



Department of
Education

Shaping the future

Casual School Support Pool

Help Guide

2 September 2022



Contents

Casual Staff Seeker	3
Prepare your application	3
Nationally Coordinated Criminal History Check	3
Working With Children Check.....	3
Identification and eligibility to work	4
CV/Resume (optional).....	4
Qualifications/Certificates (optional).....	4
Complete the online application	5
Incomplete application	9
Contact Us.....	10

Casual Staff Seeker

The way schools hire casual relief staff is changing. From Term 4, 2022 we will be expanding our new Casual Staff Seeker to include allied professionals and support staff. Many public schools will be using the Casual Staff Seeker, an online tool that makes it easier to send you booking requests via text message.

When you work in a public school, you'll enjoy the personal rewards of making a difference to students' lives as well as the benefits of flexible working conditions.

A school looking for casual relief logs into Casual Staff Seeker and chooses a staff member who meets their needs. You may be contacted for more information about your experience. Booking requests will be sent to you via text message. To respond, login to HRMIS to access Casual Staff Seeker and confirm or deny your availability. If you are successful in securing the booking it will be confirmed by text message.

Prepare your application

Before you start your application, there are a couple of pre-employment checks that need to be completed. Please see below information that is required for your application and how to obtain it.

Nationally Coordinated Criminal History Check

All employees of the Department of Education must consent to a Nationally Coordinated Criminal History Check (NCCHC) and be cleared through the Department of Education's Screening Unit.

If you have worked in a public school in the last six months, including casually, your screening clearance number may still be valid.

The NCCHC is processed by our Screening Unit. This check is not the same as a National Police Certificate, and we can't accept any other police clearances or criminal record checks.

You can apply or check your clearance by visiting www.education.wa.edu.au/ncchc

Working With Children Check

To work in a school all staff require a valid Working With Children Check (WWCC) card or proof that you have made an application (receipt or online tax invoice).

If you have a current WWCC card or a receipt, have a photo or scanned copy ready to attach to your application. If you do not have a WWCC you will need to apply for one.

WWCC forms need to be signed by a nominated school representative. If this is not possible, please contact us on 9264 5083 for advice. We recommend calling schools in your local area first about signing your form before attending in person.

For more information visit the WWCC website: workingwithchildren.wa.gov.au

Identification and eligibility to work

We need certain identification documents to prove your identity and verify your eligibility to work, this can include:

- Australian birth certificate
- Australian or New Zealand passport
- Australian or New Zealand citizenship evidence

If you are a **permanent or temporary resident (visa holder)**, you will need to provide a copy of your visa details from [VEVO](#) and your passport. If you are a dependent on a partner's visa, you will also need to provide your partners visa information.

CV/Resume (optional)

A CV or resume is a summary of your work history, experience, and qualifications. If you would like to include a copy of your CV or Resume you can attach it to your application. You can always upload a resume to your casual staff seeker profile later.

A CV helps Principals and managers get a reasonable sense of who you are, your experience and how you might complement their current staff, and the needs of the school.

Where you are able, set aside time with a colleague or your line manager, to work through your CV with them. Having worked directly with you, they may be able to help you and provide feedback on the content of your CV. It is recommended that you contact your referees to seek their agreement prior to nominating them to provide a reference for you.

Qualifications/Certificates (optional)

If you have any qualifications or certificates relevant to the roles you are interested in, you may want to attach these to your application. If complete further training you can add a copy of these to your Casual Staff Seeker profile.

Some allied professional and support positions may require a qualification. Find out more about the roles you can do on our website: education.wa.edu.au/school-support-roles

Complete the online application

Below are the questions you are asked in the online application. Each question has an explanation listed on the right-hand side of the page of what you need to fill in.

Anything listed in **red** must be entered – anything in **black** is optional.

<p>Applicant Personal Details</p> <p>* Title <input type="text" value="Ms"/></p> <p>* First Name <input type="text" value="Barbara"/></p> <p>Middle Names <input type="text"/></p> <p>* Last Name <input type="text" value="Person"/></p> <p>Preferred Name <input type="text"/></p> <p>* Postal Address <input type="text" value="151 Royal street"/></p> <p>Postal Address 2 <input type="text"/></p> <p>* Suburb / Town <input type="text" value="EAST PERTH"/></p> <p>* State <input type="text" value="WA"/></p> <p>* Post Code <input type="text" value="6004"/></p> <p>* Country <input type="text" value="Australia"/></p> <p>* Phone (Preferred) <input type="text" value="111111111"/></p> <p>Phone (Alternative) <input type="text"/></p> <p>Email <input type="text" value="email@email.com"/></p>	<p>Select your title from the drop down e.g. Mr, Miss, Mrs</p> <p>Enter your legal name, if you don't have a middle name, leave the box blank</p> <p>Enter in your current postal address for example: Postal: 151 Royal Street Suburb: East Perth State: WA Post Code: 6004 Country: Australia</p> <p>Enter your personal contact details including a mobile number as all casual bookings are sent via text message.</p>
<p>Wagov Employment Details</p> <p>* Are you currently employed in the WA public sector? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>If yes, please specify Agency <input type="text" value="-- choose --"/></p> <p>Classification Level <input type="text" value="-- Select from List --"/></p> <p>Specified Calling Level <input type="text" value="-- Select from List --"/></p> <p>Award <input type="text" value="-- Select from List --"/></p> <p>* Have you ever received a voluntary severance from the WA public sector <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>If yes, what is your re-entry date on your Deed of Severance <input type="text" value="31"/> (yyyy-mm-dd)</p>	<p>If you work in a public sector agency you can fill in your employment details here.</p> <p>Important: only the red questions require an answer. If you are not sure of the other questions, you can leave them blank.</p>
<p>Please answer the below questions: <i>(We collect this information for statistical purposes)</i></p> <p>Date of Birth: <input type="text" value="31"/> (yyyy-mm-dd)</p>	<p>Enter in your date of birth in the following format: YYYY-MM-DD <i>For example, if your birthday is on the 22 August 1974 you would enter 1974-08-22</i></p>

Age Group:

Gender:

Where do you currently reside?

Select your age group and gender and location from the drop-down menus

Do you speak a language other than English at home?

What language is this?

Select your answer from the drop-down menu

If you speak any languages other than English at home, you can fill them in here

Are you of Aboriginal or Torres Strait Islander Origin?

How did you find out about the application process?

Select your answers from the drop-down menu

2. WORKING IN AUSTRALIA

To work in a Western Australian public school, you must be eligible to work in Australia.

You will need to attach identification along with any other visa information (if required). Permanent residents, you will need to attach a copy of your permanent or migrant visa.

Are you an Australian or New Zealand citizen, Australian permanent resident or a temporary visa holder?

If you are a permanent resident or visa holder, please select the visa you currently hold:

You will need to attach your current visa details from VEVO and a copy of your passport at the end of your application. If you are a secondary visa holder, please attach a copy of your partner's visa information.

If you have a temporary visa, what is the expiry date? (yyyy-mm-dd)

Select your residency status. You will need to attach your ID documents on the last page of this application.

Select your residency status. You will need to attach your ID documents on the last page of this application.

You will only need to complete this question if you are a **Temporary Visa Holder**.

Enter in the expiry date in the following format:
YYYY-MM-DD
For example, if the expiry date is 20th December 2025 you would put in 2025-12-20

1. WORKING FOR US

You must have a current Working With Children Check (WWCC) to work in our schools.

If you do not already have a WWCC card or proof of an application in progress (application or renewal receipt), you must lodge an application before you can commence work at a school site. The WWCC application form should be signed by a nominated representative of the school you intend to work at. You can find more about this at www.workingwithchildren.wa.gov.au

Do you currently hold a valid Working With Children Check (WWCC) clearance?

Select your answer from the drop-down menu.

If you have a WWCC card or receipt, attach it in the last part of this application.

If you do not have a WWCC card you will need to apply for one prior to us accepting you into the pool. Further instructions are listed on page 3.

You must have a current screening clearance number to be placed in this pool.

If you do not have a screening clearance number, leave this blank and our team will contact you to advise you how to get one. You must consent to a criminal record check and be cleared, before you can start work. This Nationally Coordinated Criminal History Check must be processed through the Department's Screening Unit. You can find out more about this, and apply, at www.education.wa.edu.au/hcchc

Our current active casual employees should already meet these requirements, as long as you have worked in the last 6 months. You can find your screening number at apps.det.wa.edu.au/cris-external/

What is your Screening Clearance Number?

-- Select a record --

Have you worked for the **WA Department of Education** in the past 6 months, including on a casual basis?

If you have worked for us before, please tell us your employee ID (E number):

If you have a Department of Education screening clearance number type it in the first text box.

If you do not have a screening number, you will need to apply for one prior to us accepting you into the pool.

If you currently work for the Department casually, on a fixed-term contract or permanently, select **'Yes'** in the drop down menu.

If you have previously worked with us and remember your E number type it in the last box. E.g. E0123456
If you have previously worked with us and are not sure of your E number, you can leave this section blank.

2. INFORMATION WE NEED TO KNOW

Do you have a **medical condition or disability** that needs to be considered when working at a school or college?

-- Select a record --

If you have, this is not a barrier to employment, however it will help us identify any modifications or accommodations you may need.

If **'yes'**, please provide details:

If you have answered 'yes' to a medical condition, please attach a medical certificate to confirm you are fit to work.

Have you made a previous **workers' compensation claim with the Department of Education** that was accepted?

-- Select a record --

If you have, this is not a barrier to employment, however it will assist in assessing opportunities to place you in appropriate employment.

Have you made any **other workers' compensation claims** that were accepted?

-- Select a record --

If you have answered 'yes' to making a workers' compensation claim please provide details, including approximate year and location:

In this section, you can let us know if you have a medical condition or disability that we may need to consider, or any worker's compensation claims that were accepted.

If you do make a declaration, please attach a medical certificate confirming your fitness for work on the last page.

1. JOB PREFERENCES

[Email me jobs](#)

Which **casual opportunities** are you interested in?

- Education assistant
- Education assistant | Auslan
- Education assistant | Braille
- Education assistant | Defence

To select more than one option:

- hold down the **Ctrl** key if you are on a Windows computer
- hold down the **Command** key if you are on a Mac and click the options you are interested in.

Job requirements

Some positions may have certain requirements such as a driver's license, but are not usually needed for casual relief.

You can attach any relevant qualifications, certificates or licences to your application.

2. ATTACHMENTS

Have you got your documents ready?

Here you can select any jobs you would be interested in working in.

You can see more options by holding down **Ctrl** or **Command** key, scroll down, and select the options you are interested in.

If you change your mind, you can update your selections when you set up your Casual Staff Seeker profile.

Application For Casual Pool 00000001, Department of Education

Please review the attachments you have chosen to include with your application.

Application Attachments

The following files are already attached to this application

[blank.docx](#) (12KB uploaded 21st Apr 2022)

[remove](#)

Attach Job Seeker Files

Please tick any of your saved job seeker attachments you would like to include with your application.

Please note the maximum size for each attachment is 8MB.

*It is also recommended that attachments be in one of the following formats:
MS Word, MS Excel, Adobe PDF, JPEG or GIF.*

Do not attach ZIP or password protected files.

Upload New Attachments

Please upload any new attachments you would like to include with your application.
(maximum attachment size allowed is 8MB)

No file chosen
 No file chosen
 No file chosen

If you have more than 3 attachments to include with your application, please click on 'Save' and you will be able to include additional attachments.

also save these files to my Job Seeker account

Any documents you upload will appear here. If you can't see them, click on **Save** at the bottom of the page to refresh. If they still don't appear you may need to re-upload your documents below.

Upload your documents by clicking on **Choose File**

If you want to update your documents while we are processing your application, you can email them to workforce.casual@education.wa.edu.au

If you want to update your documents once your application has been processed, you can do this by updating your Casual Staff Seeker profile.

Once you have completed uploading your documents, click **Next** at the bottom of the page.

Application For Casual Pool 00000001, Department of Education

By submitting this application I am declaring all statements in the application to be true and correct, to the best of my knowledge, at the time it was submitted. I acknowledge that the information I am providing will be relied on in assessing my application and that, if I am appointed to this position, any significant information that is found to be false or misleading may make me liable for disciplinary action including possible dismissal.

Applicants who subsequently become aware that information they have provided is false or misleading should immediately bring this to the attention of the Agency below.

By clicking accept, you acknowledge that you have applied for this position only once.

Department of Education

I have read, understood and accept this condition

Please note:

1) Your application includes these attachments:

- blank.docx

2) You are able to amend your application prior to the vacancy closing through your job seeker profile; these details have been e-mailed to your contact address.

On the last page of your application, you must read and agree to the condition of entry in this pool.

You will also see which attachments you have uploaded. If you need to go back, click on the **Back**.

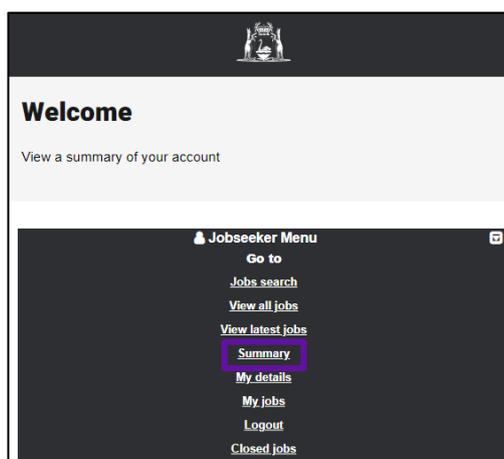
To finish your application, click on **Submit Application**.

Incomplete application

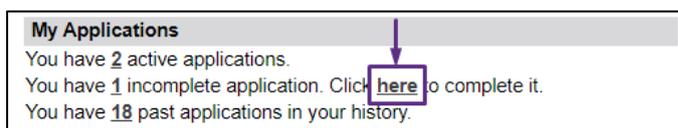
If you started an application and couldn't finish it, you can find it as an **Incomplete** application in JobsWA. When you start an application JobsWA will create a profile for you using your email address and will store your attachments and applications.

To find your incomplete application:

1. Go to <https://search.jobs.wa.gov.au> and click on **Login** in the menu. Enter your email and password. There is a forgotten password link if you can't remember your password.
2. When you have logged in, you will see a Summary of your JobsWA account. If you cannot see this page, click on **Summary** in the menu.



3. Under **My Applications** you will see 'You have X incomplete application. Click here to complete it'. Click on the link.



This will take you to another page, where you will see your current applications.

4. Find the application for the 'Casual School Support Pool'. Click on the link 'here' to go back and finish your application.

Date	Job Title	Position Number	Incomplete	Session Status
2022-01-12	Casual School Support Pool		Click <u>here</u> to complete the application	Application Incomplete

This will then take you through to your application. Make sure you go to the last page of the application and click '**Submit**'.

Contact Us

If you require any assistance our friendly team is available to assist. You can contact the Casual Workforce Team on the following details:

Phone: (08) 9264 5083

Email: workforce.casual@education.wa.edu.au

If you would like to update attachments in your application, you can send them to us via email or if you have already set up a profile you can update your documents directly in the Casual Staff Seeker.

For more information about Western Australian public schools, visit [Schools online](#) website.