



## 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'll be emailed jobs that match your criteria when they are advertised.

## How to Apply

### Online application

Enter the required details in each section of the online application form



Upload the requested documents separately as PDF documents, this generally includes:

- Cover letter
- Statement addressing the Selection Criteria outlined in the position advert
- Resume/CV
- Other relevant documents, where required



Once completed, click '**Submit Application**'

An automated response will be emailed to you to confirm your application has been received.



After the closing date, the selection panel will meet to review all applications and contact people shortlisted for interview.

The shortlist 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 People and Culture Services Centre team on (08) 6304 5995, or by email [people@ecu.edu.au](mailto:people@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

At ECU, we are committed to supporting adjustments throughout the recruitment and selection process, as well as during employment. We actively support and encourage people with disability to apply to ECU. To discuss adjustment requirements, please contact the nominated position contact person.

Once you've 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, our People and Culture team 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 People and Culture at the time of offer and appointment.