

# Jobs at ECU

## How to apply



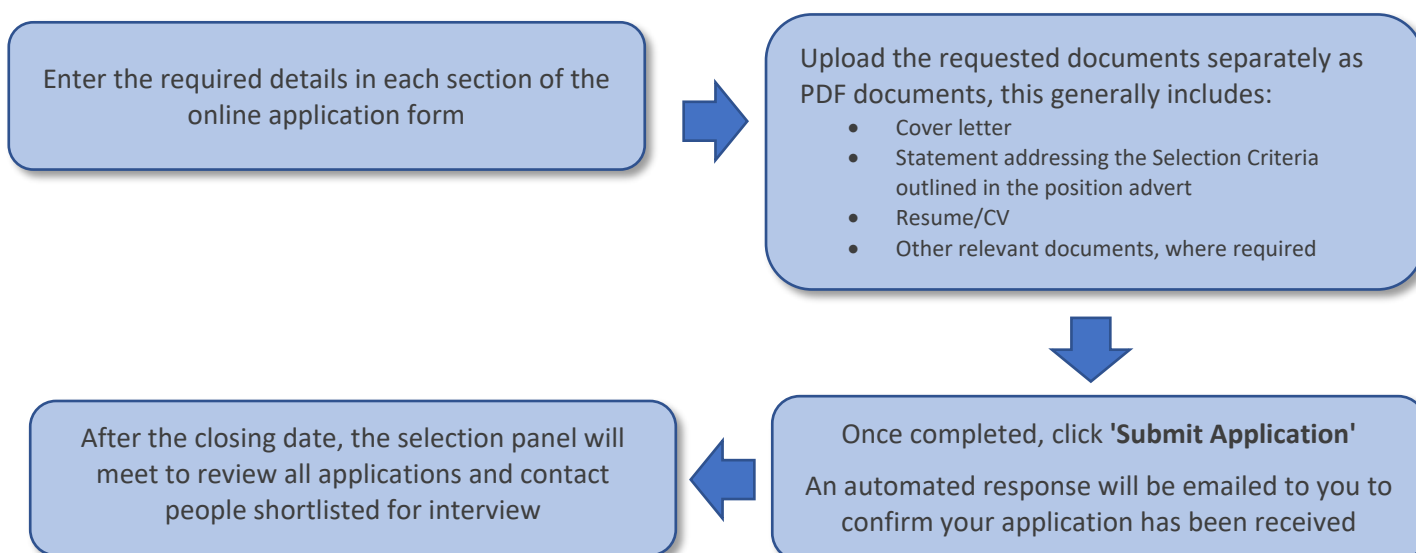
### Current and future vacancies

ECU uses an online system to advertise vacancies across the University. Current vacancies are listed on our [Employment Opportunities webpage](#).

Don't see a current vacancy that is suitable, but still interested in working at ECU? Set up a [job alert profile](#). You will be emailed jobs that match your criteria when they are advertised.

### How to Apply

#### Online application



The short list process can vary in time, depending on the number of applicants to review. Expect it to take 2-3 weeks.

## Unable to apply online

Please contact our HR Services team on (08) 6304 5995, or by email [hr@ecu.edu.au](mailto:hr@ecu.edu.au)

## Interviews

If you are shortlisted for interview, you will be contacted and advised of:

- Interview date and time
- Interview location
- Any specific activities and/or testing required to be undertaken as part of the interview process

If you need assistance prior to your interview, for example with access to the interview venue, please speak to the nominated position contact person.

Once you have attended your interview, and a selection decision has been made, a member of the selection committee will be in contact with you to advise you of the outcome.

## Pre-employment checks

ECU undertakes a variety of pre-employment checks depending on the advertised position.

All new appointees will be required to provide:

- Australian Working Rights (eg. a copy of passport, or birth certificate and driver's licence)
- a certified copy of your Academic Qualifications
- a pre-employment health assessment
- Tax File Number Declaration

Some positions within ECU may also require further pre-employment checks such as:

- Criminal Record Check
- Working with Children Certificate
- Pre-employment medical assessment

## Offer of employment

Should you be the successful candidate, a representative of the work area will be in contact to discuss a formal offer, salary, any special conditions and to provide advice if there are any further pre-employment checks required.

Once these details are agreed, HR will create your contract, which will be sent to your mobile phone and can be accepted online.

## Working Rights and Visas

ECU requires all employees to have eligible working rights within Australia. If you are offered a position at ECU and you are not an Australian Citizen, the University may be able to assist with sponsorship arrangements for the appropriate visa to allow you to work at ECU. The type of visa arrangement would depend on your length of appointment at ECU and would be arranged by HR at the time of offer and appointment.

### Which documents prove the right to work in Australia:

- Australian Birth certificate
- Certificate of Australian citizenship
- Australian or New Zealand passport
- Evidence of permanent resident status
- Temporary visa with entitlement to work

Please note, where the document does not contain photo ID, we will ask you to provide documentation containing a photo ID in order to verify your identity.

## Relocating to ECU

ECU is committed to employing and retaining high quality staff, and source candidates from a wide field including interstate and internationally. Candidates offered a position at ECU may be eligible for relocation assistance.

## Information for Internal Applicants

### Applying for an internal applicant only vacancy

ECU supports opportunities for staff to improve their skills, knowledge and expertise at an organisational level. 'Internal applicant only' vacancies are a way to offer career development opportunities to staff and helps the university retain valuable corporate knowledge.

Prior to submitting your application for a vacancy, it is best to inform your current manager of your intention.

### Opportunities for Internal Applicants

Some positions may be marked "for internal applicants only". To apply for internal positions, you must be a **current** ECU ongoing, fixed-term or casual staff member at the time the position is advertised.

ECU students, scholars or consultants are **not** eligible to apply for vacancies marked 'internal applicants only'.

Vacancies advertised as an 'internal applicant only' provides staff within ECU the opportunity for promotion or to move to a different area of the University.