

Applying for jobs at Council

East Gippsland Shire Council (EGSC) utilises Subscribe HR, a web based self-service system which allows applicants to apply for Council jobs online, 24 hours a day, 365 days a year. Through the system you can review vacancies, set up job alerts, manage your applications and maintain a personal profile.

Each position advertised includes; a Position Description and specific contact details for the job so you have access to all the information you need in order to complete a compliant application.

EGSC will only accept job applications submitted online through Subscribe HR. Applications and resumes received via email, over the counter or post will not be considered. Please refer any questions about this to a member of our Human Resources team by calling 03 5153 9500.

This User Guide is designed to assist applicants navigating the Subscribe HR recruitment portal.

Applying for a position

Searching for positions

Council's Job Vacancy page is located at www.eastgippsland.vic.gov.au/careers.



To view all vacant positions at Council, select the green **Current Vacancies** button to start your search.

The screenshot shows the East Gippsland Shire Council website. At the top, there is a search bar with the text "WHAT ARE YOU SEARCHING FOR?" and a search button. Below the search bar is a navigation menu with links to "About Us", "Services", "Community", "Business", "Planning and Building", "Libraries", "Arts and Leisure", and "Plans and Projects". The "Job Vacancies" page is selected, and the "Current Vacancies" button is highlighted with a red box.

The search option allows you to apply the following search filters:

- Location – select a location within East Gippsland Shire
- Categories – select a Council department to search against
- Salary – select a salary range to search against
- Tick the employment status to select the employment type to search against

You don't need to sign up to **search** for vacant positions; however, you need to sign up and create an account to apply for positions and to receive job updates via email. Internal applicants will need to sign into the system to order to apply for vacant positions advertised internally only.

[Help](#) [Job Alerts](#) [Login](#) [Jobs](#)

☐ Full Time ☐ Part Time ☐ Contract/Temp ☐ Casual
☐ All jobs

Environmental Health Officer

- Lakes Entrance
- Tools of Trade Vehicle
- Full Time

The purpose of the role is to assist in the provision of a comprehensive, responsive environmental health service in accordance with legislative requirements and community needs, which protects and enhances the health of the community.

[Find out more](#)

Community Planning and Engagement Officer

- Bairnsdale
- 0.9 EFT - limited tenure to 30 June 2019
- \$78,478.51 to 84,736.70 per annum
- Part Time

The purpose of the role is to provide community capacity building, engagement, and community planning services to ensure that council's community / place plans are delivered across the 12 districts of East Gippsland.

[Find out more](#)

Health Club Instructor / Personal Trainer

- Casual

The purpose of the role is to ensure the safety of all gymnasium users, while ensuring an enjoyable and professional environment. To plan and deliver quality exercise programs that will achieve results and assist in membership retention.

[Find out more](#)

Viewing positions

To find out more information about a position or to view the position description, click on **Find out more**

Health Club Instructor / Personal Trainer

Apply



Refer

- Casual





The purpose of the role is to ensure the safety of all gymnasium users, while ensuring an enjoyable and professional environment. To plan and deliver quality exercise programs that will achieve results and assist in membership retention.

[Find out more](#)

You will need to click on “**Vacancy Description**” and read the Position Description, to assess your eligibility and suitability for the position. If you wish to then apply for the position, you will need to click on the “**Apply**” button.

[Help](#) [Job Alerts](#) [Login](#) [Jobs](#)

Health Club Instructor / Personal Trainer



About the business and the role

Home to tranquil lakes, pristine beaches and the rugged beauty of the high country, East Gippsland is a Victorian gem. As a major employer in the region, East Gippsland Shire Council represents the needs of around 45,000 residents and over one million visitors annually across an area of 21,000 square kilometres. We are the second largest council (in area) in Victoria. The region boasts spectacular scenery, colourful fishing and boating villages, an extensive system of lakes and rivers, High Country vistas, isolated beaches and rugged coastal outcrops.

This is a casual position primarily based at Lakes Entrance Aquadome and/or Bairnsdale Aquatic and Recreation Centre.

The successful applicant will be required to undertake a working with Children Check and Police Check. Applicants for this position must be legally entitled to work in Australia. Applicants invited for interview will be required to provide evidence of this entitlement at the time of interview. Acceptable evidence includes an Australian or New Zealand passport, birth certificate, or foreign passport with relevant visa.


Position Objective

The purpose of the role is to:

- Ensure the safety of all Health Club users, while ensuring an enjoyable and professional environment
- Plan and deliver quality exercise programs that will achieve results and those members are actively engaged while using the facilities


Other responsibilities of this role include:

- Conduct fitness assessments for all new members
- Develop and plan individual training programs including reviews, updates and modifications
- Provide training advice to all patrons of the gym

 [Vacancy Description - PD 7079 - Health Club Instructor _Personal Trainer .pdf \(417 kB\)](#)

*When applying for any Vacancies / Jobs please use: Internet Explorer 9 and above, Firefox, Chrome, Safari or Opera.
Please do not use Internet Explorer 8 or earlier versions.*

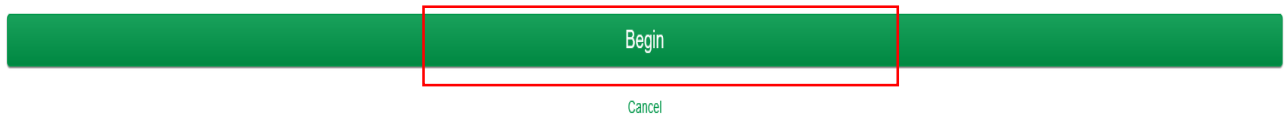
Apply

Powered by
SUBSCRIBE 

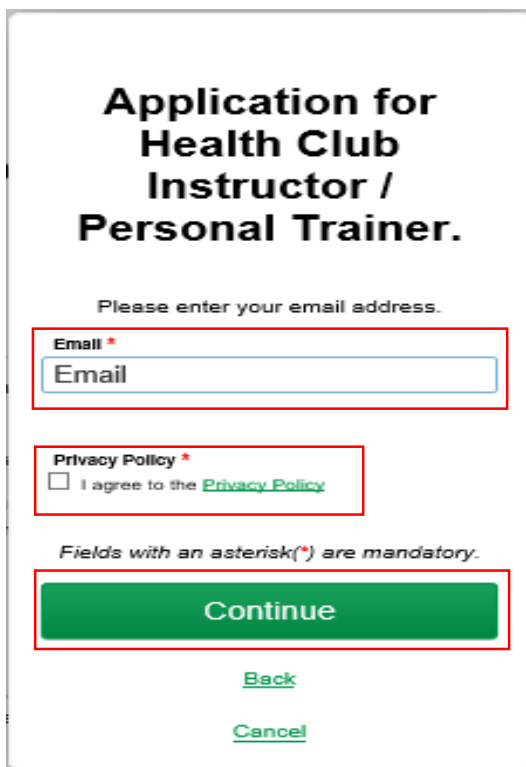
How to apply:

- If you have NOT registered with our Careers Site, you are about to do this now by clicking "Begin". You are going to be asked to set-up a user name and password as well as provide your general details. You will also need to complete the relevant stages in applying for this role, which may include questions. Where you see next or continue, please use these options to complete your application. If you do not complete the application process in full, you may not be considered for the role.
- Unsure if you have registered before, [click here](#) and follow the steps.
- Returning Applicants: FORGOTTEN YOUR LOGIN DETAILS? [click here](#) and follow the steps.
- To view Help information on how to use the Careers Site [click here](#).

IMPORTANT: This site is optimised for - Internet Explorer 9.0 (or later browser versions), Safari, Firefox 3 (or later browser versions) and Chrome. NOTE: that earlier browser may not perform properly for you in your application.



To register, we will ask you to enter your **email address** and tick the box **I agree to the Privacy Policy**. You will then need to press **continue**.



**Application for
Health Club
Instructor /
Personal Trainer.**

Please enter your email address.

Email *

Email

Privacy Policy *

☐ I agree to the [Privacy Policy](#)

Fields with an asterisk(*) are mandatory.

Continue

[Back](#)

[Cancel](#)

If you would like to apply using your Seek profile, click on **Apply with Seek** or fill in the details; **Title, First name Last name** etc. The red asterisks are mandatory to fill in. Click **Next**

TIP: Please ensure you make a note of your password as you will need to use this again to review the progress of your application, to review your employment contract if you are successful in obtaining the position or for applying for future vacancies.

General Information

Your email has not been registered in the system. Please type your details to create an account and continue.

Apply with seek

OR

Title
Select

Firstname * Lastname *

First name Last name

Email

Password (at least 8 characters)

Password Confirm

Your password strength is 0%.

Fields with an asterisk(*) are mandatory.

Cancel Next

Applying for a position and completing your job application is simply a matter of stepping through a series of online forms.

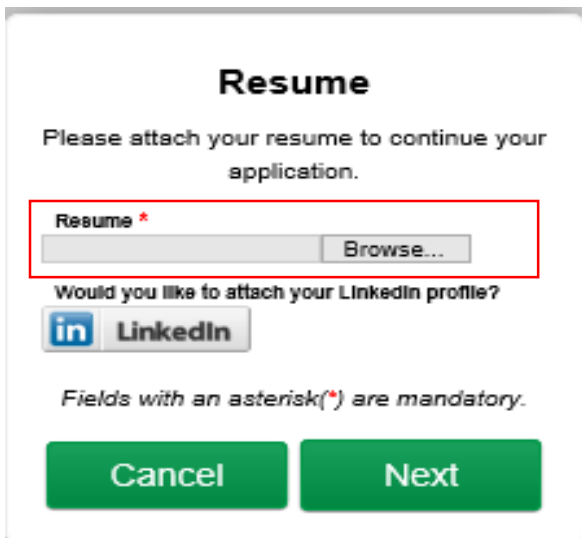
You will be required to:

- Confirm your personal details and create a system password
- Attach your resume
- Attach your cover letter
- Attach your certificates / licences

Resume

Attaching your Resume

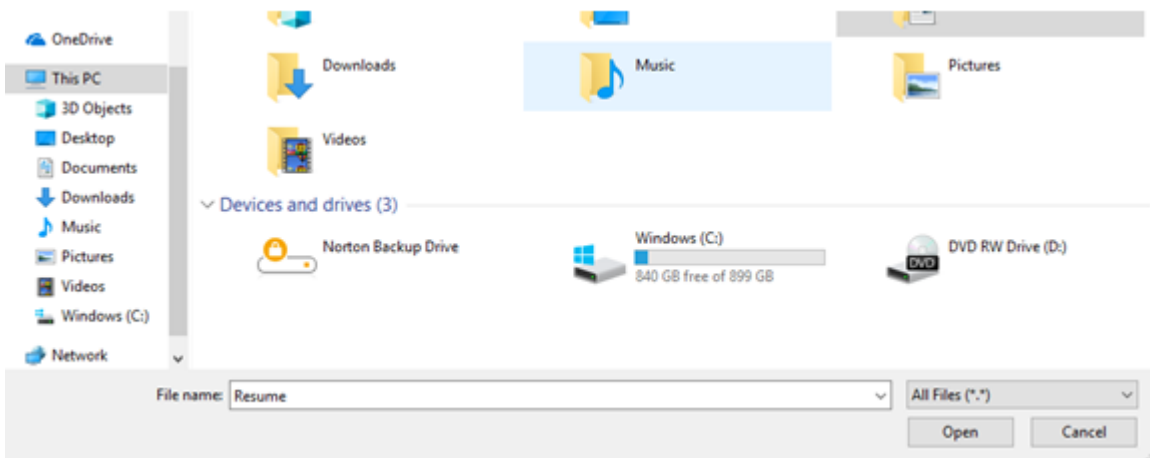
- Click **Browse**



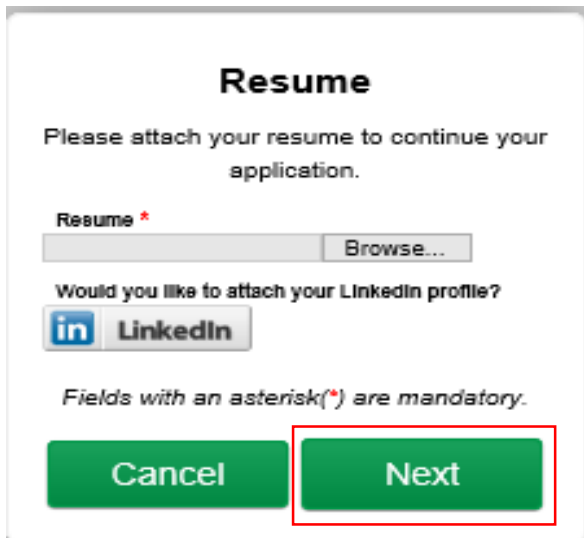
A screenshot of a web form titled "Resume". The form asks the user to attach their resume to continue their application. It features a text input field labeled "Resume *" with a "Browse..." button next to it. Below this, there is a question "Would you like to attach your LinkedIn profile?" with a LinkedIn logo and a "LinkedIn" button. At the bottom, there are "Cancel" and "Next" buttons. A note at the bottom states "Fields with an asterisk(*) are mandatory." The "Resume" field and its "Browse..." button are highlighted with a red rectangle.

Select your document from either your **hard drive** or **USB stick**

- Find your document, click open



- Click **Next**




The image shows a web form titled "Resume". Below the title, it says "Please attach your resume to continue your application." There is a text input field labeled "Resume *" with a red asterisk, followed by a "Browse..." button. Below this, it asks "Would you like to attach your LinkedIn profile?" with a button that has the LinkedIn logo and the text "LinkedIn". At the bottom, there are two green buttons: "Cancel" and "Next". The "Next" button is highlighted with a red rectangular border. A note at the bottom states "Fields with an asterisk(*) are mandatory."

Cover Letter

Attach your **cover letter**, which should introduce yourself. Include the position title and why you are interested in the role.

Follow the same steps as uploading your resume.



[Help](#) [Job Alerts](#) [Logout](#) [Profile](#) [Deactivate](#) [Jobs](#)

Certificates
STEP 2

Questions
STEP 3

Confirm
STEP 4

Health Club Instructor / Personal Trainer

Details

[Next](#)

Name

Miss

Lisa

Brown

Address *

Address

Additional Address

City * **Postcode ***

City

Postcode

State * **Country ***

Select

Select

Phone * **Email address**

Preferred Phone

lisab99@gmail.com

Social Media

Twitter URL

Facebook URL

LinkedIn URL

Resume

[Tips and Suggestions for Applying for Internal Positions 2018.pdf](#) (116 KB)

Fields with an asterisk(*) are mandatory.

[Next](#)

[Save and exit](#)

Certificates and Licences

Attach your certificates and licences (if required for the position). The Position Description will outline any required certificates or licences which may include:

- Drivers licence
- Academic qualifications
- Training certificates and licences

To add licence, select **Add New Item**



Details

STEP 1

Questions

STEP 3

Confirm

STEP 4

Health Club Instructor / Personal Trainer

[Add New Item](#)

Certificates and Licences

[Next](#)

This position requires a qualification, certificate or drivers' license. Please insert the details below and upload a copy.

Please complete the following steps:

1. Upload a copy of your Driver Licence here (if you have one)
2. Upload a copy of any mandatory Certificates and/or qualifications for this role (refer to the position Description - Qualifications & Experience)

No licences added.

Next

[Exit](#)



- Add your details; Type, Date obtained, expiry, description
- Select **Browse**

Licences

Please fill in this form to update your profile.

Type

Drivers Licence

Date obtained

22/08/2018

Expiry

22/08/2028

Description

Current

Scanned copy

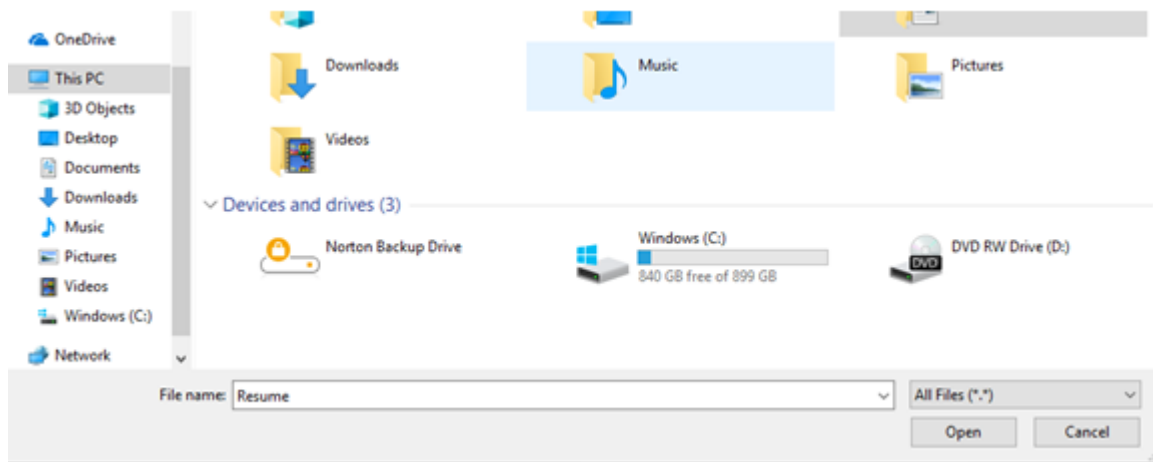
C:\Users\David\Documents

[Browse...](#)

Cancel

Save

- Select your document from either your **hard drive** or **USB stick**
- Find document, click open



- Then click **save**

Licences

Please fill in this form to update your profile.

Type

Drivers Licence

Date obtained

22/08/2018

Expiry

22/08/2028

Description

Current

Scanned copy

C:\Users\david\Documents Browse...

Cancel Save

- Follow the process again if you are required to attach further certificates and/or licences for the position.
- Click **Next** once all your certificates and licences are uploaded



[Help](#) [Job Alerts](#) [Logout](#) [Profile](#) [Deactivate](#) [Jobs](#)

Details
STEP 1

Questions
STEP 3

Confirm
STEP 4

✓ Your new certificate has been created.

Health Club Instructor / Personal Trainer

[Add New Item](#)

Certificates and Licences

[Next](#)

This position requires a qualification, certificate or drivers' license. Please insert the details below and upload a copy.

Please complete the following steps:

1. Upload a copy of your Driver Licence here (if you have one)
2. Upload a copy of any mandatory Certificates and/or qualifications for this role (refer to the position Description - Qualifications & Experience)

Drivers Licence

August 2018

August 2028

Current

[Delete](#)

[Next](#)

[Exit](#)

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Questionnaire

Complete a brief questionnaire containing mandatory recruitment questions.

Please note, if these are not answered you will not be able to progress your application any further.



[Help](#) [Job Alerts](#) [Logout](#) [Profile](#) [Deactivate](#) [Jobs](#)

Details
STEP 1

Certificates
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Confirm
STEP 4

Health Club Instructor / Personal Trainer

Questionnaire

[Next](#)

Fill in the questionnaire to proceed.

1

2

Please provide information that outlines your qualifications, skills, abilities, experience and / or knowledge for each of the following key behavioural competencies for this position:

Can you legally work in Australia (Are you a citizen or permanent resident of Australia/New Zealand OR do you hold a current work Visa)? *

☒ Yes
☐ No

Do you identify as being from Aboriginal or Torres Strait Islander descent?

☐ Yes
☒ No

Please select your Gender

☒ Male
☐ Female
☐ Other

Are you over the age of 14 years 9 months (minimum employment age)? *

☒ Yes
☐ No

Where did you see this position advertised? *

☒ Council Website
☐ Friend or Family member
☐ Referred by Council employee
☐ Local Newspaper
☐ Regional Newspaper
☐ Metropolitan Newspaper
☐ Seek
☐ Australian Local Government Job Directory
☐ Industry Specific Website
☐ Twitter
☐ Facebook

Do you hold a current Victorian Drivers Licence? *

☒ Yes
☐ No

Have you worked for East Gippsland Shire Council previously? *

☐ Yes
☒ No

[Next](#)

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Respond to the **Key Selection Criteria** – this is a critical part of all job applications with Council. It is important that you demonstrate connections between your qualifications, experience, skills and knowledge against the selection criteria.

Your application may be one of many the panel has to review, so you need to make your responses clear, concise and relevant to the criteria identified.

It is not usually necessary to include samples of work or lengthy descriptions of projects you have undertaken with your application. These may however, be taken to the interview if you believe they would enhance your application.

Important Note: Applicants who do not meet or answer the Key Selection Criteria will not be interviewed.

Tip: Complete your **Key Selection Criteria** in a word document offline, then copy and paste into the online portal fields.

This way, if you lose internet connectivity or the page times out, you have not lost your work.

The screenshot displays the online application portal for the position of **Health Club Instructor / Personal Trainer**. The page features a navigation bar with links for [Help](#), [Job Alerts](#), [Logout](#), [Profile](#), [Deactivate](#), and [Jobs](#). Below the navigation bar, there are four tabs: **Details** (STEP 1), **Certificates** (STEP 2), **Questions** (STEP 3), and **Confirm** (STEP 4). The **Details** tab is currently selected.

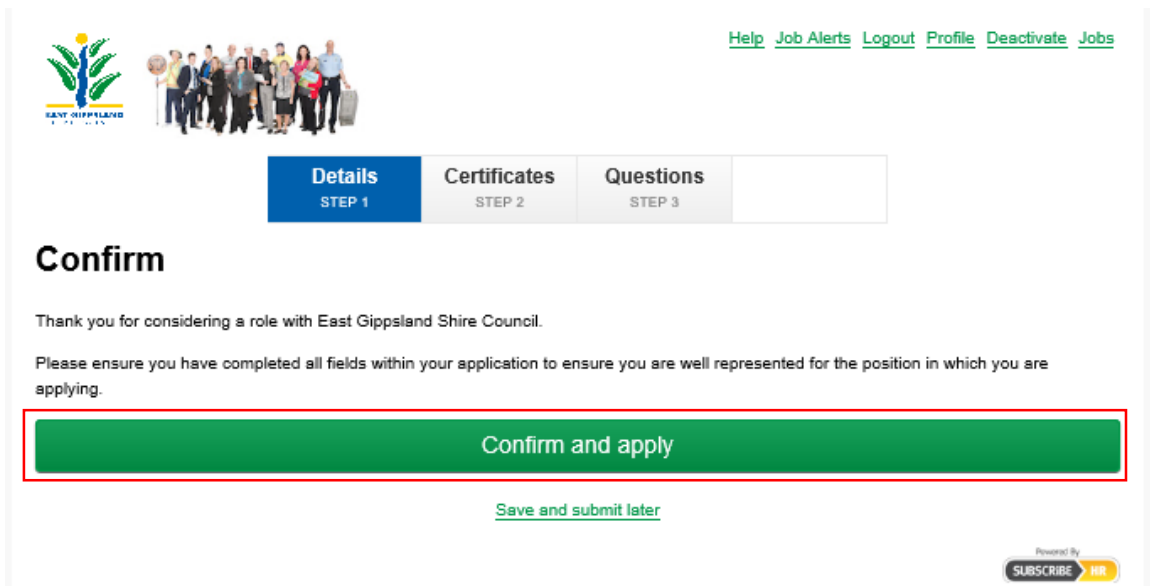
The **Questionnaire** section is titled "Fill in the questionnaire to proceed." and includes a **Next** button. The questionnaire consists of a progress bar with two steps, where the first step is highlighted in green. Below the progress bar, the **Key Selection Criteria** are listed, and the user is asked to provide information that outlines their qualifications, skills, abilities, experience and / or knowledge for each of the following key selection criteria for this position:

- Key Selection Criteria 1: Well developed verbal and written communication skills.
- Key Selection Criteria 2: Possess a high standard of presentation.
- Key Selection Criteria 3: Essential qualifications and experience as outlined above.
- Key Selection Criteria 4: Demonstrated commitment to excellence in customer service.
- Key Selection Criteria 5: Proven team orientation in the workplace.
- Key Selection Criteria 6: Prior experience as a Gym Instructor and Personal Trainer.

Each criterion is followed by a text input field. A red box highlights the **Next** button at the bottom of the questionnaire section. At the bottom right of the page, there is a **SUBSCRIBE** button with a **HR** icon.

When completing your application:

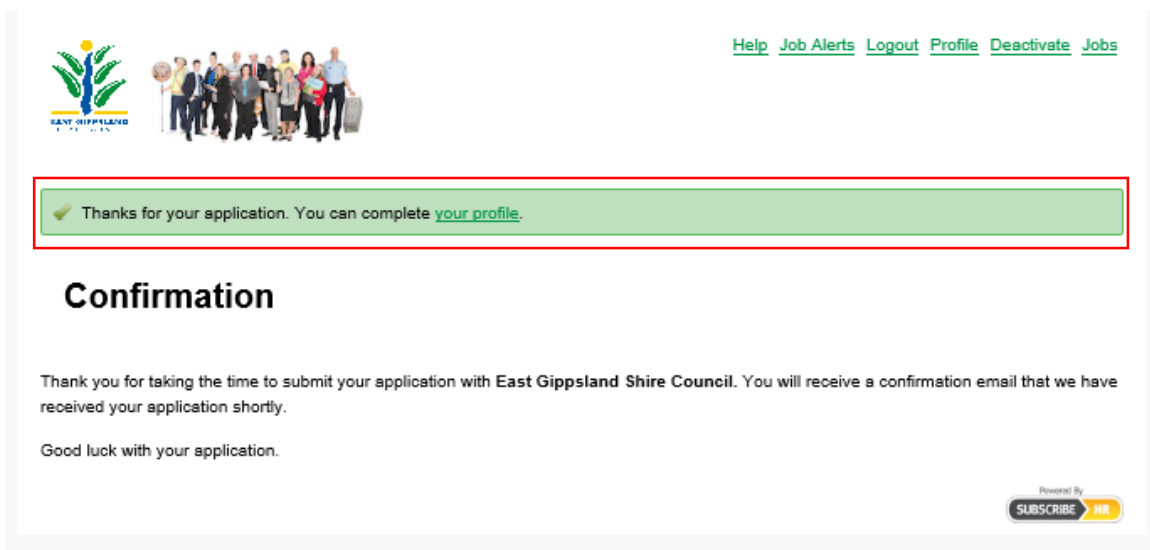
- You can progressively complete your application in different sessions. Just make sure that you select Next at the bottom of the current form to ensure that the content is saved before you exit the application.
- Applications will be automatically acknowledged by the Subscribe HR system on their receipt.
- Click **Confirm and Apply**



The screenshot shows the 'Confirm' step of an application process. At the top left is the East Gippsland Shire Council logo and a group photo. To the right are links: [Help](#), [Job Alerts](#), [Logout](#), [Profile](#), [Deactivate](#), and [Jobs](#). Below these is a progress bar with three steps: 'Details STEP 1' (highlighted in blue), 'Certificates STEP 2', and 'Questions STEP 3'. The main heading is 'Confirm'. Below it, the text reads: 'Thank you for considering a role with East Gippsland Shire Council. Please ensure you have completed all fields within your application to ensure you are well represented for the position in which you are applying.' A large green button labeled 'Confirm and apply' is highlighted with a red border. Below the button is a link: [Save and submit later](#). At the bottom right is a 'Powered By' logo for 'SUBSCRIBE HR'.

Confirmation

You will receive a confirming receipt of your application once you have submitted your application.



The screenshot shows the 'Confirmation' page. At the top left is the East Gippsland Shire Council logo and a group photo. To the right are links: [Help](#), [Job Alerts](#), [Logout](#), [Profile](#), [Deactivate](#), and [Jobs](#). Below these is a green box with a checkmark icon and the text: 'Thanks for your application. You can complete [your profile](#).' The main heading is 'Confirmation'. Below it, the text reads: 'Thank you for taking the time to submit your application with East Gippsland Shire Council. You will receive a confirmation email that we have received your application shortly. Good luck with your application.' At the bottom right is a 'Powered By' logo for 'SUBSCRIBE HR'.

If you wish, you can complete your profile in Subscribe HR by clicking on your profile.

- **Details**

Ensure you have entered all the details, attached your resume and cover letter.

Settings

Details

Name

Address *

City * Postcode *

State * Country *

Phone * Email address

Social Media

Resume

Deactivate profile

Save

Fields with an asterisk(*) are mandatory.

- **Applications**

This shows you the position/s you have applied for and the Status of the application/s.



Settings

Applications

Position	Location	Applied	Interview	Status
Health Club Instructor / Personal Trainer		Fri 2 Mar 2018		Pending - Withdraw

- **Education**

Enter any further details in here regarding your education

[Help](#)
[Job Alerts](#)
[Logout](#)
[Profile](#)
[Deactivate](#)
[Jobs](#)

Settings


[Applications](#)
[Profile](#)
[Education](#)
[Work History](#)
[Certificates & Licences](#)
[Referees](#)
[Interviews](#)

20% complete

Education



Please provide your highest level of secondary education. Also provide any higher education or university qualifications in this section by clicking the "Add New Item" button.

[Add New Item](#)

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- **Certificates and Licences**

Ensure you have attached your certificates and licences that are required for the positon.

[Help](#)
[Job Alerts](#)
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[Deactivate](#)
[Jobs](#)

Settings

[Applications](#)
[Profile](#)
[Education](#)
[Work History](#)
[Certificates & Licences](#)
[Referees](#)
[Interviews](#)

20% complete

Certificates and Licences


This position requires a qualification, certificate or drivers' license. Please insert the details below and upload a copy.

Please complete the following steps:

1. Upload a copy of your Driver Licence here (if you have one)
2. Upload a copy of any mandatory Certificates and/or qualifications for this role (refer to the position Description - Qualifications & Experience)

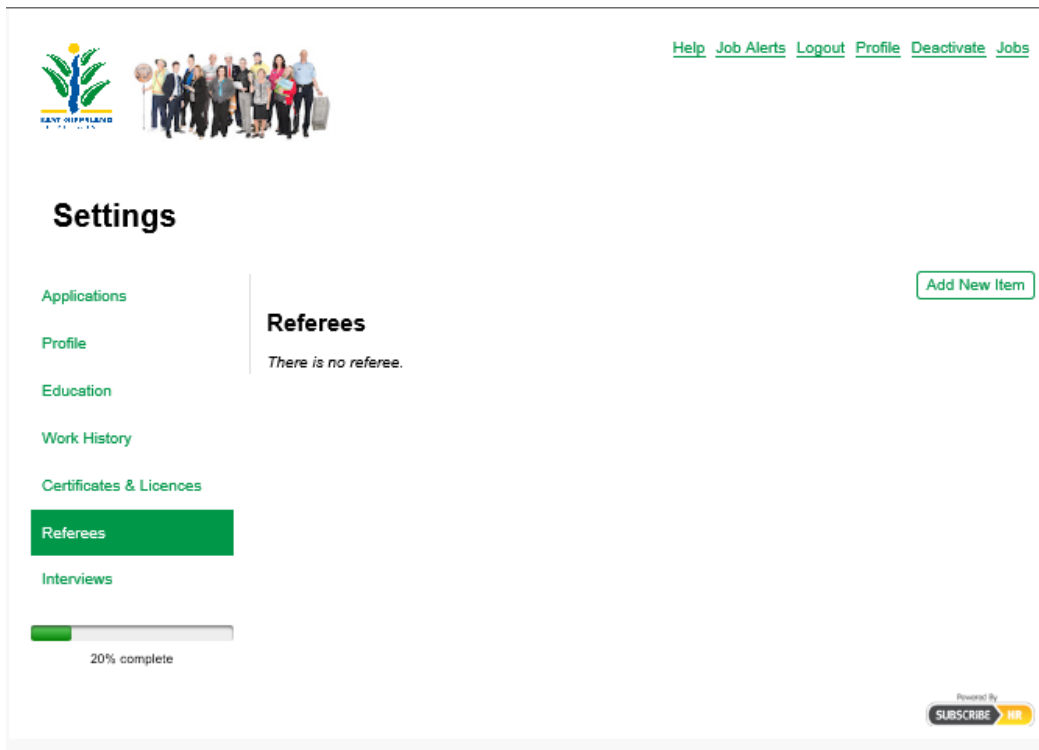
No licences added.

[Add New Item](#)

Powered By


- **Referees**

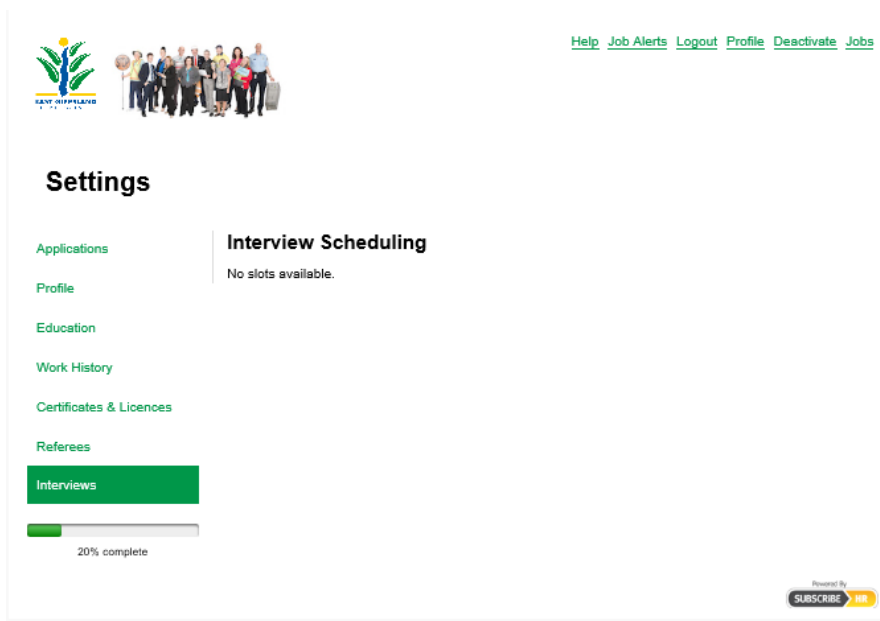
No referees need to be attached at this stage



The screenshot shows the 'Settings' page for the 'Referees' section. The left sidebar contains a list of settings: Applications, Profile, Education, Work History, Certificates & Licences, **Referees** (highlighted in green), and Interviews. Below this list is a progress bar showing '20% complete'. The main content area is titled 'Referees' and displays the message 'There is no referee.' in italics. A green button labeled 'Add New Item' is located in the top right corner of the main content area. At the top of the page, there is a navigation bar with links: Help, Job Alerts, Logout, Profile, Deactivate, and Jobs. The Subscribe HR logo is in the top left corner, and a 'Powered by SUBSCRIBE HR' badge is in the bottom right corner.

- **Interview Scheduling**

This will show your interview/s that are scheduled for the position/s you have applied for.



The screenshot shows the 'Settings' page for the 'Interview Scheduling' section. The left sidebar contains a list of settings: Applications, Profile, Education, Work History, Certificates & Licences, Referees, and **Interviews** (highlighted in green). Below this list is a progress bar showing '20% complete'. The main content area is titled 'Interview Scheduling' and displays the message 'No slots available.' in italics. At the top of the page, there is a navigation bar with links: Help, Job Alerts, Logout, Profile, Deactivate, and Jobs. The Subscribe HR logo is in the top left corner, and a 'Powered by SUBSCRIBE HR' badge is in the bottom right corner.

If you have any further queries in relation to applying for a position through Subscribe HR or need further assistance, please call a member of the Human Resources team on 03 5153 9500.