



User Guide for creating a Job Profile in the AMES Australia Recruitment System for vacancies advertised on the

Internal Vacancies Page

and/or

External Careers Page

Go to **Internal Vacancies**. Click on **“Register”** (AMES Australia employees only)

Home > Support Services > Human Resources > Vacancies

Internal Vacancies

You can search vacancies and career opportunities here and apply online.
 You will need to attach your resume and any other supporting documents requested in the job advertisement.
 We will review applications received for all vacancies and contact candidates with an update as soon as possible after the closing date of the job advertisement.

AMES Australia Careers

[List all Vacancies](#) [Login](#) [Register](#) [Privacy Policy](#) [Help](#)

Current Vacancies

Search:

Job Title	Location	Category	Closing Date
Senior Manager SASP Ref No: 00307	Noble Park	Settlement and ASP	03/06/2018
SEE Coordinator (Administration) Ref No: 00308	Flagstaff	Operations Support	04/06/2018
Work Broker Ref No: 00305	Dandenong	Education and Employment	05/06/2018
Youth Services Pathway Counsellor Ref No: 00302	Metropolitan Melbourne	Education and Employment	07/06/2018
Work Broker Ref No: 00300	Noble Park	Education and Employment	31/05/2018
Industry and Client Manager Ref No: 00301	Metropolitan Melbourne	Education and Employment	04/06/2018

LOGIN

Or from **AMES Australia Careers Page** click and then **Register** (bottom of page).

Home | AMES Intranet | Job Opportunities - Melbourne

https://www.ames.net.au/careers-at-ames/vacancies

LEARN ENGLISH | FIND A COURSE | FIND A JOB | HIRE STAFF | SKILLED MIGRATION SERVICE | CALL 13 AMES

AMES Australia Careers

Home LOGIN

Login

Username

[Forgot Username](#)

Password

[Forgot Password](#)

LOGIN

Don't have an account?
[REGISTER](#) [PRIVACY POLICY](#)



Enter your details in each field. Fields with an * must be completed to save your profile.

AMES Australia Careers

[List all Vacancies](#) [Login](#) [Register](#) [Privacy Policy](#) [Help](#)

Register your details to simplify the job application process.

Once you are registered you can optionally create a job search agent profile and view your job application status.

* = mandatory field

Your Details

First Name *

Last Name *

Address *

City/Town *

State *

Postcode *

Country *

Email *

Phone *

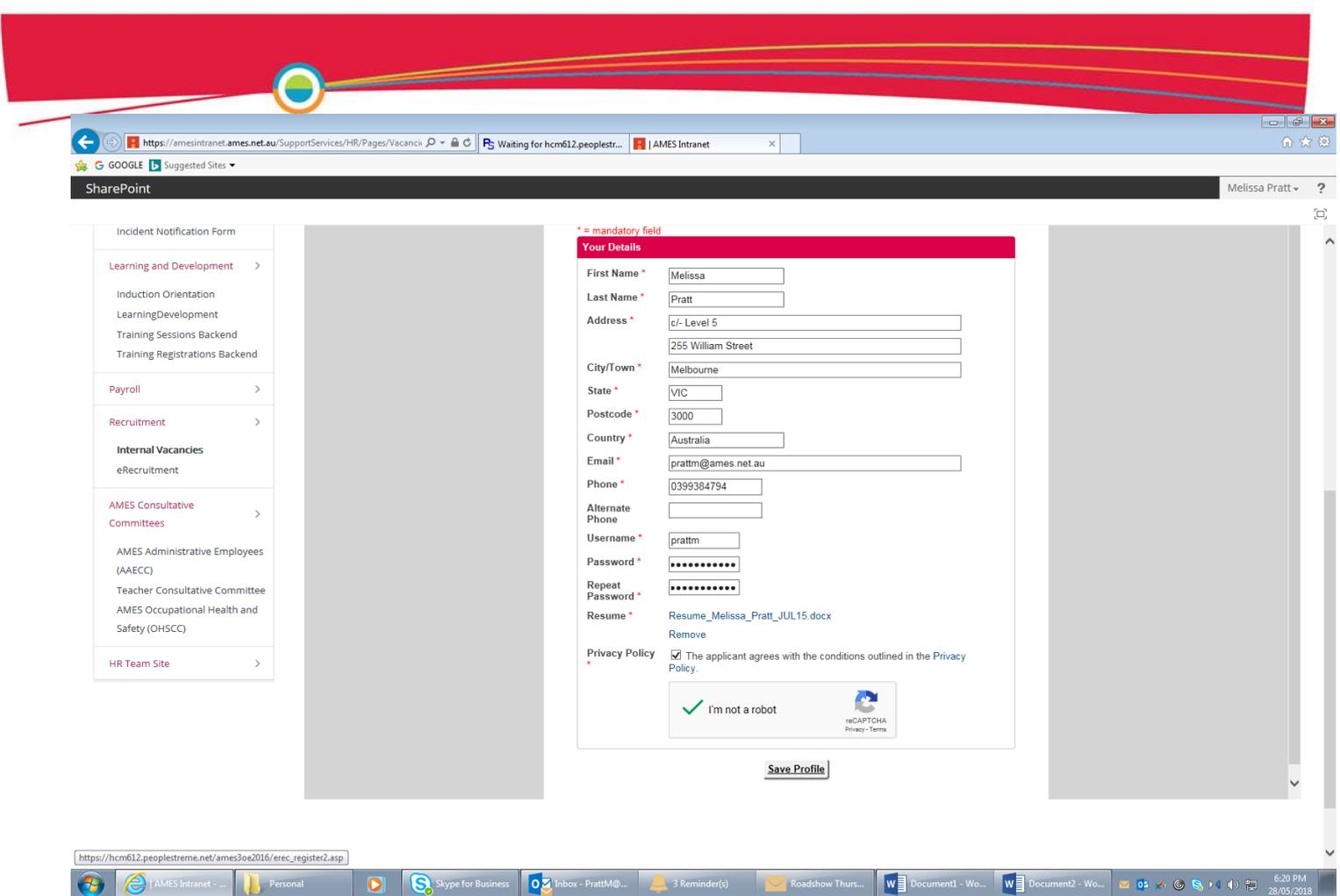
Alternate Phone

Username *

Password *

Repeat Password *

Resume *



When you have saved your Profile you will be offered a “Login” option. To enter your preferences for vacancies, click on Login and enter the user name and password you created above.

Home > Support Services > Human Resources > Vacancies

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AMES Australia Careers

[List all Vacancies](#) [Login](#) [Register](#) [Privacy Policy](#) [Help](#)

Enter your details below to login.

Username

Password

[Forgotten Password](#)

Once logged in, review the **Privacy Policy** (or if already reviewed click on the check box) and then **"I'm not a Robot"** and respond to the questions / pictures you see on the screen.

Then scroll down to **"Job Alerts"**, and tick **"Yes"** if you want to receive emails notifying you of vacancies.

Home > Support Services > Human Resources > Vacancies

Internal Vacancies

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Job Alerts

Any jobs that match the following criteria will be emailed to you.

Yes - I want to receive job alert emails that match the following criteria.

Note: If you don't check the box above, you will NOT receive emails, even if you have selected criteria below.

Job Alert Criteria

Location	Category	Job Type
<input type="checkbox"/> 1 Little Collins Street, Melbourne VIC 3000	<input type="checkbox"/> Accommodation	<input type="checkbox"/> BoardMember
<input type="checkbox"/> Adelaide	<input type="checkbox"/> Administrative Services	<input type="checkbox"/> Bothfull-timeandpart-time
<input type="checkbox"/> Auburn	<input type="checkbox"/> Community Participation	<input type="checkbox"/> Casual
<input type="checkbox"/> Bankstown	<input type="checkbox"/> eCommuniT	<input checked="" type="checkbox"/> FullTime
<input type="checkbox"/> Bendigo	<input type="checkbox"/> Education	<input type="checkbox"/> Part-time
<input checked="" type="checkbox"/> Box Hill	<input type="checkbox"/> Education and Employment	<input type="checkbox"/> Sessional
<input type="checkbox"/> Broadmeadows		

Tick the boxes for your preferences, so when vacancies are advertised, you will be emailed to be notified of any opportunities in these areas.



Browser: https://amesintranet.ames.net.au/SupportServices/HR/Pages/Vacancies... | AMES Intranet

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Job Alert Criteria

Note: If you don't check the box above, you will NOT receive emails, even if you have selected criteria below.

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<input checked="" type="checkbox"/> Box Hill	<input type="checkbox"/> Education and Employment	<input type="checkbox"/> Sessional
<input type="checkbox"/> Broadmeadows	<input type="checkbox"/> Employment Services	
<input type="checkbox"/> Cabramatta	<input type="checkbox"/> Expression of Interest (EOI)	
<input type="checkbox"/> Coburg	<input type="checkbox"/> Financial Services	
<input type="checkbox"/> Craigieburn	<input checked="" type="checkbox"/> Operations Support	
<input type="checkbox"/> Dallas	<input type="checkbox"/> Research and Policy	
<input type="checkbox"/> Dandenong	<input type="checkbox"/> Settlement and ASP	
<input checked="" type="checkbox"/> Flagstaff	<input type="checkbox"/> Social Participation	
<input type="checkbox"/> Footscray	<input type="checkbox"/> Volunteer and Community Development	
<input type="checkbox"/> Glenroy	<input type="checkbox"/> Volunteer Management Unit	
<input type="checkbox"/> Kensington		
<input type="checkbox"/> Liverpool		
<input type="checkbox"/> Melton		
<input checked="" type="checkbox"/> Metropolitan Melbourne		
<input type="checkbox"/> Multicultural Hub		
<input type="checkbox"/> Narre Warren (Outreach)		
<input type="checkbox"/> Noble Park		
<input type="checkbox"/> Preston		
<input type="checkbox"/> Salisbury		
<input type="checkbox"/> Springvale		
<input type="checkbox"/> St Albans		
<input type="checkbox"/> Sunbury		
<input type="checkbox"/> Sunshine		
<input type="checkbox"/> Various		
<input type="checkbox"/> Werribee		

To save your changes, click on **“Save Profile”**.

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Application Status

No Job Applications found.

Save Profile

Page Owner : Melissa Pratt | Modified : 10/07/2017



Once you have created a Profile, you can save time when applying for by logging in to your profile as your personal details will be populated when you click on the vacancy and click on **“Apply Now”**.

Applications for these positions will be accepted up to 5PM on Thursday, 7th June 2018.

To apply for these positions please submit:

- Your current resume
- Cover letter addressing the Qualifications and Experience, Knowledge and Skills, and Other Relevant Information detailed in the Position Description (mandatory for all applicants)

AMES Australia is committed to achieving a diverse workforce and strongly encourages applications from Aboriginal and Torres Strait Islanders, people from culturally diverse backgrounds and people with disabilities.

AMES Australia is an Equal Opportunity Employer and abides by the Occupational Health and Safety Act. Applicants must have the right to work in Australia. All offers of employment are subject to a satisfactory police check and provision of a current Working with Children Check (where required for position).

AMES Australia's Values include: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership, Human Rights

Location: Metropolitan Melbourne
Category: Education and Employment
Work Type: Full Time
Position Description: Youth Services PW Counsellor FINAL Apr18 J201809 v1.pdf
Applications Close On: 07/06/2018 at 5:00 PM

[Apply Now](#)

Tweet Like 0 Share 0

You will be able to upload a Cover Letter for each vacancy you are applying for and then answer the screening questions that have been set for that position.



https://amesintranet.ames.net.au/SupportServices/HR/Pages/Vacancies... | AMES Intranet

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- Incident Notification Form
- Learning and Development
 - Induction Orientation
 - LearningDevelopment
 - Training Sessions Backend
 - Training Registrations Backend
- Payroll
- Recruitment
 - Internal Vacancies**
 - eRecruitment
- AMES Consultative Committees
 - AMES Administrative Employees (AAECC)
 - Teacher Consultative Committee
 - AMES Occupational Health and Safety (OHSCC)
- HR Team Site

Job Application - Youth Services Pathway Counsellor - Screening Questions

1. Please state your citizenship status *
-select-
2. Are you a current AMES Australia employee or volunteer? *
-select-
3. Do you have a Diploma in Youth Work, Social / Community Welfare, Counselling or Education? *
-select-
4. Do you have at least 3 years' experience working with, supporting and empowering young people in the education sector with at least 2 years' experience dealing with complex and disadvantaged individuals? *
-select-
5. Do you identify as being of Aboriginal or Torres Strait Islander origin? *
-select-
6. From which job board did you first learn of this vacancy? *
-select-
7. Have you previously been employed by AMES Australia?

6:44 PM 28/05/2018

