

How to apply for NSW Department of Education roles if you are an existing Education Support Staff

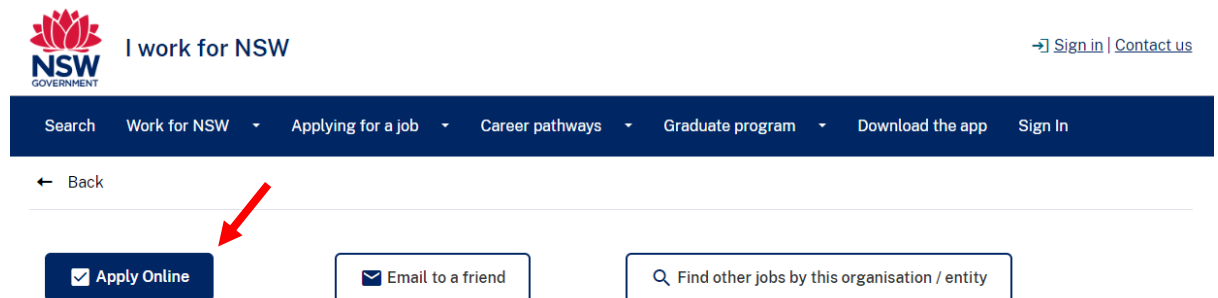


If you are an existing Education Support Staff* with the NSW Department of Education, please follow the below steps on how to submit your application:

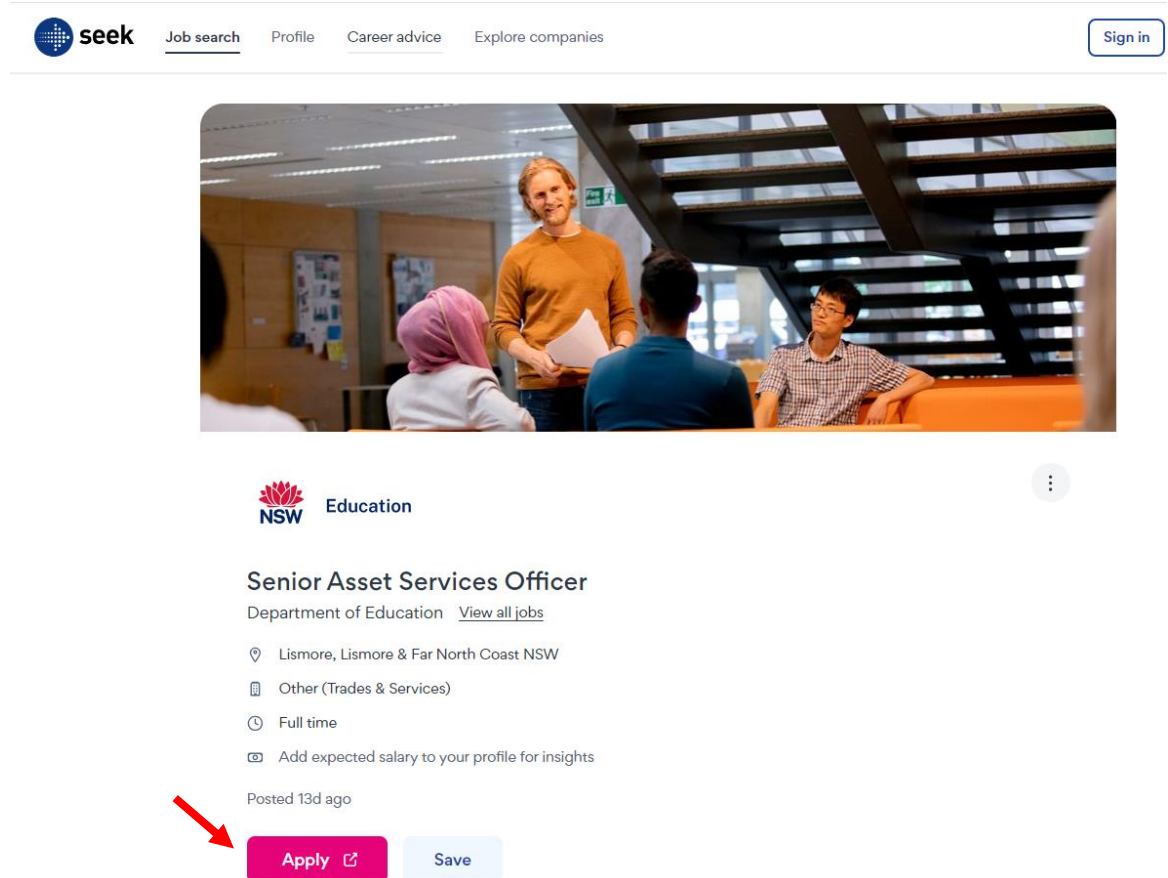
NOTE: If you have found this advert on the external NSW Department of Education Careers site, skip to step 3.

1. If you have found this job advert on an advertising platform such as *I Work For NSW* or *SEEK* etc., you will need to click '**Apply**' on the respective site.

I Work For NSW:



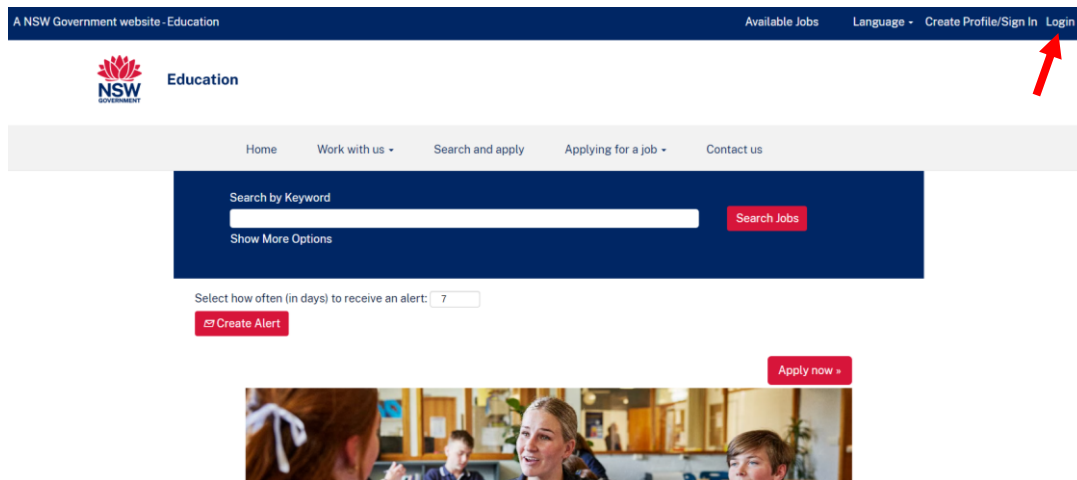
SEEK:



2. Once you have clicked '**Apply**', you will be directed to the NSW Department of Education Careers website.

- 3. Ensure to click **‘Login’**, displayed on the top right-hand corner.

NOTE: If you are using your work computer/are already logged into the DoE portal, it should automatically log you in once you click **‘Login’** OR the **‘Login’** button may not appear at all, and you are automatically logged in to start applying (skip to step 5).



- 4. You will now be directed to sign in with your NSW Department of Education account.

NOTE: you may be asked to verify your identity through a verification code.

Sign in with your department account

User Account
Enter your user ID
Example: jane.citizen1

Password
Enter your password

Keep me signed in

[→ Sign in](#)

[Forgot your password?](#)

[Help signing in](#)

- 5. Once logged in to your DoE account*, you will be recognised as an internal candidate and you can proceed with your application by clicking on **‘Apply now’**.

If you encounter any issues, please reach out to the recruiter in the job advertisement. We wish you all the best on your application process.

*Contractors, casual employees and school-based staff need to apply on the NSW Department of Education Careers site by clicking **‘Apply now’** and create an external account or log in with an existing external account (**this is not your DoE portal log in**).

