

# How to apply online

This quick reference guide is designed to assist you with applying online for Queensland Health vacancies:

<https://smartjobs.govnet.qld.gov.au/>

## Registering online

Please note this is free to create an account and you will also need an email address  
if you already have an account please skip down to page 3

Click the **register** button -

The screenshot shows the Queensland Government website's 'Smart jobs and careers' section. The main navigation bar includes 'Queensland Government', 'For Queenslanders', 'Business and industry', 'Contact us', and a search box. The breadcrumb trail reads: 'Queensland Government home > For Queenslanders > Employment and jobs > Smart jobs and careers > Job search'.

The 'Job search' section features a 'Keyword' search box, a 'Location' dropdown menu (with options: All, Brisbane Inner City, Brisbane—North, Brisbane—South, Brisbane—East, Brisbane—West, Cairns region, Capital West Qld), and an 'Occupational group' dropdown menu (with options: All, Accounting and Finance, Administration, Apprenticeships & Traineeships, Arts/Culture/Heritage, Auditing & Compliance, Aviation-Crew/Engineer, Building Services). Below each dropdown is the instruction: 'Hold down the control (Ctrl) button and use your computer mouse to select multiple options'. A 'Salary (yearly)' field is also present.

On the right side, there is a 'Log in' section with 'Username:' and 'Password:' input fields, a 'Forgotten your password?' link, and two buttons: 'Log in' and 'Register'. A red arrow points to the 'Register' button.

Below the 'Log in' section is a 'Need help?' section with a question mark icon and the text: 'If you have any questions about your account or accessing this website, please check our knowledge base.' Below that is a 'Graduate portal' section with the text: 'This recruitment portal is your gateway to a wide range of graduate program'.



It will then take you to the registration page - Questions marked with \* must be completed.

Tick to agree with the terms and conditions

Then hit **Register**

**Queensland Government** For Queenslanders Business and industry Contact us Search website

Queensland Government home > For Queenslanders > Employment and jobs > Smart jobs and careers > Log in

**Smart jobs and careers**

- > Job search
- > My applications
- > Police
- > Teaching
- > Ambulance
- > Fire
- > Qld Local Government
- > Government-owned corporations
- > Graduate Portal
- > Our agencies

**Register**

Create a free account to register for job alert emails and apply for jobs online.

Questions marked with \* must be completed.

\* Name

Title: Miss Given name: Mary

Family name: Jay

\* Username (Email Address): example@hotmail.com

\* Confirm email address: example@hotmail.com

\* Password: .....

\* Confirm password: .....

**Your privacy**

By providing your personal details and work history to the Queensland Government through this website, you agree that this information may be shared by more than one government agencies and contracted service providers, where necessary, for the purpose of recruitment and selection.

I agree with the [privacy statement](#) and declare that the information I have provided is true.

**Register**

**Search**

Location: Any

Occupational group: (Any)

Keywords: (optional)

Search

[Advanced search](#)

**Need help?**

If you have any questions about your account or accessing this website, please [check our knowledge base](#).

It will then send you an email from "[smartjobs@qld.gov.au](mailto:smartjobs@qld.gov.au)" with your account name and password.

Please keep this in a safe spot - you cannot use the same email address twice, and if you forget your password it may take a while to register your new password.

## Logging in

if you already have a Smart Jobs account

Enter your Username (email address) and password.

Click **Log in**

The screenshot shows the Queensland Government website's 'Smart jobs and careers' section. The 'Job search' area includes fields for 'Keyword', 'Location', and 'Occupational group'. A red box highlights the 'Log in' button, with a red arrow pointing to it. Below the 'Log in' button is a 'Register' button. A 'Need help?' section is also visible at the bottom right.

**Smart jobs and careers**

- > Job search
- > My applications
- > Police
- > Teaching
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**Job search**

Keyword

Please use \* for wildcard searches.

Location  


- All
- Brisbane Inner City
- Brisbane—North
- Brisbane—South
- Brisbane—East
- Brisbane—West
- Cairns region

Hold down the control (Ctrl) button and use your computer mouse to select multiple options

Occupational group  


- All
- Accounting and Finance
- Administration
- Apprenticeships & Traineeships
- Arts/Culture/Heritage
- Auditing & Compliance

**Log in**

Username:

Password:

[Forgotten your password?](#)

**Log in**

**Register**

**Need help?**

If you have any questions about your account or accessing this website, please [check our knowledge base](#).

*Note: if you have forgotten your password, click on “forgotten your password”. Clicking this will then ask you to enter your email address to confirm your identity. The system will then email you a new password. Please wait a while until you try your new password, as it can take a little while to acknowledge the change. We also suggest that you close the current Smart Jobs page and re-open, then try the new password.*



## Searching for vacancies

Once you have logged in, you can search for available vacancies by clicking **Job Search**.

You can search by Location, Occupational group, Salary and/or Department.

If you have seen the job advertised and know the Job Ad Reference number, you can type this in the “Keyword” section.

🏠 [Queensland Government home](#) > [For Queenslanders](#) > [Employment and jobs](#) > [Smart jobs and careers](#) > [Job search](#)

### Smart jobs and careers

- > [Job search](#)
- > [My applications](#)
- > [My job alert](#)
- > [Update details](#)
- > [Logout](#)
- > [Police](#)
- > [Teaching](#)
- > [Ambulance](#)
- > [Fire](#)
- > [Qld Local Government](#)
- > [Government-owned corporations](#)
- > [Graduate Portal](#)
- > [Our agencies](#)

### Job search

Keyword

Please use \* for wildcard searches.

Location

All

- Brisbane Inner City
- Brisbane—North
- Brisbane—South
- Brisbane—East
- Brisbane—West
- Cairns region
- Central West Qld

*Hold down the control (Ctrl) button and use your computer mouse to select multiple options ([View Location Map](#))*

Occupational group

All

- Accounting and Finance
- Administration
- Apprenticeships & Traineeships
- Arts/Culture/Heritage
- Auditing & Compliance
- Aviation-Crew/Engineer
- Building Services

*Hold down the control (Ctrl) button and use your computer mouse to select multiple options*

Salary (yearly)

Leave blank if you are searching for casual jobs

| Minimum | Maximum |
|---------|---------|
|         |         |

### ? Need help?

If you have any questions about your account or accessing this website, please [check our knowledge base](#).

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### Graduate portal

This recruitment portal is your gateway to a wide range of graduate program positions on offer in the Queensland Government.

[Visit the Queensland Graduate Portal](#)



This will then take you to the advertisements for the search you have selected:

The screenshot shows the Queensland Government website's job search interface. At the top, there is a navigation bar with the Queensland Government logo, the text 'Queensland Government', and links for 'For Queenslanders', 'Business and industry', and 'Contact us'. A search bar is located on the right. Below this is a blue breadcrumb trail: 'Queensland Government home > For Queenslanders > Employment and jobs > Smart jobs and careers > Job search'. On the left, a sidebar titled 'Smart jobs and careers' lists various categories like 'Job search', 'My applications', 'Police', 'Teaching', 'Ambulance', 'Fire', 'Qld Local Government', 'Government-owned corporations', 'Graduate Portal', and 'Our agencies'. The main content area is titled 'Job search' and includes a 'Sort by:' dropdown menu set to 'Relevance'. It displays 'Displaying search results 1–1 of 1 matching jobs'. The job listing is for a 'Manager - Tropical Public Health Service, Division of Family Health and Wellbeing, Cairns, Queensland Health' in a 'Temporary Full-time' role in the 'Cairns region'. The description states: 'Provide public health expertise and high level organisational leadership and operational line management of multidisciplinary teams within Tropical Public Health Services, Cairns. Promote accountability across the teams through high level leadership. Contribute to and influence state-wide and local strategic and operational planning, priority setting and service development for public health services across Cairns and Hinterland Hospital and Health Service and Torres and Cape Hospital and Health Service.' The salary is listed as 'AO8 - \$4477.20 - \$4737.40 (fortnightly)' and the closing date is 'closes 04-May-2016'. On the right, a 'Refine your search' section includes a 'Keyword' field with 'CA209961', a 'Location' dropdown menu with 'All' selected, and an 'Occupational group' dropdown menu with 'All' selected.

Click on the advertisement link and it will take you into the advertisement. In here you will find everything you need to know about the job; the closing date, the contact of the position, duration etc.

## Applying for vacancies

If you scroll all the way to the bottom of the advertisement you will see the button “Apply online”

### Further information

\*APPLICANTS ARE ENCOURAGED TO APPLY ONLINE\* The following file types are accepted: .jpg, .gif, .bmp, .png, .rtf, .txt, .doc and docx. Do not upload zipped files, pdf documents created through Microsoft Word 2007, tagged pdfs or protected documents.

### Documents

Before applying for this vacancy please ensure you read the documents below.

- [QH Information Package for Applicants \(PDF, 125KB\)](#)  
Information Package for Applicants

[CA209961 Role Description \(PDF, 391KB\)](#)  
Role Description



Apply online

Email a friend

Save job



It will then take you to this page – if you have applied online before, it will give you the option to pre-fill your last application details or to start a blank application form.

Queensland Government For Queenslanders Business and industry Contact us Search website

Queensland Government home > For Queenslanders > Employment and jobs > Smart jobs and careers > My Applications

**Smart jobs and careers**

- > Job search
- > My applications
- > My job alert
- > Update details
- > Logout

Can we save you some time?

Pre-fill from your last application with us

No thanks, I'll start a blank application form

You will then need to either go through and fill out/check that everything with a \* is filled out correctly, updating where necessary.

## Attaching documents

When you arrive at the section where it asks you to attach your resume/files, click **Attach Files**.

A new screen will appear - you can do a few things here: browse for your file that you would like to attach, or open the folder that your documents are saved in, and simply click, drag and drop into the box that says 'Drag & drop file here'.

File Attachments - Mozilla Firefox

https://smartjobs.govnet.qld.gov.au/jobtools/cmutils.MultiPopUpCheck?in\_sessionId=1117301021923227&in\_serv\_code=APPMGR&in\_organid=15033&in\_site=QLD&in\_f

**Upload files**

Upload a new file or choose a file that you have uploaded to us previously.

**Upload a new file**

\* Type: Resume

Drag & drop a file here  
or choose from an option on the right,  
and click the 'Upload' button below

Browse for a file

Choose previously uploaded file

Upload from Dropbox

Upload Close



Please ensure you are following the requirements of the role description under the heading 'Your application'. Attach what is required (usually your cover letter and resume).

Once you have uploaded a file, you are required to give the file a 'type file name' – you can do this by selecting the drop down menu and naming as per what you have attached. Please note: the system will not let you upload without doing this.

Once you click **upload**, it will appear down the bottom under Attached Files section. Once you have finished uploading your documents, click close and you are done with uploading your files.

If you would like to view what you have uploaded, just click "View files".

## Finalising your application

Finish filling out the rest of the application form, read the Privacy Statement, tick that you agree, then you can click **Apply now**.

You will then see an automatic response advising that you have successfully applied for the vacancy.

You may now close the screen 😊

