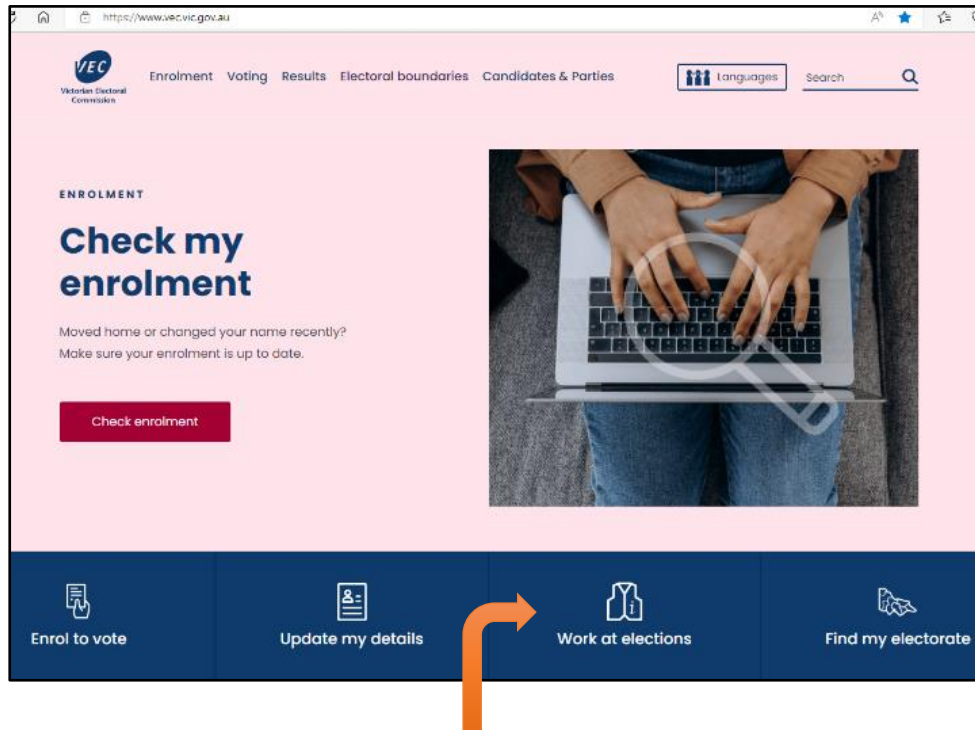


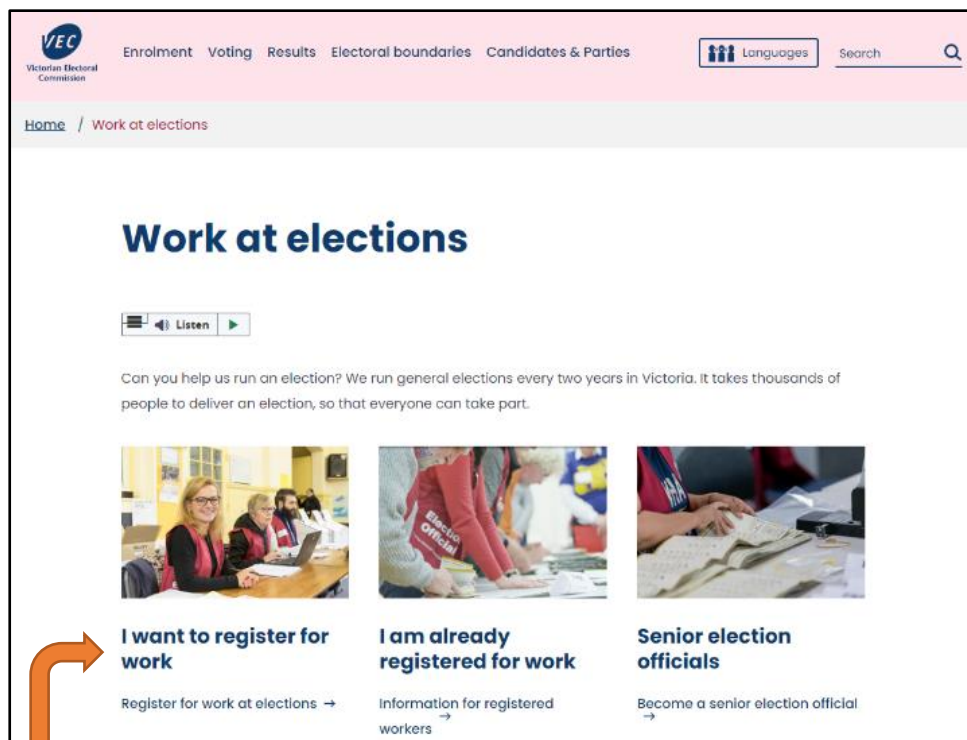
Your guide for how to register for work at elections

Let's get started!

Go to the Victorian Electoral Commission (VEC) website www.vec.vic.gov.au



Click on 'Work at elections'. The following screen will appear.



Click on 'I want to register for work'. The following screen will appear.

The screenshot shows the top navigation bar of the Victorian Electoral Commission website. The logo is on the left, followed by links for 'Enrolment', 'Voting', 'Results', 'Electoral boundaries', and 'Candidates & Parties'. On the right, there is a 'Languages' dropdown menu and a search bar. Below the navigation bar is a breadcrumb trail: 'Home / Work at elections / Register for work'. The main heading is 'Register for work' in a large, bold, blue font. Below the heading is a 'Listen' button with a speaker icon. The sub-heading is 'Register for casual election work'. The text below explains that working at elections is a great way to contribute to democracy in Victoria, offering great pay rates, training, and a unique working experience. It also states that if you've already registered for casual work, you don't need to do it again for each election. The sub-heading 'Who should register for casual election work?' is followed by text stating that you do not need experience to be considered for an election casual role, but you do need to be eligible to work. To be eligible for election work, you must be:

If you are using a computer, use your mouse or keyboard to scroll down the page to 'How to register'

Click on 'Register for work at elections'

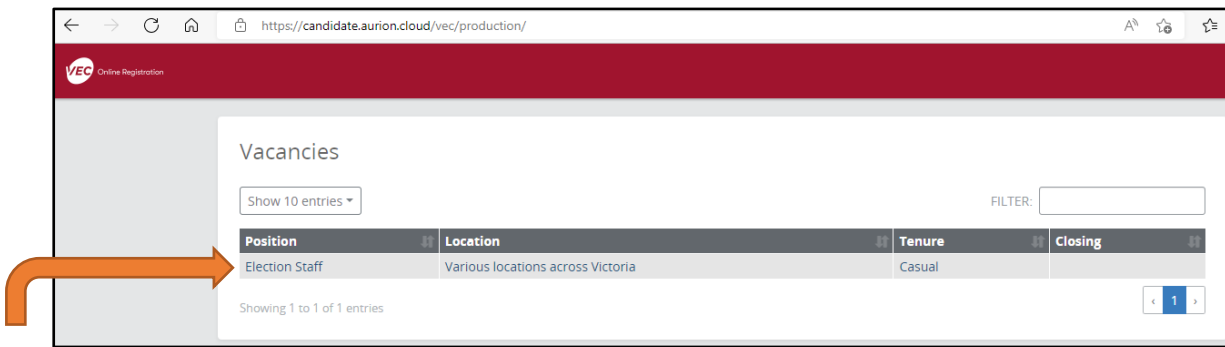
The screenshot shows the 'How to register' section of the website. The heading is 'How to register' in a large, bold, blue font. Below the heading is a paragraph explaining that to register, you should click the button below and follow the prompts for 'Election staff'. You will receive a confirmation email with a link to verify your email address and complete your registration. A large orange arrow points to a red button labeled 'Register for work at elections'. Below the button is a paragraph stating that the full registration process can take up to 30 minutes and you will be asked for:

- contact details
- confirmation of your eligibility
- diversity information (if you want to provide this information)
- work or volunteer experience if you have any, but remember experience is not necessary to be considered

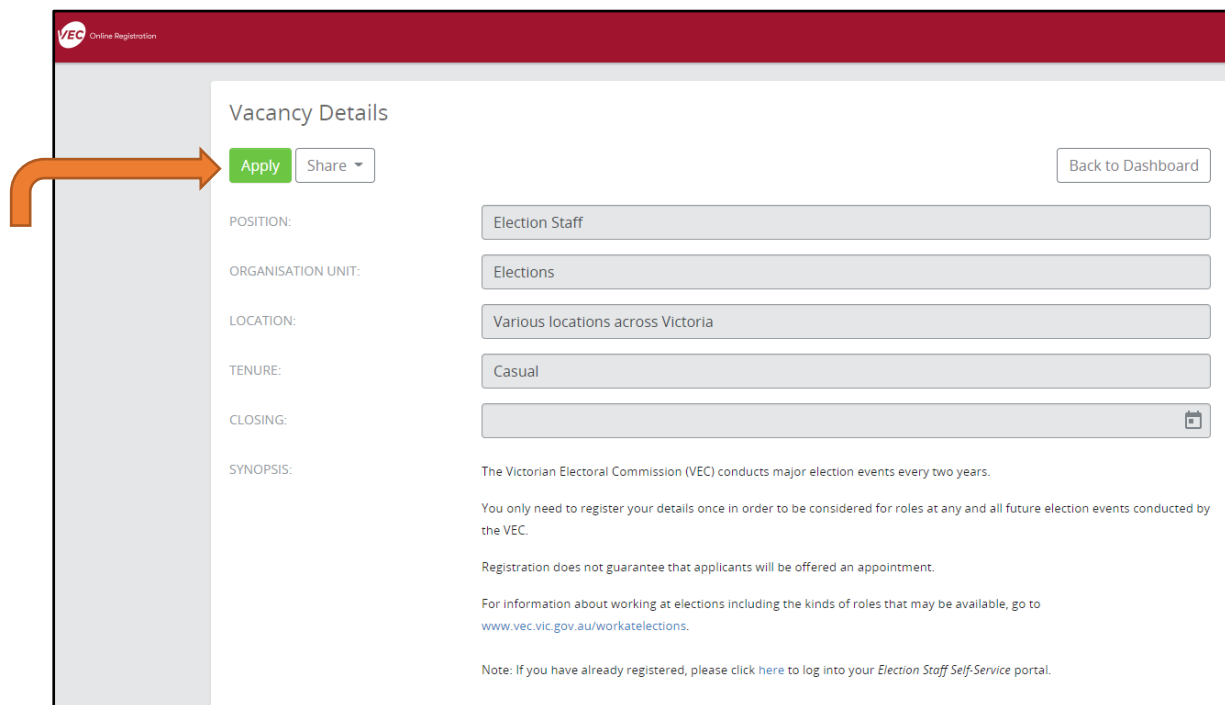
Below the list is a paragraph explaining that you will receive a second confirmation email when your registration is complete. If you don't get a second email, you may not have fully completed your registration. You should log in at appointments.vec.vic.gov.au and select 'Election staff' to finish registering. Follow the prompts to finish or change your registration and submit when complete.

The following screen will appear.

Click on **'Election Staff'** under the **'Position'** heading so the whole line is highlighted.



The following screen will appear. Click on the green **'Apply'** button.



The following screen will appear.

VEC Online Registration

EMAIL ADDRESS:

PASSWORD:

Sign in

Forgot password?

Sign in via Self Service

Don't have an account yet? Register for Recruitment →

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Scroll down to 'Don't have an account yet?' Click on '**Register for Recruitment**'.

The following screen will appear.

VEC Online Registration

Create Account

PRIVACY STATEMENT

It is important that you provide information you know to be true and correct. Please note that it is an offence to make a false declaration in relation to appointments by the VEC.

Within a few days of completing your registration, the VEC will email you a link to the *Election Staff Self-Service* portal, which will allow you to maintain your details and receive offers of appointment. Your log in details will be the email address and password that you provide during this registration process.

The personal information collected during this registration process will be used only for election recruitment, and will be handled in accordance with legislation and VEC policy. Go to [Privacy at the VEC](#) to view the VEC privacy policy and guidelines.

Please click on the checkbox to proceed with your registration.

Accept & Continue

Read the PRIVACY STATEMENT and click on '**Privacy at the VEC**'. A new website tab will open with the following screen.

The screenshot shows the VEC website's Privacy page. The header includes the VEC logo and navigation links: Enrolment, Voting, Results, Electoral boundaries, and Candidates & Parties. There is also a Languages dropdown and a Search bar. The main content area features a large 'Privacy' heading, a sub-heading 'Collection notice', and a list of reasons for data collection. A sidebar on the right offers a download for the 'VEC Privacy Policy - effective July 2019' and a section titled 'Who has access to the roll?'.

Privacy

This page is about how the VEC collects and uses personal information.

Collection notice


We collect personal information:

- to fulfil our statutory functions under the *Electoral Act 2002*
- for administrative purposes.

When collecting personal information, we will take reasonable steps to advise you:

- what information we seek
- why we seek that information
- whether any law requires us to collect the information
- any consequences of not providing the information.

Download our privacy policy

 **VEC Privacy Policy - effective July 2019**
(DOCX, 50.8 KB)

Who has access to the roll?

The *Electoral Act 2002* requires or allows us to:

- Make a copy of the roll available for public view.
- Provide voter information to

Read through the information on this page then return to the tab still open as below

If you are happy to proceed, click on **'Accept & Continue'**.

The screenshot shows the 'Create Account' page on the VEC Online Registration portal. It displays a 'PRIVACY STATEMENT' with text explaining the importance of accurate information and the use of data for election recruitment. A blue button labeled 'Accept & Continue' is highlighted with a large orange arrow pointing to it from the left.

VEC Online Registration

Create Account

PRIVACY STATEMENT

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Please click on the checkbox to proceed with your registration.

Accept & Continue

The following screen will appear.

VEC Online Registration

Create Account

LOGIN DETAILS

EMAIL:
Your email address will be used as your username.

PASSWORD:

CONFIRM PASSWORD:

- Password minimum length is 6 characters
- Password must contain a minimum of 1 uppercase characters
- Password must contain a minimum of 1 numeric characters
- Password must not contain any spaces

PERSONAL DETAILS

FIRST NAME:

LAST NAME:

PERSONAL MOBILE:
Valid format(s) are ##### #### or ######### or ##### ####

ELIGIBILITY QUESTIONNAIRE

QUESTION 1: Are you an Australian or New Zealand citizen, a permanent resident of Australia, or do you hold a current visa that permits you to work in Australia?

Complete the information on this page

Enter your email address and password. Your password must contain 10 characters or more, no spaces and include:

- at least 1 CAPITAL letter
- at least 1 numeric character
- at least 1 of these special characters ! @ # \$ % ^ & * ()
- at least 7 lower case letters.

Click '**Continue**' at the bottom of the page. The following screen will appear.

VEC Online Registration

Sign up successful

You have signed up successfully.

Before completing your application, you will need to activate your account using the confirmation link in the email sent to the email address you provided.

If you have not received the message in the next few minutes, please check the junk folder prior to contacting us.

PLEASE NOTE: At this stage your registration is not complete. You will need to activate your account now using the confirmation link in the email sent to the email address you provided. If you have not received this message, check your junk or spam folder.

You will receive an email confirmation with the following message.

Thank you for commencing your registration to work at elections conducted by the Victorian Electoral Commission (VEC). Your registration has **not** been finalised at this stage.

To finalise your registration, click on this link to confirm your email: <https://candidate.aurion.cloud/vec/production/signupConfirm?afterAction=%2Fvec%2Fproduction%2Fapply%2F2916699368448099~1&confirm=8056410E-DBC4-11EC-9FBC-E7A9A8D5030F~1~805B1CBA-DBC4-11EC-9FBC-E7A9A8D5030E>

If you are unable to click the above link, please copy it in full and paste it into a new browser session.

You will receive another confirmation email once your registration has been completed.

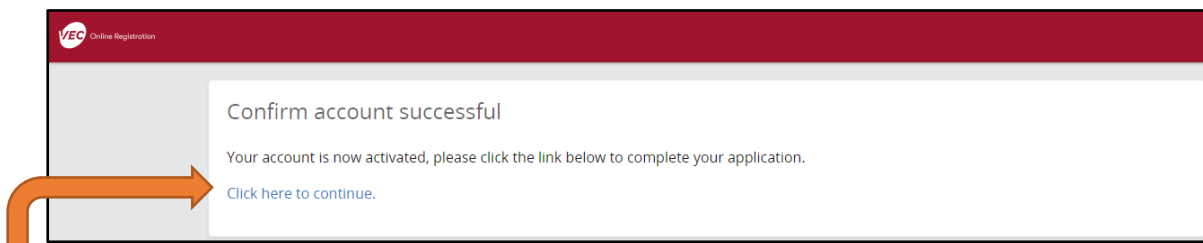
If you experience any technical difficulties or have any queries regarding your registration please call the Personnel Helpline on 1300 783 043 or email PersonnelHelpline@vec.vic.gov.au.

With kind regards,

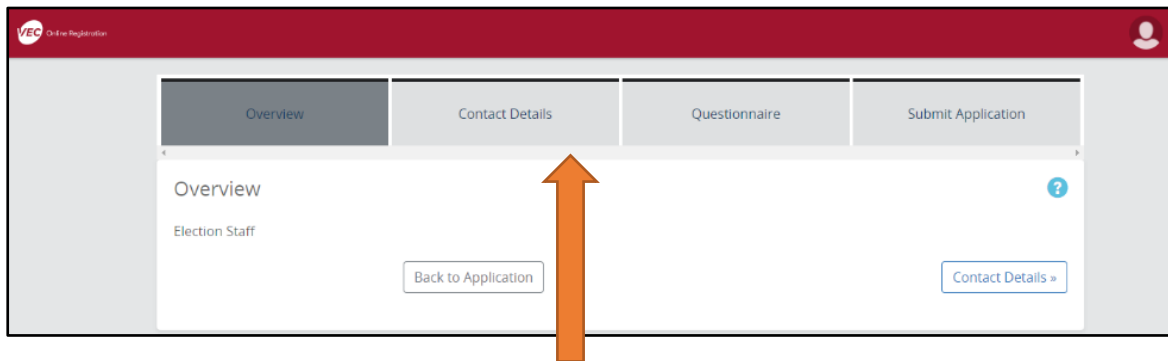
Personnel Helpline

Victorian Electoral Commission

Once you click on the link the following screen will appear.



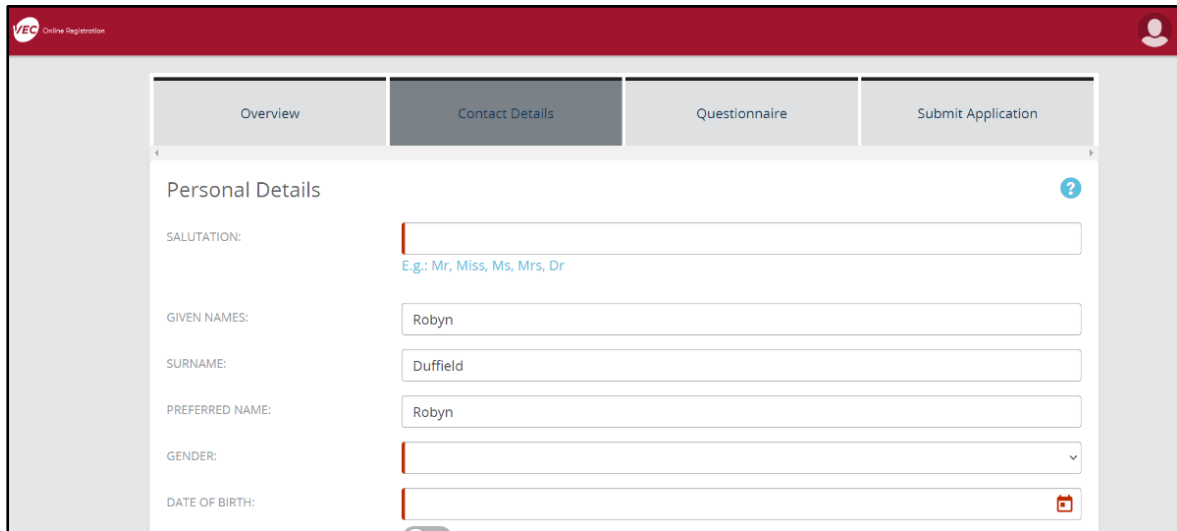
Now click on 'Click here to continue'. The following screen will appear.



There are 4 tabs across the top of this page. You are currently on the 'Overview' tab. To complete your application, move to the 'Contact Details' tab.

Contact Details tab

Complete your application by clicking on the 'Contact Details' tab. Some of your personal information will already be populated in the fields. You will need to complete the empty fields e.g., Salutation, Gender, Date of Birth and Address.



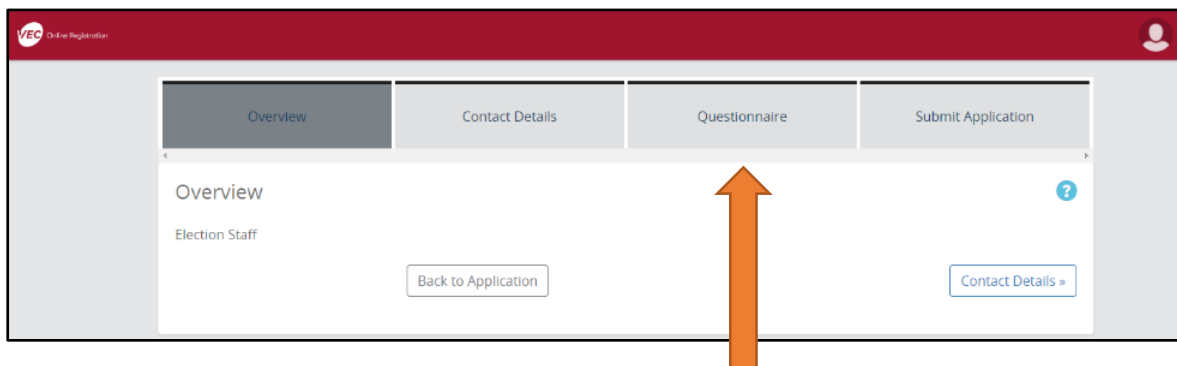
The screenshot shows the 'Contact Details' tab selected in the VEC Online Registration system. The 'Personal Details' section contains the following fields:

- SALUTATION: (Empty field with a red border and a blue question mark icon; example text: E.g.: Mr, Miss, Ms, Mrs, Dr)
- GIVEN NAMES: (Field containing 'Robyn')
- SURNAME: (Field containing 'Duffield')
- PREFERRED NAME: (Field containing 'Robyn')
- GENDER: (Dropdown menu)
- DATE OF BIRTH: (Empty field with a red border and a calendar icon)

Remember to click 'Save' at the bottom of the page. If you have missed completing a field, you will be prompted with an Error message at the top of the page.

Questionnaire tab

Now click on the 'Questionnaire' tab and answer the required questions.



The screenshot shows the 'Questionnaire' tab selected in the VEC Online Registration system. The 'Overview' section displays 'Election Staff' and two buttons: 'Back to Application' and 'Contact Details >'. An orange arrow points upwards from the bottom of the page towards the 'Questionnaire' tab.

Question 6 asks you to provide a summary of any previous work experience you may have. This may include volunteering experience. If you don't have any experience that's ok because we provide training.

You are not required to complete Question 16 as reference checks are not completed.

It's important to add the details of different languages you speak so we can identify potential team members who are bi-lingual.

VEC Online Registration

RESPONSE:

Question 19
Do you have a disability?

RESPONSE:

Question 20
If you answered 'Yes' to question 19, do you require adjustments to your work environment or arrangements? If yes, please list these below (e.g. unable to stand or sit for long periods of time, require more frequent breaks, need a screen reader for computer work). A limit of 240 characters applies.

RESPONSE:

Question 21
Where did you hear about the VEC's online registration for election appointments?

RESPONSE:

Question 22
Do you give your consent for the VEC to release your details to other Electoral Commissions within Australia and the Australian Bureau of Statistics for their use in recruiting temporary officials?

RESPONSE:

Once you have completed the questions click on **'Save'** and then **'Submit Application'** which is in the bottom right-hand corner of the page. This will take you to the **'Submit Application'** tab and the following screen will appear.

VEC Online Registration

Overview Contact Details Questionnaire **Submit Application**

Submit Application ?

It is an offence to make a false declaration in relation to appointments by the VEC. Please ensure that the details you have provided are true and correct. If you need to alter information in any of the sections, use the 'Previous' button found at the bottom of each page.

Once you have submitted this application, your details will be added to the VEC's Personnel database. All personal information held about you will be managed according to the VEC's [Privacy Policy](#).

Once you have been added to the Personnel database you will receive a link to manage your details through the *Election Staff Self-Service* portal. Your login details will be the email address and password that you provided during this registration process.

Please allow up to five business days for your registration to be processed.

Click 'Submit' to complete your application.

APPLICATION STATUS:

You will see that your **'APPLICATION STATUS'** is still in **'Draft'**. Click on **'Submit'** and the following screen will appear.

Saved
Thank you for your application. We will review it and contact you in due course.

Application Summary ?

[Recall](#) [Withdraw](#) [Share](#)

VACANCY DETAILS ?

POSITION:

ORGANISATION UNIT:

LOCATION:

TENURE:

SYNOPSIS:

The Victorian Electoral Commission (VEC) conducts major election events every two years.

You only need to register your details once in order to be considered for roles at any and all future election events conducted by the VEC.

Registration does not guarantee that applicants will be offered an appointment.

For information about working at elections including the kinds of roles that may be available, go to www.vec.vic.gov.au/workatelections.

Note: If you have already registered, please click [here](#) to log into your *Election Staff Self-Service* portal.

APPLICATION DETAILS ?

STATUS:

You will receive an email confirmation with the following message.

Your registration for election work with the Victorian Electoral Commission (VEC) has been completed.

You will shortly receive an email with a link to your *Election Staff Self-Service* portal and your log in details once you have been added to the VEC's election personnel database.

After you receive the 'Welcome to the VEC's *Election Staff Self-Service* portal' email, you will be able to access the portal at any time to check and update your details, accept any job offers received, and view pay advices.

Thank you again for registering your interest to work at elections conducted by the VEC.

Kind regards,

Personnel Helpline
Victorian Electoral Commission

Congratulations! Your application is now complete!

We will review your application and contact you in due course.

We hope this guide has assisted you in registering for work with the VEC.

If you require further assistance:

Email: personnelhelpline@vec.vic.gov.au

Phone: **1300 783 043** (9 am - 5 pm weekdays)