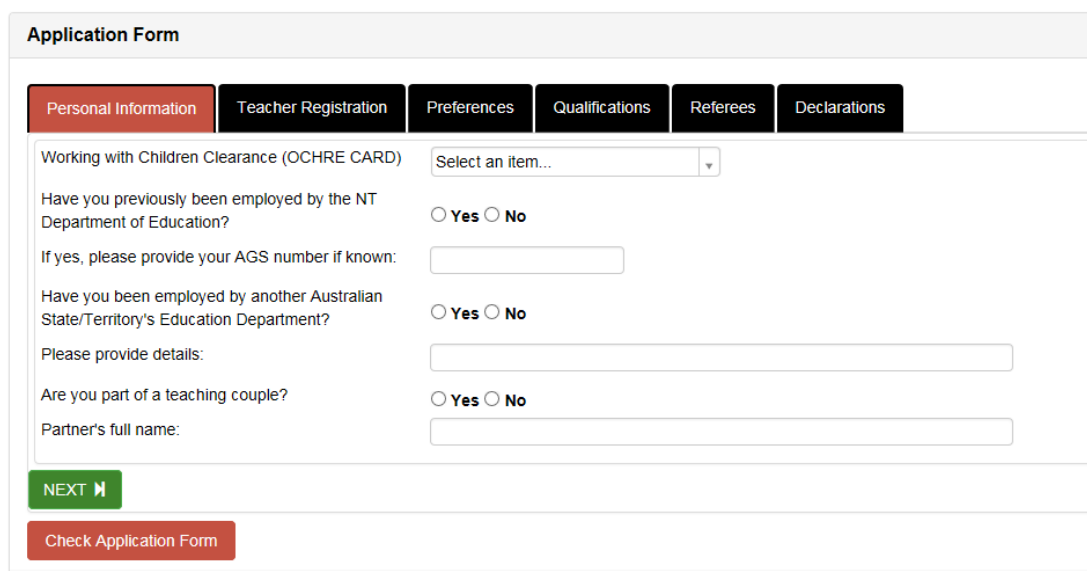
Email Address kirstie.bryan1@nt.gov.au

Confirm Email Address kirstie.bryan1@nt.gov.au

- Fill in the information for each section of the online application form (you are able to log back in to your account at any time to update the information, even after submitting).

Please note the Teacher Registration Board, as the regulatory authority, operates as a separate entity to the Department of Education and as such it is necessary to provide similar documentation to both bodies.

Please note an OCHRE card is a Northern Territory specific working with children check and is mandatory for all child related employment in the Northern Territory. Applications can be made online at SafeNT (NT Police).

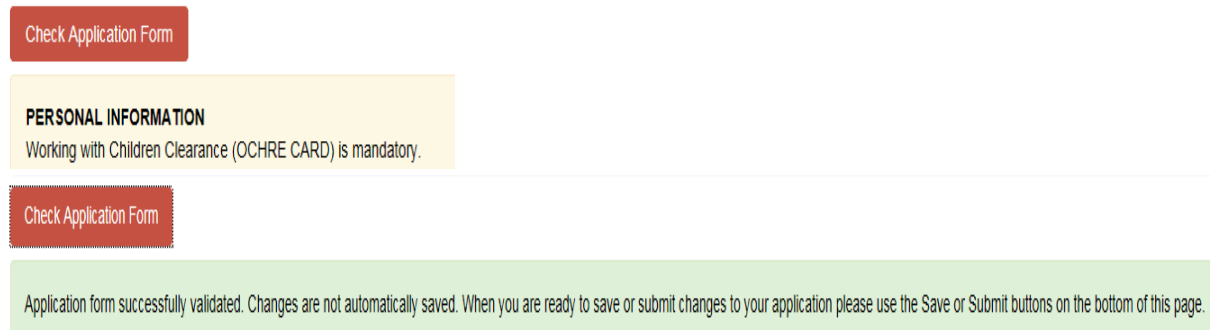


The screenshot shows the 'Application Form' interface. It has a header with the title 'Application Form'. Below the header is a navigation bar with tabs: 'Personal Information' (highlighted in red), 'Teacher Registration', 'Preferences', 'Qualifications', 'Referees', and 'Declarations'. The 'Personal Information' section contains the following fields:

- 'Working with Children Clearance (OCHRE CARD)' with a dropdown menu showing 'Select an item...'.
- 'Have you previously been employed by the NT Department of Education?' with radio buttons for 'Yes' and 'No'.
- 'If yes, please provide your AGS number if known:' with a text input field.
- 'Have you been employed by another Australian State/Territory's Education Department?' with radio buttons for 'Yes' and 'No'.
- 'Please provide details:' with a text input field.
- 'Are you part of a teaching couple?' with radio buttons for 'Yes' and 'No'.
- 'Partner's full name:' with a text input field.

At the bottom of the form, there is a green 'NEXT' button with a right arrow and a red 'Check Application Form' button.

- Click 'Check Application Form' button. If there is any section incomplete a notification will prompt you to this.



The screenshot shows the notification and validation messages. It starts with a red 'Check Application Form' button. Below it is a yellow box with the heading 'PERSONAL INFORMATION' and the text 'Working with Children Clearance (OCHRE CARD) is mandatory.' Below this is another red 'Check Application Form' button. At the bottom, there is a green box with the text: 'Application form successfully validated. Changes are not automatically saved. When you are ready to save or submit changes to your application please use the Save or Submit buttons on the bottom of this page.'

- Upload a copy of your CV, Qualifications, Statements of Services, Prac Reports/Exist Interview and VISA details if required.

Please note statements of service for the purpose of a salary assessment are accepted from relevant government payroll departments or on official school letterhead clearly stating full time or part time classroom teacher employment with commencement and cessation dates; and/or a total number of casual relief teaching days. Any leave without pay must also be noted.

Supporting Documents

For information on preparing applications, including examples, refer to the Office of the Commissioner for Public Employment website by [clicking here](#).

Category

Select an Option

Attachment

Browse...

Reset

Max. File Size 5MB

Allowed File Types: ( .doc, .docx, .xls, .xlsx, .pdf, .txt, .rtf, .csv, .rar, .zip, .jpg, .jpeg, .gif, .png, .tif, .tiff, .bmp, .msg, .tr5 )

Upload File

Search:

Category	Original Name	Action
Qualifications	Fake cover letter.docx	
Resume	Fake cover letter.docx	

10. If successfully validate, click 'Submit' at the bottom of the page.

Declaration

How did you find out about this job?

Internet - Job Search website

Additional Comments (max. 1000 characters)

I have previously lived in the Northern Territory and am keen to return to teach in remote communities for 2017 - 2018

Employment contracts for successful applicants will be prepared in accordance with the Electronic Transactions (Northern Territory) Act, if an applicant wishes to obtain an original employment contract they should contact Employment Services on 1300 659 247 as soon as an offer of employment is received.

I declare that to the best of my knowledge, the information provided in this form is true and correct.

Yes

Please review your application carefully before submitting. When you are satisfied you have provided sufficient information to support your application, then send your application by clicking the Submit button. When you submit your application, an email with a link to this application will be sent to the email you have provided.

Cancel

Save

Submit



**TEST ENVIRONMENT**  
Looking for NTG Employment Opportunities?  
Please go to: <https://jobs.nt.gov.au/Search.aspx>

Candidate Home							
10 records per page				Search: <input type="text"/>			
Application ID	Application Status	Position Number	Job Title	Date Last Submitted	Ref No	Close Date	Expires
194779	Submitted	017937	Classroom Teacher	7/09/2016 2:21:12 PM	77933	Register of Interest	5/05/2017

11. A complete application for an 'Eligible & Available' status in order for schools to employ you as a relief teacher or on contract requires:

- Current Northern Territory Teacher Registration.

- Current Northern Territory OCHRE Card.
- Certified copy of identification if you are not an Australian citizen.
- Photocopy of relevant teaching Qualification certificate and transcripts
- Response from a Principal/Assistant Principal referee, against DoE reference template

*You are able to submit without the specific NT teacher registration, Ochre card etc and log in at a later date to update as required.*