Brisbane International 2012 volunteer applications – How to Apply

To submit an application, please complete the following steps:

1. Visit http://www.brisbaneinternational.com.au/event-guide/jobs.

2. Select the link for the position for which you would like to apply.

3. Select the ***'Register'*** link above the vacancies box and enter your first name, surname and email address. Your email address will be your username for the system. (*Please note: email addresses can only be registered* ***once*** *in the system)*. Select the ***'Register'*** button. An email confirming your registration and temporary password will be sent to you.

4. Once you have received your confirmation email, log in to the system using your email address and temporary password. You will be prompted to change your password once you have accessed the system. Enter a password that is at least eight characters long and contains one numeric character. Once you have reset your password click on ***'Proceed'***.

5. A vacancy containing all available Australian Open positions will appear on the job board. Select the vacancy, review the job advertisement and associated attachments which contain important information about each functional area, including key selection criteria, employment dates and compulsory training requirements.

6. Select the 'Apply for job' option.

7. You will be required to answer questions regarding the minimum requirements of the Australian Open which you must meet in order to proceed with your application. Once you have submitted your responses, select ***'Proceed'***.

8. Enter your contact information. The system will prompt you to enter your personal details including your full name, address and contact numbers. Once you have submitted this information select ***'Next'***.

9. Complete the application form by answering each of the questions listed.

10. Once you have answered all of the questions in the application form you will be prompted to confirm that the information you have submitted in your application is true and correct. Select ***'Submit Application'***.

11. An on screen acknowledgement will appear confirming that your application has been submitted. You will also receive a copy of this confirmation via email.

12. To edit your application after it has been submitted, log in to your profile and select the ***'Current Applications'*** tab. Select the edit link and resubmit your application. A dialogue box will appear advising you that by editing your application, you will be required to resubmit it. Select ***'Ok'***. Please note that you cannot edit your application once the vacancy has closed.