

# Candidate Application Form

<b>Position title</b>	Trainee Court Registrar
<b>Position number</b>	Various
<b>Division</b>	Court Services Victoria
<b>Unit/Branch</b>	Magistrates' Court of Victoria/Children's Court of Victoria
<b>Classification/Grade</b>	VPS Grade 2
<b>Employment status</b>	Ongoing, full-time
<b>Position reports to</b>	Senior Registrar
<b>Location</b>	Various
<b>Position contact</b>	Learning and Development Unit at courtregistrar@courts.vic.gov.au

<b>Family name</b>	
<b>Given name</b>	

<b>Have you applied for this role previously?</b>		<b>If so, what year/s did you apply?</b>	
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<b>Are you Aboriginal or Torres Strait Islander?</b>	
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<b>Have you completed Work Placement at a Court?</b> (If so, please provide details of Court location, date and duration of placement)	
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<b>Where did you hear about this role?</b> Online, newspaper, other (if other, please explain)	
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<b>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? (approximate limit 200 words)</b>

**One of the main roles you will perform as a Trainee Court Registrar is bench clerking in a courtroom. Applicants are strongly encouraged to visit a Magistrates' Court to observe the role of a bench clerk or in the case of COVID-19 restrictions preventing a visit, call and speak to staff at a court regarding the role and undertake research.**

- Please advise when and which courthouse you have visited or staff you have spoken to 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)

**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.