



Creating a Profile in eRecruit

If you have already applied for any role at Western Sydney university, you can login using your previous username (which will be your personal email address in most instances) and password. You can also use 'reset your password' if you have forgotten your password.

NOTE: During this process you will be required to enter an email address. This is the email that all of your offers of employment will be sent to & you must always have access to it. Do not use an @westernsydney email as you will lose access to this if you do not have a current contract

There are 3 steps to this process.

- Registration – creating a profile in eRecruit
- Application – completing steps 1-9 as listed below
- Submission – submitting your application, becoming eligible for casual offers of employment

You will have been given a link to your specific school or division's eligibility list, which will look like the below.

NOTE: If you have previously registered for an Eligibility List for another School/Division, you do not need to register again. HR can apply one listing to another, please let your administration contact know.

Click on "Begin" to start the Registration process.



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REF 999/16 SoHCA Casual Academic Staff Eligibility List - Integration to CEPI process

How to Apply:

- Start your application by clicking the "begin" button.
- [Login to an existing account or reset your password](#)
- [Preview Application Form](#)

If you require assistance in using the System, please email recruitment@westernsydney.edu.au or phone Recruitment Helpline on 02 9076 7336. Please note, we do not accept applications for roles to the recruitment@westernsydney.edu.au email. This site is optimised for - Internet Explorer 7.0 (or later browser versions), Safari, Firefox 3 (or later browser versions) and Chrome. Note that earlier versions of any of the browsers mentioned are supported, but likely to demonstrate slower response times.

By choosing to continue, you agree to the privacy policy. [Show Privacy Policy](#)

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Fill out all sections of the form to create a profile on eRecruit.

Registration Process

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* Denotes a mandatory question

Please [login](#) to your account if you have already registered

Title: Mr | First Name: Daniel Test | Initial: | Last Name *: Daniel Test

Your Email Address *: [redacted]@live.com.au | Confirm Your Email Address *: [redacted]@live.com.au

Your Desired Password *: [redacted] | Confirm Your Password *: [redacted]

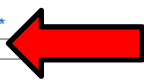
The State You Reside In *: NSW | If other, please specify: [redacted]

Mobile: * [redacted]

Please choose your preferred time zone *: GMT (+10:00) Canberra, Melbourne, Sydney

By choosing to continue, you agree to the privacy policy. [Show Privacy Policy](#)

[Back](#) [Save and Next](#)



Personal Email Address

If you have already previously applied for a job with Western Sydney University, your email address will be recognised, you can reset your password by going to the Western Sydney University Home Page > Careers > Current Vacancies > Login & then clicking the reset password button.

Registration Process

REF 999/16 SoHCA Casual Academic Staff Eligibility List - Integration to CEPI process

* Denotes a mandatory question

Please [login](#) to your account if you have already registered

Title: Mr | First Name: Test - Daniel | Initial: | Last Name *: Test - DeBono

Your Email Address *: d.debono@westernsydney.edu.au | Confirm Your Email Address *: d.debono@westernsydney.edu.au

This email address is already registered.

Your Desired Password *: [redacted] | Confirm Your Password *: [redacted]

The State You Reside In *: NSW | If other, please specify: [redacted]

Mobile: [redacted]

Please choose your preferred time zone *: GMT (+10:00) Canberra, Melbourne, Sydney

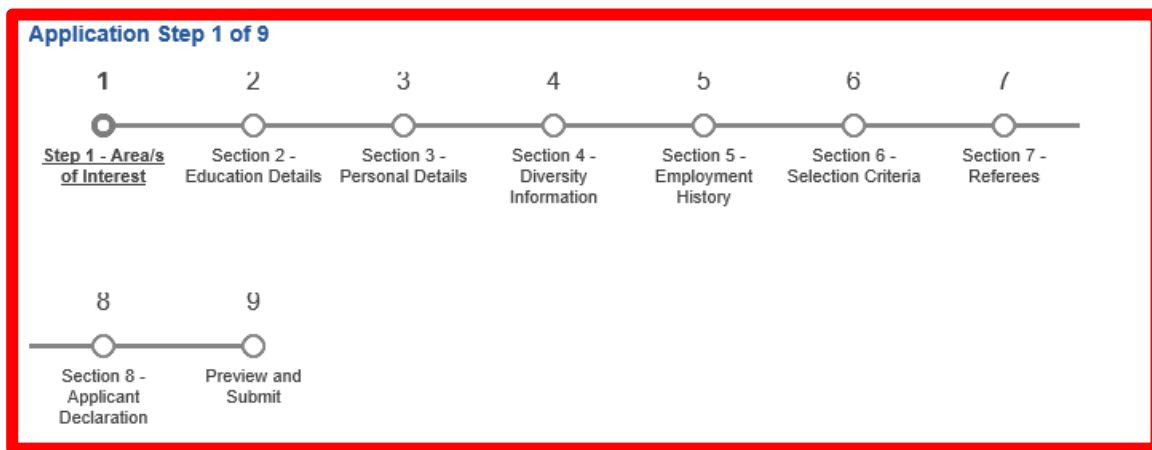


Press Save & Next to move on to the Application process.

Application Process: Steps 1-9

After completing the registration, you must then complete the application, steps 1-9 are listed below.

REF 999/16 SoHCA Casual Academic Staff Eligibility List - Integration to CEPI process - Step 1 - Area/s of Interest



Step 1 - Area/s of Interest

* Denotes a mandatory question

Although you have applied for this position with specific selection criteria which you need to address, the preferences you select from the following questions will assist us in considering you for future casual position/s within this School/Institute/Centre/Division.

You must select the School/Institute/Centre/Division as indicated on this job reference number. *

Please indicate position/s you are interested in? *

- Academic
- Professional

At the end of Step 9 you can preview your application. To be offered casual employment at Western Sydney University you must submit your application. A contract cannot be issued if the application process has not been completed.