

Frequently asked questions

RECRUITMENT OF TRAINEE COURT REGISTRARS



Q. What are the steps in the recruitment process?

A. The steps are outlined below:

- Apply via careers.vic.gov.au
- Submit your cover letter and resume, and answer the application screening questions
- Review of your application
- Phone screening
- Behavioural Interview
- Reference checks and criminal history check
- Merit pool
- Offer/Onboarding.

Q. How do I find out about the progress of my trainee court registrar application?

A. Updates on the progress of your application will be emailed to you. Please monitor your 'junk mail' folder.

Q. How long is the recruitment process likely to take?

A. Due to the multiple steps involved, the entire recruitment process may take up to a number of months.

Q. Which locations can I work at?

A. If your application proceeds through to the interview stage, you will be asked to nominate up to five preferences for locations you would like to work at and commute to.

Trainees will commence at a specific court location but may be required to travel to other locations on occasion.

Placements are based on operational needs and available vacancies

Metro and suburban courts: Broadmeadows, Dandenong, Frankston, Heidelberg, Melbourne CBD, Moorabbin, Collingwood (NJC), Ringwood, Sunshine and Wyndham

Regional courts: Geelong, Ballarat, Shepparton, Bendigo, Morwell regions

Locations can be found [here](#):

Q. How are interviews conducted?

A. Behavioural Interviews are currently being conducted face to face.

Q. How are my referees contacted?

A. We will request that you provide two recent referees before attending an interview. If you are successful through the interview, we will seek your permission before contacting referees via email or phone.

Q. I have been notified that my application has not been successful. Can I request feedback on my application and/or reapply?

A. Due to the high volume of applications received, feedback on individual applications will not be provided, unless you have attended an interview.

Please review your application as to:

- how you can better demonstrate your knowledge and understanding of the role of a Trainee Court Registrar
- how you can clearly demonstrate your personal motivation to perform the role of a Trainee Court Registrar
- your professional experience and/or qualifications
- the amount of detail provided on your resume
- the presentation of your application including spelling, grammar and formatting.
- If you have attended an interview, we will contact you to advise of the outcome and offer a time for you to call to obtain feedback.

Please take the time to implement any feedback given. You are then able to reapply for the position when it is next advertised on

www.careers.vic.gov.au

Q. Further Questions?

A. Please visit the MCV website [here](#) or feel free to contact the Learning and Development Unit at courtregistrar@courts.vic.gov.au