



Government of **Western Australia**
Department of **Education Services**

Dear Applicant

Thank you for your interest in the recently advertised position with the Department of Education Services. This application package is designed to assist you in preparing your application. Please find enclosed the following information:

- Advertised Vacancy information
- Application Guidelines
- Job Description Form (JDF) (this is an attached document)

Applicants *must* address the Selection Criteria in the context of the role, scope and duties of the position/s in their application as consideration for interview is based upon applicants demonstrating that they meet the essential requirements of the position/s.

ADVERTISED VACANCY INFORMATION

- All applications must address the selection criteria as consideration for an interview will be based on demonstrating that you meet the criteria for the position.
- **Length of the Application** - The length of the application is part that addresses the selection criteria and will be no more than ten A4 pages. The document will be single-spaced including page numbers with a minimum of 1.5 centimetre margins. Applicants are advised to choose a legible font.

SUBMITTING YOUR APPLICATION

The Department of Education Services requests applicants to:

Apply online via the WA Job Board at
www.jobs.wa.gov.au

To apply online via the WA Job Board, open up the advertisement for the chosen position and click on 'Apply for Job'. Please note that **attachments can be up to 8MB in one of the following formats: MS Word, MS Excel, Adobe PDF, JPEG or GIF formats.**

By applying online, the WA Job Board allows you to register a personal account, enabling you to store and retrieve applications for various State Government positions. All your personal details, education and recent work history can be saved and automatically uploaded into the application form. You can also store your resume or curriculum vitae, copies of academic transcripts, cover letters, responses to related job requirements/criteria and any other relevant documents on the Job Board.

Please do not hand deliver, mail, fax or email your application.

All job applications for the Department of Education Services are processed by the Education and Training Shared Services Centre (ETSSC) in Bennett St, East Perth.

Should you have any queries about lodging your application, please contact the Recruitment Team on 9264 8385.

Applications **must** be received by the nominated closing date and time. **It should be noted that no Notices of Intent will be accepted and there will be no extension of time beyond the appointed closing date or time.**

No proforma or late applications will be accepted.

Whilst applying online, applicants will be asked a number of application questions, and then to attach their relevant application documentation. **It is therefore strongly recommended that you allow ample time to prepare and submit your application online.**

STANDARDS OF PRACTICE

The Department of Education Services is committed to selecting and appointing the best available person to a vacant position. To achieve this outcome all applicants for the position can expect application of the following Recruitment, Selection and Appointment Standard during the selection process.

Compliance Requirements

1. Bias free documentation describes the job to be performed and specifies the relevant selection criteria.
2. The job is advertised as widely as is appropriate.
3. The applicant's skills, knowledge and abilities relevant to the job, are fairly assessed.
4. Selection methods and their application are free from bias, patronage, and nepotism.
5. Each applicant is notified about breach of standard review procedures.
6. Policies are documented, equitable, applied consistently and accessible to all employees in the organisation.
7. Decisions and processes embody the principles of natural justice.
8. Decisions are capable of review.
9. Appropriate confidentiality is observed.

The recruitment, selection and appointment processes used also comply with:

- ◆ Public Sector Management Act (1984)
- ◆ The Public Sector Standards Commission
- ◆ The Equal Opportunity Act (1984)
- ◆ The Industrial Relations Act (1979)
- ◆ The Occupational Health, Welfare, and Safety Act (1984)

APPLICATION GUIDELINES

A well written application is your first step towards convincing a selection panel you deserve an interview. These guidelines are provided to assist you, as an applicant, in preparing a *competitive* written application and to enable you to effectively plan for an interview.

To apply for the position, you need to send in the following:

- A copy of your CV or Resume;
- A written statement addressing the selection criteria; and
- Proof of any formal qualifications (if specified) or other information you might wish to provide

PREPARING YOUR WRITTEN APPLICATION

All applicants who demonstrate that they meet the essential criteria and who, from their applications, appear to be competitive will be considered for an interview. This decision will be based on the information provided in your application. Do not assume that the panel members know that you can perform the duties of the position. If possible, your application should be typed, however it can be handwritten and must be clear and legible. A covering letter to support your application is optional.

Your application should include the following documentation:

RESUME/CURRICULUM VITAE

- Personal Details including name, address, and telephone number.
- Relevant Work Experience - a brief summary of previous work experience starting with the most recent and including dates and details of the type of tasks that were performed. You could also include any previous acting experience and details of duties undertaken.
- Education and Training achievements - include any current education.
- Any activities undertaken or skills obtained outside of work that is relevant to the position.
- Names and addresses of any referees including contact numbers.

STATEMENT OF CLAIMS AGAINST THE SELECTION CRITERIA

The Selection Criteria of a position will be divided into those which are “essential” and those which are “desirable”. Essential selection criteria are the skills and abilities, experience, knowledge and qualifications you **MUST** have to be eligible for the job. If they are desirable they are an advantage only for performing the duties of the position.

When making your statement or addressing the selection criteria, consider the following:

- Treat each selection criterion separately and provide concrete examples where possible.
- Write clearly and succinctly.
- Describe relevant experience you have had and include a description of your skills and abilities in relation to the selection criteria.
- Include an example that helps demonstrate your ability or experience against the selection criteria and describe the situation, tasks, action and result.
- Include information of any relevant qualifications you may have obtained and their relation to the selection criteria.
- Focus your achievements relevant to the selection criteria.

If you are granted an interview, you may wish to give your referees a copy of your application so they are aware of the claims you have made.

INTERVIEW PREPARATION

During the interview you will be asked job related questions which will relate directly to the selection criteria. The same questions will be asked of every applicant. All applicants should consider the following actions prior to the interview:

- Do your homework on the position and Agency. Read the Job Description Form thoroughly so you clearly understand the duties of the job and relevance of the Selection Criteria. If you require additional information regarding the position you could also telephone the contact person listed in the advertisement.
- Examine the Selection Criteria and think of examples of situations where you applied the relevant skills and abilities.
- Focus on the duties of the position and how you would carry them out, considering problems you might encounter and how you would resolve them, or make improvements.
- If the position has a supervisory role, think about your special responsibilities as a supervisor.
- If you have any relevant reports or documents which will provide an example of your skills and abilities, you should prepare it for presentation at the interview.
- Think of one or two brief questions to ask the panel at the end of the interview, as it is an opportunity to clarify anything you are unsure about.

THE INTERVIEW

Present yourself at the interview in neat attire and as appropriate for the job (as you would usually do for work). Some interviews involve pre-reading of interview questions, and in general you should be prompt (if not early) for your interview, rather than late.

During the interview:

- Be enthusiastic about the job, your previous achievements and what you would do if given the job. Don't assume that the panel members know about your suitability for the job.
- The panel will usually consist of three members (men and women, it is good to try and remember the names of each of the panel members and maintain good eye contact.)
- Take time to answer each question. Present answers clearly and concisely. Where possible, relate your answer to direct past experiences.
- When the opportunity is presented, feel free to ask any questions you have during or at the end of the interview to clarify anything in relation to the position.
- Take a copy of your job application to the interview and any other notes you may have to assist or prompt you.
- Just be yourself

FEEDBACK

After the selection process, when you have been advised of the result of your application you have the opportunity to seek feedback in the first instance from the chairperson or individual nominated in your letter advising the outcome. Feedback is usually in verbal form however written requests may be considered.

Feedback is encouraged and provides you with useful information that will assist you in preparing future applications, and for improving your performance at future interviews.

PUBLIC SECTOR STANDARDS IN HUMAN RESOURCE MANAGEMENT

Recruitment, Selection and Appointment Standard

Outcome

The most suitable and available people are selected and appointed.

The Standard

The minimum standard of merit, equity and probity is met for recruitment, selection and appointment if:

- A proper assessment matches a candidate's skills, knowledge and abilities with the work-related requirements of the job and the outcomes sought by the public sector body, which may include diversity.
- The process is open, competitive and free of bias, unlawful discrimination, nepotism or patronage.
- Decisions are transparent and capable of review.

The Public Sector Standards in Human Resource Management set out the minimum standards required of all Western Australian public sector bodies and employees. If you require more information about the Standards, visit the Office of Public Sector Standards web-site at www.wa.gov.au/opssc.

The *Public Sector Management (Examination and Review Procedures) Regulations 2001* are established under s.97 of the *Public Sector Management Act 1994*.

BREACH OF STANDARDS PROCESS

A breach of standards claim may be made should a claimant be of the opinion that one or more of the stated compliance requirements have been breached.

An applicant must apply for a review of the selection process to the Department of Education Services within 4 working days of receiving notification of the selection decision. Application forms for breach of a Recruitment, Selection and Appointment Standard are available from the Education and Training Shared Services Centre, Human Resource Services on (08) 9264 8385.

Please note that under regulation 8 of the Public Sector Management (Review Procedures) Regulations 1995 you are required to indicate which compliance requirements have been breached. You must set out the reasons why you believe the breach occurred.

For further information please visit: <http://www.opssc.wa.gov.au/hrm/breachclaims/index.htm>