

Applying for a position at Anglican Retirement Villages (ARV)



General Introduction

In your web browser go to www.arv.org.au/jobs

On the left there will be a couple of boxes containing text, the top one is headed "Get Involved" with [Careers at ARV](#) highlighted. This section contains information headed:

- Search Jobs & Register
- Developing your Career
 - Carer Career Map
 - RN Career Map
- Variety of Careers
- Specialisation
- Privacy & Process
- Staff Log in

Careers at ARV	Meaning
Search Jobs & Register	To search for job that are currently available with ARV. Register means you tell ARV what you are looking for in a job so we can contact you when a position matches this.
Developing your Career	Examples of people who have developed their career at ARV Explore the career maps to see where your career with ARV could go
Variety of Careers	Examples of the wide variety of careers available at ARV
Specialisation	Examples of the Clinical Specialists you'll work with & learn from
Privacy & Process	Information about your privacy and the recruitment process at ARV
Staff Log in	For ARV employees

Applying for Jobs

Click "[Search Jobs & Register](#)" to go to ARV's job board. Here you will see the box below:

You can search for jobs by highlighting which Position Type, Area and Employment Type that you are looking for. In this example the person has nominated that they are looking for a Carer role based in a facility, within the Hills/Norwest Area on a Full Time basis.

You can highlight up to multiple options by holding the control key as you click.

Click "[Search](#)" and you will see all current vacancies that match that criteria.

Click "[Save as job alert](#)" and you'll be emailed every time a new vacancy that matches your criteria is available. You'll be prompted to enter some contact details.

If there isn't a match for your requirements you'll see this message below:


It appears that you can't find a job that matches your requirements. Please search again using different criteria as you might find another position that will suit you. Alternatively we'd be pleased to receive your details so we can contact you when a suitable position becomes available.

[Click here to let ARV know what you are looking for and we'll contact you when a job matches your requirements.](#)

Click the blue text to let ARV know what you're looking for so we can find you when we have a requirement. The first time you apply with ARV you'll need to "create an account". You will be guided and stepped through every stage of the process.

The grey box below contains all of ARV's current vacancies. To read the job advertisement, click the job number.

	Reference No.	Title	Employment Type	Job Location
1	8289	Graduate Nurses	Graduate	Hills / Norwest
2	8505	Maintenance Tradesperson	Full Time	Warriewood
3	8507	Maintenance Tradesperson	Full Time	Castle Hill
4	8465	Carer	Casual	South West
5	8202	Community Carer	Part Time	Penrith
6	8445	Administrative Support Officer	Part Time	Castle Hill

To apply at the bottom of the advertisement click  [Apply](#) . The first time you apply with ARV you'll need to "create an account". You will be guided and stepped through every stage of the process.

Summary

Search	You search for current vacancies and don't provide ARV with any information, unless you apply. You are anonymous to ARV, so we can't contact you later when a vacancy matches your requirements
Job Alert	You save your "search", provide minimal information about yourself. ARV sends you an email when a position matches your search criteria. ARV can't search for your details and contact you if you just complete a Job Alert.
Apply	You click a job number and apply for a current vacancy. You provide ARV with full details for employment. ARV can search for your details and contact you if you just complete a Job Alert.
Register	You provide ARV with full details for employment. ARV can search for your details and contact you if you just complete a Job Alert.