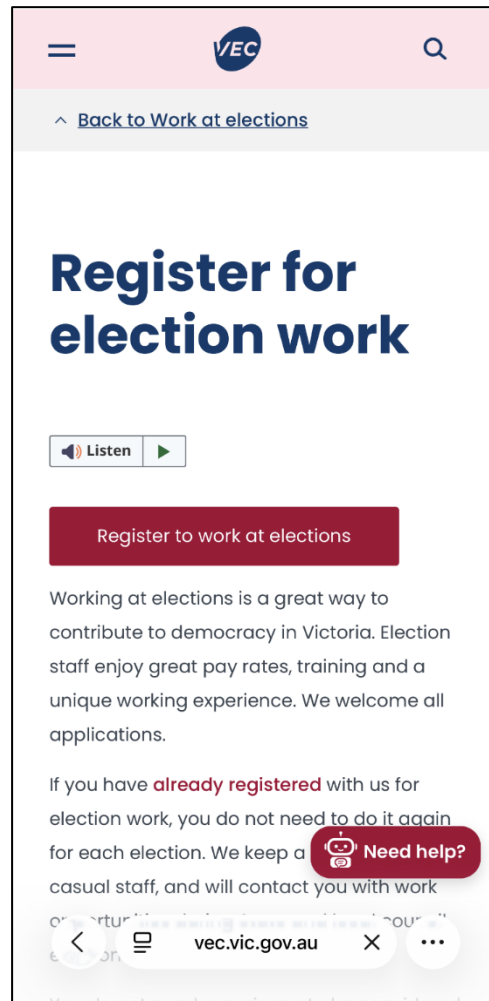


How to register for work at elections

May 2026

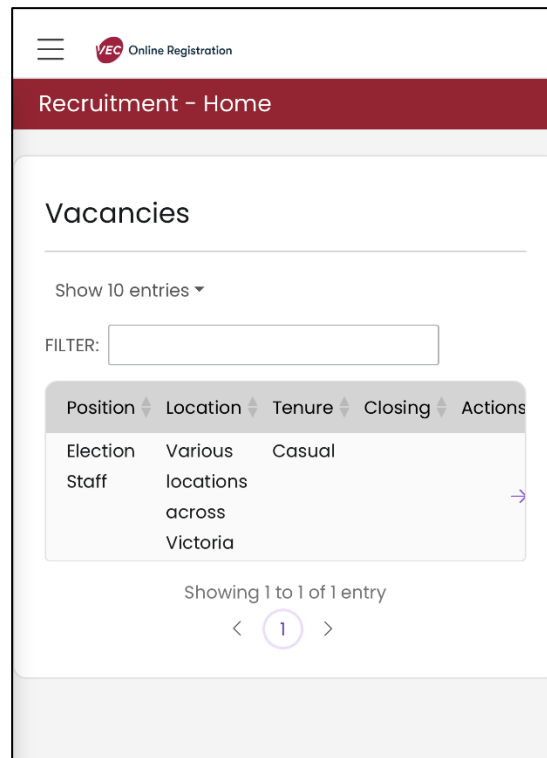
Let's get started!

1. From the page you are on, scroll down and click the red box that says 'Register to work at elections'

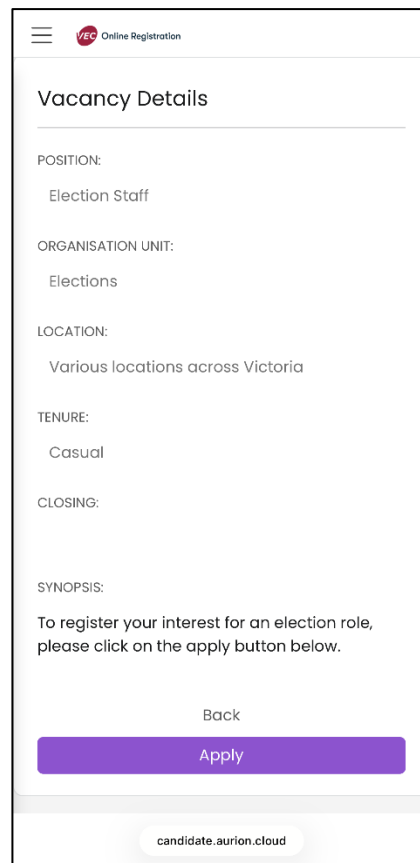
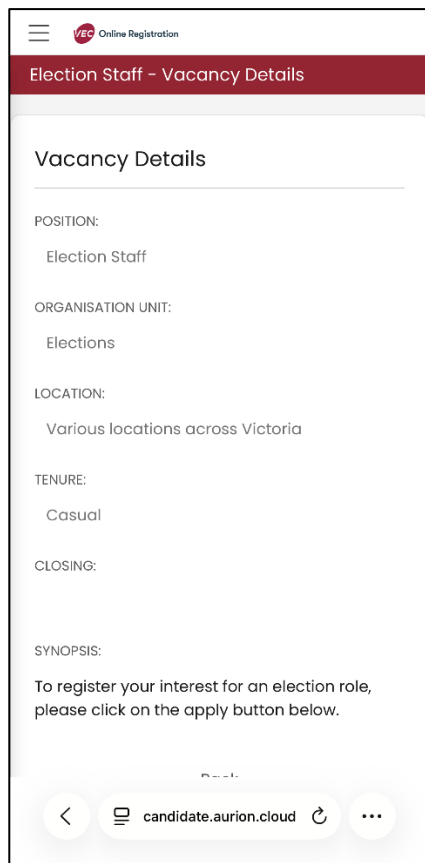


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2. You will see a list of vacant positions: Click the purple 'Election Staff' text. This link will take you to the 'Vacancy Details' page:



3. Scroll to the bottom of the page and click the purple 'Apply' button. You will see the 'VEC Online Registration' page:



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4. Tick the 'I'm not a robot' reCAPTCHA and then click the 'Register for recruitment' button. You do not need to enter an email address or password.

The screenshot shows a mobile app interface for 'VEC Online Registration'. It features two input fields: 'Email Address' and 'Password'. Below these is a reCAPTCHA section with a checkbox labeled 'I'm not a robot' and the reCAPTCHA logo. There are two buttons: a purple 'Sign in' button and a white 'Register for recruitment' button. A link 'Forgot password?' is located below the buttons. At the bottom, there is a navigation bar with a back arrow, the URL 'candidate.aurion.cloud', a refresh icon, and a menu icon.

5. Read the privacy statement.
6. Scroll to the bottom and click the purple 'Accept' button at the bottom of the page.

The screenshot shows the 'Recruitment - Sign Up' screen with the 'Create Account' section. It displays the 'PRIVACY STATEMENT' which states that providing information is an offence to make a false declaration. It also mentions that the VEC will email a link to the 'Election Staff Self-Service portal' and that personal information collected will be used for election recruitment and employment purposes. At the bottom, there is a navigation bar with a back arrow, the URL 'candidate.aurion.cloud', a refresh icon, and a menu icon.

The screenshot shows the 'Accept' screen. It contains text stating that it is an offence to make a false declaration in relation to appointments by the VEC. It also mentions that the VEC will email a link to the 'Election Staff Self-Service portal' and that personal information collected will be used for election recruitment and employment purposes. At the bottom, there is a large purple 'Accept' button and a navigation bar with a back arrow, the URL 'candidate.aurion.cloud', a refresh icon, and a menu icon.

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7. The following screen will appear: Enter your email address and create a password. Your password must contain:

- 10 characters or more
- no spaces
- one capital (upper case) letter
- one number (1, 2, 3, 4, 5, 6, 7, 8,9,0)
- one symbol (! @ # \$ % ^ & * () only)
- 7 lower case letters.

Recruitment - Sign Up

Create Account

LOGIN DETAILS

EMAIL:

Your email address will be used as your username.

CONFIRM EMAIL:

PASSWORD:

CONFIRM PASSWORD:

- Password minimum length is 10 characters
- Password must contain a minimum of 1 uppercase characters
- Password must contain a minimum of 7 lowercase characters
- Password must contain a minimum of 1 numeric characters
- Password must not contain any spaces

< candidate.aurion.cloud > ...

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8. Enter all the details in the 'Personal Details' and 'Eligibility' sections
9. Complete the reCAPTCHA at the bottom of the page by selecting 'I'm not a robot'
10. Click 'Continue' at the bottom of the page.

activity, we must assess these before confirming you can work with us.

ANSWER 3:

Agree

QUESTION 4:

Have you taken a voluntary departure package from a Victorian public sector organisation in the last 3 years?

ANSWER 4:

No

☐ I'm not a robot

reCAPTCHA

Continue

candidate.aurion.cloud

You should see a message confirming you have created a log in for the portal: You are **not** yet registered on the employment register. You still need to **activate** your account and enter more information.

Aurion

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 do NOT receive the email in the next few minutes, please check junk mail before using the Resend Email button below.

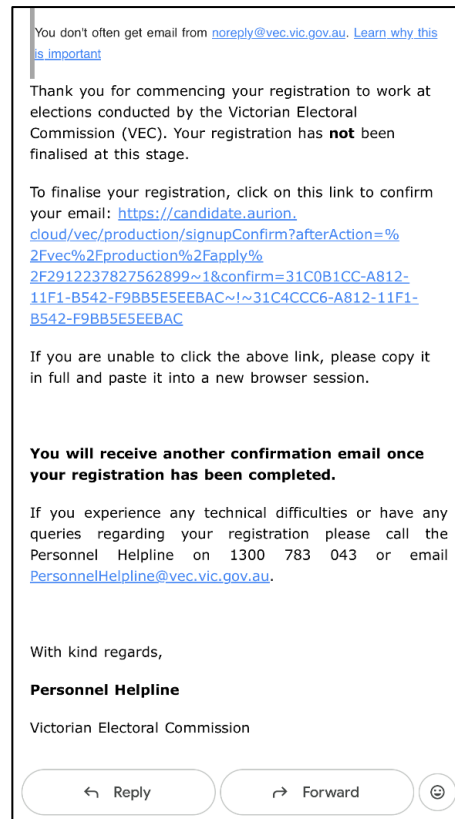
The confirmation email can only be sent once every 5 minutes.

Resend email in 4:56

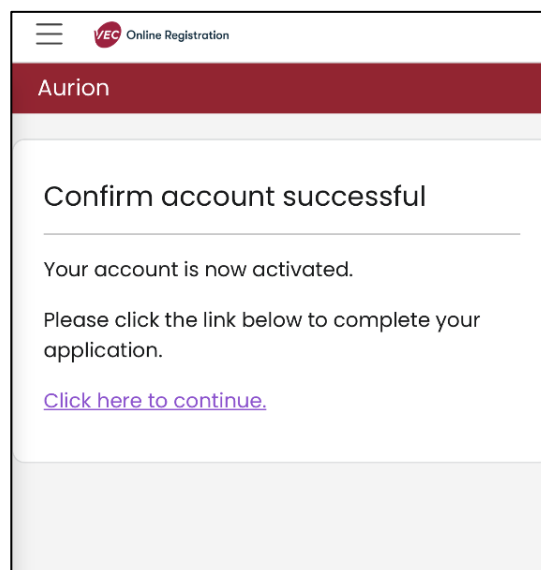
candidate.aurion.cloud

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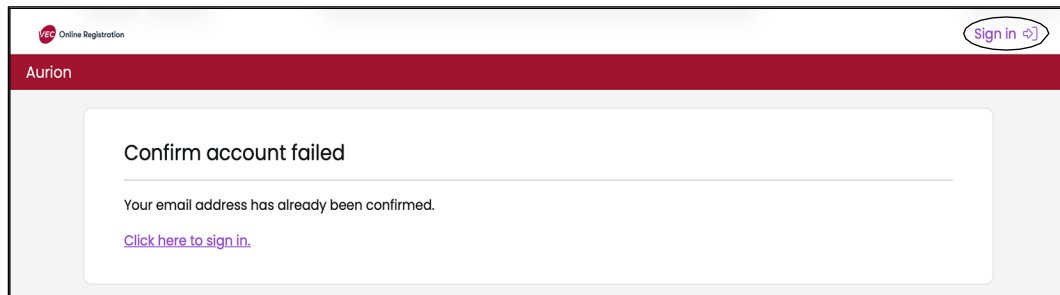
11. Check your email for a confirmation link. This may be in your junk or spam folder.
12. Check your email for the following confirmation message: Click on this link to confirm your email. Or, copy it into your browser to confirm your email address.



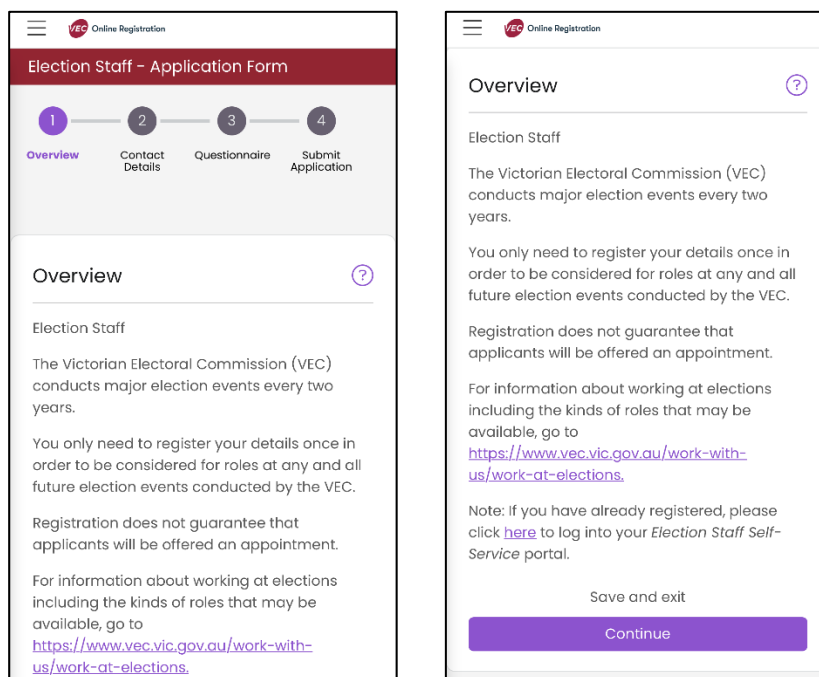
13. The following screen will appear: Click on 'Click here to continue'.



14. If a 'Confirm account failed' message appears, click 'Sign in' at the top right of the screen. If you are on a mobile device this will be 3 lines. You will then need to sign in using your email address and password. This will take you to the 'Overview' page. There are 4 sections on the left side of the page:



15. Click 'Continue' at the bottom of the page. This will take you to the 'Contact Details' tab.



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16. Complete the empty fields on the 'Contact Details' tab. Some of your personal information will already be populated.

The screenshot shows the 'Contact Details' tab of the 'Election Staff - Application Form'. At the top, there is a progress bar with four steps: 1. Overview, 2. Contact Details (highlighted), 3. Questionnaire, and 4. Submit Application. Below the progress bar, the 'Personal Details' section is visible. It contains several input fields: SALUTATION (with a dropdown arrow and example text 'E.g.: Mr, Miss, Ms, Mrs, Dr'), GIVEN NAMES, SURNAME, PREFERRED NAME, and SEX. At the bottom of the form, there is a navigation bar with a back arrow, a URL 'candidate.aurion.cloud', a refresh icon, and a menu icon.

17. Click 'Save and continue' at the bottom of the page. If you miss a field, you will see an error message at the top of the page. You will then move to the 'Questionnaire' tab.

The screenshot shows the 'Questionnaire' tab of the 'Election Staff - Application Form'. At the top, there is a green notification banner that says 'Personal details updated' with a checkmark and a close button. Below the banner, the progress bar shows four steps: 1. Overview, 2. Contact Details, 3. Questionnaire (highlighted), and 4. Submit Application. The 'Questionnaire' section contains the text 'Please answer the following questions' and two questions: 'Can you work in a voting centre on election day (Saturday)?' and 'Can you work on weekends and public holidays?'. Each question has a dropdown menu for the answer. At the bottom of the form, there is a navigation bar with a back arrow, a URL 'candidate.aurion.cloud', a refresh icon, and a menu icon.

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18. Answer all questions on the 'Questionnaire' tab. Questions that have a red line in front of the answer box are mandatory. Answering more of the questions in the 'Skills & Experience' section will improve your chances of being considered for a role, and that the role will match your skills.
19. Question 27 is a free-text question with a 700-character limit. If you type more than 700 characters, you will see an error message.
20. At the bottom of the page, click 'Save and continue' to move to the next screen. You will see the 'Submit Application' screen:

The screenshot shows the 'Submit Application' screen of the VEC Online Registration app. At the top, there is a progress bar with four steps: 1. Overview, 2. Contact Details, 3. Questionnaire, and 4. Submit Application (highlighted in purple). Below the progress bar, the title 'Submit Application' is followed by a question mark icon. The main content area contains three paragraphs of text: a warning about false declarations, information about the VEC's Personnel database and privacy policy, and details about the Election Staff Self-Service portal. At the bottom, there is a navigation bar with a back arrow, a browser icon, the URL 'candidate.aurion.cloud', a refresh icon, and a menu icon.

21. Click the purple 'Submit' button to finalise your application.

This screenshot shows the bottom portion of the 'Submit Application' screen. It displays the application status as 'Draft'. Below the status, there are three buttons: 'Save and exit', 'Back', and a large purple 'Submit' button. At the bottom, there is a navigation bar with a back arrow, a browser icon, the URL 'candidate.aurion.cloud', a refresh icon, and a menu icon.

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An 'Application Summary' screen will appear:

Online Registration

Election Staff - Application Summary

Application Summary

VACANCY DETAILS

POSITION:
Election Staff

ORGANISATION UNIT:
Elections

LOCATION:
Various locations across Victoria

TENURE:
Casual

SYNOPSIS:
To register your interest for an election role,
please click on the apply button below.

APPLICATION DETAILS

< candidate.aurion.cloud >

The status of your application should now be 'Submitted'.

You will receive an email confirmation with the subject line 'Your application has been received'.

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

You will receive an email within 7 days 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

In 3 to 5 business days, you will receive a final email containing a link to the VEC self-service portal. This portal is where you can:

- update your details
- accept job offers
- complete timesheets.

How to register for work at elections

You are now fully registered with us and we can contact you.

This is now your VEC profile for **all** future casual election roles. You will not need to register for any future election events to be considered for employment.

If you need help, please contact us by:

- Email: personnelhelpline@vec.vic.gov.au
- Phone: 1300 783 043 (9 am to 5 pm, Monday to Friday).

