



QUICK REFERENCE GUIDE

EXTERNAL CANDIDATE APPLICATION PROCESS

To apply for a job at ANZ, the candidate is requested to complete an online job application.

Below is a step by step guide on how to set up your profile and submit your online application.

This one-time set up will connect you to the future carer opportunity with ANZ.

HOW TO SET UP CANDIDATE PROFILE FOR APPLYING FOR A ROLE AT ANZ

1. Go to ANZ Royal job page: www.anzroyal.com > About us > Careers > Opportunity@ANZ
2. Click on **'Access my profile'** to set up or update candidate profile. Click on the **New User** button or use your User Name and Password to log in if you have previously applied for a job at ANZ or already set up a profile.

3. Complete Personal Information, a red asterisk (*) indicates a mandatory field.

4. In **Preference** tab, under **'Job Field'**, select the job category and functions that relevant to you to create your job field preference. You can choose more than one field.

Note: This is very important step. You will receive a email notification when there is a vacancy that matches to your job preference.

5. Tick the 'Send an email notification whenever a new position matching this profile is posted' box in **Profile Information** tab

6. Upload your CV and complete the diversity information in **'Resume'** and **'Diversity'** tab
7. Review your information in **'Summary'** tab and click on **submit**

HOW TO APPLY FOR A ROLE AT ANZ

1. On ANZ Royal job page, www.anzroyal.com > About us > Careers > Opportunity@ANZ, search for the vacancies and click on the job you want to apply.

2. Use log in user name and password to update your profile, complete the pre-screening questions, and upload your updated CV

3. At the **Summary** step, confirm your details and then click on submit.