

Registering your job seeker account on JobsWA

Step 1 – Registering your account

To register your JobsWA account click on the red search bar, as highlighted in the screenshot below.



Click on 'Login' on the left hand side of the screen.



Click on 'Not Registered' as highlighted below.

[Home](#) > Job search

[Job Search](#)

[View Latest Jobs](#)

[Email me Jobs](#)

[Login](#)

[Closed Jobs](#)

542 jobs advertised.
[System Requirements](#)

Job Seeker Login

Email

Password

[Not Registered?](#)

[Forgotten Your Password?](#)

[System Requirements](#)



A notice will appear, please ensure that you read the terms and conditions. If you agree please click 'Yes' to proceed.

[Home](#) > Job search

[Job Search](#)

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542 jobs advertised.
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Registration Agreement

Notice:

By continuing with this registration, you:

- acknowledge and accept the Terms and Conditions, Disclaimers and Privacy Policy Statements that apply to this web site; and
- agree that we may from time to time contact you by e-mail to ask you to participate in [on-line] surveys to help us improve our services. You are not obliged to participate. If you do not wish to be contacted simply unsubscribe. If you do not log-in to this site within any given 90 day period, you will be automatically unsubscribed. You may re-subscribe at any time.

Do you accept all of the preceding terms?

[Terms and Conditions](#) [Privacy Statement](#)



In the text fields highlighted in red please fill in your first name, surname and email address and click 'Save'.

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New Account Details

Fields labelled like * **this** are mandatory.

* **First Name**

* **Surname**

+ **Email**

Enter the information above and click "Save" at the bottom of the screen.

A password will be emailed to you. Use that password to login, and then change it to something that's easy to remember.

Your email address becomes your Username.

Save

The screenshot below will appear to assist you with creating your profile.

[Home](#) > Job search

Job Search

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Welcome to jobs.wa.gov.au

Welcome to jobs.wa.gov.au - your online gateway to job opportunities in the Western Australian public sector.

An email titled "Registration Confirmation" will be sent to the email address you supplied. The email will contain your password. Copy this password as you will need it to complete the LOGIN process.

To complete your registration, please follow these steps:

- 1. LOGIN**
Go to the job search screen and click "Login" on the menu. Enter your email address and the password supplied to you in the Registration Confirmation email.
Click the "Login" button.
- 2. CREATE A PERSONALISED SEARCH PROFILE**
On the menu, click on "My Details".
After entering your details, click on the "Search Profile" button towards the top of the screen.
Create your search profile by selecting the types of vacancies you want to receive. You can use your CTRL key to select multiple options.

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Adobe Acrobat Reader

Step 2 – Applying for a Vacancy

Click on 'Apply for Job' at the top or bottom of the advertisement.

The screenshot shows the 'jobs.wa.gov.au' website. At the top, there is a navigation bar with 'Home', 'Search jobs', 'Application tips', 'Working in the WA public sector', and 'Employment programs'. The 'Search jobs' button is highlighted. Below the navigation bar, there is a sidebar with 'Job Search', 'View Latest Jobs', 'Email me Jobs', 'Login', and 'Closed Jobs'. The main content area displays a job advertisement for 'Library Officer' at the 'State Library of Western Australia'. The advertisement includes the following details:

- Position No:** Pool Ref 12259
- Work Type:** Fixed Term - Full Time
- Location:** Perth
- Closing Date:** 2015-08-05 4:00 PM (YYYY-MM-DD)

The advertisement also includes a description of the role and the organization's commitment to an equitable and diverse workforce. A red box highlights the 'Apply for job' button at the top of the advertisement.



Information to assist in your online application process will appear. Scroll to the bottom of the page to enter in your email address and click on 'Continue'.

The screenshot shows the application process page for the 'Library Officer' position. The page title is 'Application For Library Officer Pool Ref 12259, State Library of Western Australia'. Below the title, there is a section titled 'Some tips to help you apply for this job:' with a list of five tips:

1. Read the advertisement and any attachments carefully to make sure you understand exactly what information you need to include in your application.
2. If you're unsure of anything, get in touch with the contact person named in the advertisement.
3. Agencies prefer to receive applications online. Please do not email, fax or post your application when you apply online.
4. A password will be emailed to you during the application process. You can use this password to log into the job board and continue the application if you don't complete it in one sitting. All information is saved.
5. Please do not leave applications to the last minute. The job board may experience slowdowns during peak times. Be aware that you will not be able to successfully submit your application after the advert's nominated closing time, even if you are part way through the process of applying.

Below the tips, there is a 'Notice:' section with the following text:

By continuing with this application, you:

- acknowledge and accept the Terms and Conditions, Disclaimers and Privacy Policy Statements that apply to this web site; and
- agree that we may from time to time contact you by e-mail to ask you to participate in [on-line] surveys to help us improve our services. You are not obliged to participate. If you do not wish to be contacted simply unsubscribe. If you do not log-in to this site within any given 90 day period, you will be automatically unsubscribed. You may re-subscribe at any time.

At the bottom of the page, there are two input fields for email addresses:

Please enter your email address:

Please confirm your email address:

The 'Continue' button is highlighted with a red box.

You will now be prompted to log in to your job seekers account by creating a password:

To continue with your application you are required to be logged in. Please enter your password below:

A number of pre-employment questions will be required to be answered. Please continue with your application, click 'Next' at the bottom of each page to progress through the application process.