

Candidate Application Form

Position title	Trainee Court Registrar
Position number	Various
Division	Court Services Victoria
Unit/Branch	Magistrates' Court of Victoria/Children's Court of Victoria
Classification/Grade	VPS Grade 2
Employment status	Ongoing, full-time
Position reports to	Senior Registrar
Location	Various
Position contact	Learning and Development Unit on (03) 9032 0907

Family name	
Given name	

Have you applied for this role previously?		If so, what year/s did you apply?	
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Are you Aboriginal or Torres Strait Islander?	
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Have you completed Work Placement at a Court? (If so, please provide details of Court location, date and duration of placement)	
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Where did you hear about this role? Online, newspaper, other (if other, please explain)	
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What attracted you to apply for the Trainee Court Registrar position and why do you believe you would be suitable for this type of role? If you do not currently live in a regional area, why do you want to move to a regional area? (approximate limit 150 words)

Applicants are strongly encouraged to visit a Magistrates' Court to observe the role of a bench clerk. 1. Please advise when and which courthouse you have visited and any additional steps you have taken to gain an understanding of the role of a Trainee Court Registrar. 2. Please explain the duties that a bench clerk performs and detail any additional information about the traineeship that you have learned. (approximate limit 400 words)
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Note

You are only required to address the **Key Selection Criteria (KSC)** listed below.

Individual responses to the KSC listed on the **Position Description** are not required.

Key selection criteria 1: Service Excellence – Committed to delivering quality outcomes and services.

Question: Please provide a **specific** example of a time when you exceeded the expectations of a customer. Explain the situation, what you did and what the outcome was. (approximate limit 400 words)

Key selection criteria 2: Planning and Organising – Anticipates, plans for and coordinates work to meet business outcomes.

Question: Please provide a specific example of a time when you had your work organised, but something unexpected arose which cause you to re-prioritise your work. Explain the situation, what you did and what the outcome was (approximate word limit 400 words)

Declaration

Have you taken a Voluntary Departure Package (VDP) from the Victorian Public Service? Yes No

If the answer is 'Yes', on what date did you receive your VDP?

- I acknowledge that employment in Courts Services Victoria may be subject to the following checks:
Criminal record check.
- Working with Children Check.
 - Professional reference check/s.
 - Medical check.
- I also acknowledge that employment in Court Services Victoria may be subject to completion of a probationary period to CSV's satisfaction.
- I confirm that I am legally entitled to work in Australia.