

## ONLINE REGISTRATION

### Additional Information for candidates

Following here are instructions on how to register. Information is provided on each screen you will use, if you are still unsure what you are required to enter after reading this please call us on (03) 6223 3055.

Not all screens need to be completed (information at the top will tell you if the screen is optional) and not all fields need to be filled in (an asterisk (\*) next to a field means it is required to be filled). However this registration process is designed to be a comprehensive one and the more information that you give us, the more likely we will be able to find you a job most suited to your requirements and skills. You may wish to print this guide to assist with your registration process.

We estimate you will need around **20-30 minutes** to complete the registration process so please allow sufficient time.

### Registration Page

The Registration page you just left contains some useful information in brief, this is elaborated on here. It is advised that you read our Privacy Policy Statement via the link at the bottom of the Registration page. Once read and understood you can close and select **CONTINUE**.

[Click here to return to the Registration Page.](#)

<b>ACCOUNT DETAILS</b>	Applicants are required to fill out 4 mandatory fields in order to create a jobseeker account.
<b>Username</b>	Enter an email address through which you wish to be contacted. If you do not have an email address, you can obtain a free, internet-base email account from <a href="http://www.hotmail.com">www.hotmail.com</a> . Access the site and follow the registration prompts to obtain an email address.
<b>Password</b>	This can be any combination of letters or numbers that you will be able to remember easily. Ensure that the password you choose is at least 5 characters long.
<b>Confirm Password</b>	Re-enter the password you have chosen for your account.
<b>Enter the code shown below</b>	You will only be asked to do this when you first register. Individually coding registrations in this way preserves the integrity of our data, preventing automated registrations and protecting your details on our database.

<b>PERSONAL DETAILS</b>	Applicants are required to fill out 7 mandatory fields with an additional 10 optional fields
<b>Title (optional)</b>	Select the title which best fits you. If you do not feel any of the options adequately represents your title, please leave this field blank.
<b>Preferred Name (optional)</b>	Enter the name by which you like to be known.
<b>First Name (mandatory)</b>	Enter your first, or given, name.

<b>Middle Name (optional)</b>	Enter your middle name, if applicable.
<b>Last Name (mandatory)</b>	Enter your last, or family, name.
<b>Date of Birth (mandatory)</b>	Enter your date of birth.
<b>If you are NOT an Australian citizen when did you arrive in Australia? (mandatory)</b>	If you are a temporary or permanent resident and not an Australian citizen, you must enter a valid date of arrival in Australia. In order to obtain employment through Searson Buck, you will be required to show proof of residency and / or a valid work visa if not an Australian resident, at a later date in the employment process.
<b>Are you applying from outside Australia? (mandatory)</b>	Answer "yes" or "no" depending on your physical location at the time of application.
<b>Home address (optional)</b>	Enter the address where you currently reside.
<b>Postal address (optional)</b>	Enter the address where you would like correspondence to be sent, or check the "as above" box, if the address is the same as your home address.
<b>Contact number (optional)</b>	Enter a telephone landline number (e.g. home or work) not a mobile number, on which you can be contacted.
<b>Mobile number (optional)</b>	Enter a mobile telephone number on which you can be contacted.
<b>Email address (mandatory)</b>	This will generally be the email address supplied to create your jobseeker account. You may change your email address here if you so wish.
<b>Preferred contact method (optional)</b>	Identify by which means you would like to be contacted by Searson Buck.
<b>Branch (mandatory)</b>	Select Hobart, Launceston, Devonport or Burnie dependent on which of our offices is closest to you geographically. If applying from outside Tasmania or Australia, please select Hobart.
<b>Attach resume (optional)</b>	Attach an up-to-date resume if available in electronic format. Note that the file name must not contain any special characters or blanks. Something like "johnsmithcv.doc" is acceptable.
<b>How did you hear about us? (mandatory)</b>	Select, from the options in this field, the one which best describes how you initially became aware of Searson Buck.

<b>JOB PREFERENCES</b>	Applicants are required to fill out 4 mandatory fields in this section.
<b>Type of Work Sought (mandatory)</b>	Enter as many different types of work in which you are interested.
<b>Available Start Date (mandatory)</b>	Enter the date on which you will be available to begin work.
<b>Notice Period (optional)</b>	Enter any notice period you are required to give in your current position (if applicable)
<b>Minimum Salary Sought (mandatory)</b>	Enter the minimum salary you would consider for any position.
<b>Locations (mandatory)</b>	Select all relevant geographical areas in which you wish to work.

<b>JOB EMAIL</b>	Applicants can use this section to enter contact details to receive automatic email notification when a job is placed on the Searson Buck website in which they might be interested. Applicants are not required to fill out this section, however if they choose to do so, they must fill out 5 mandatory fields, with an additional 2 optional fields.
<b>Email Preferences (optional)</b>	Specify the length of time for which you would like to receive daily email notifications.
<b>Job Mail Name (mandatory)</b>	Give your email notifications a title, e.g. hospitality jobs, admin jobs etc.
<b>Location (mandatory)</b>	Select the geographical location in which you are interested in working.
<b>Work Type (mandatory)</b>	Select the type of work you are looking for.
<b>Industry (mandatory)</b>	Select the type of industry you are interested in working in.
<b>Position (mandatory)</b>	Select, as close as possible, the types of positions within that industry in which you might be interested.
<b>Keyword (optional)</b>	Add any keywords to refine your email notifications even further.

<b>EDUCATION HISTORY</b>	Applicants can use this section to details of their highest attainments in education. Applicants are not required to fill out this section, however if they choose to do so, they must fill out 4 mandatory fields, with an
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	additional 1 optional field.
<b>Institution (mandatory)</b>	Enter the name of the institution at which the qualification was attained.
<b>Education Type (mandatory)</b>	Select the type of qualification attained.
<b>City / Country (mandatory)</b>	Give details of where the qualification was attained.
<b>Year of Completion (mandatory)</b>	Give the year in which the qualification was attained.
<b>Qualification (optional)</b>	Give further details of the qualification attained.

<b>EMPLOYMENT HISTORY</b>	Applicants can use this section to enter details of their employment history to date. Applicants are not required to fill out this section, however if they choose to do so, they must fill out 5 mandatory fields, with an additional 2 optional fields.
<b>Company (mandatory)</b>	Enter the name of the company at which employment was undertaken.
<b>Start Date (mandatory)</b>	Enter the date on which you started working at the company.
<b>End Date (optional)</b>	Enter the date on which you finished working with the company, if relevant.
<b>Job Title (mandatory)</b>	Enter the title of the job in which you were employed.
<b>Duties (mandatory)</b>	Enter details of duties undertaken in this job.
<b>Salary (mandatory)</b>	Enter salary details.
<b>Reason for Leaving (optional)</b>	Enter reasons for leaving the company.

<b>SKILLS</b>	Applicants can use this section to give details of their relevant skills. Applicants are only required to enter one work skills, however it would be beneficial to enter as many relevant skills as are appropriate.
<b>Skills category (mandatory)</b>	Select a skills category which reflects your skills and experience.
<b>Skills (mandatory)</b>	Select any relevant skills from the selected skills category to add to your account.

<b>REFEREES</b>	Applicants can use this section to give details of their referees. Applicants are not required to fill out this section. Applicants should note, however, that in most cases, referees are a required part of the recruitment process and therefore details at this point could be beneficial.
<b>Company Name (optional)</b>	Enter the name of the company with which the referee is employed.
<b>Referee Title (optional)</b>	Select the title which best fits your referee. If you do not feel any of the options adequately represents your referee's title, please leave this field blank.
<b>Referee Name (optional)</b>	Enter the name of your referee.
<b>Referee Job Title (optional)</b>	Enter the job title of your referee.
<b>Contact Number (optional)</b>	Enter a contact telephone number for your referee.

### Preview

This page shows all the information that you have supplied during this registration. If correct select **Submit**. If you need to change any detail highlight the category on the left and click to return to the entry screen.

Once your details have been reviewed by a Consultant we will send an email:

***Your details have been registered in our database. We will contact you if we have any questions or wish to discuss current vacancies with you. Otherwise we will make contact when we have a suitable position to discuss with you. Thank you for registering with Searson Buck.***