



# Information for Applicants

## Some tips on how to get started

Thank you for your interest in working for the Department of Sport and Recreation. This information will guide you through our recruitment and selection process.

To be eligible for **permanent appointment** to the WA public sector it is **essential** that you have **permanent resident** status in Australia.

To be eligible for a **fixed term appointment** within the WA public sector you need to have **documentary evidence of your entitlement to live and work in Australia** for the period of the contract.

Each recruitment process may vary depending on what's required in a job. The one thing you will find in common is our aim to make sure each process is applicant friendly, fits with our values and business needs, is fair, equitable and timely.

## About Us

The Department of Sport and Recreation is the lead agency responsible for the implementation of government policy and initiative in sport and recreation.

One of our key roles is to contribute to the healthy lifestyle of Western Australian by increasing physical activity in the community through sport and recreation. If you want to read more about what we do and how we do it, go to our website at [www.dsr.wa.gov.au](http://www.dsr.wa.gov.au).

## Getting Started

### STEP 1: Read the ad and any attached documents

As we've said, the selection process for a position may vary depending on the job so **read the ad and any attached documents carefully to identify what's required. Our selection panels may use a variety of methods to assess applicants which may or may not include a formal structured interview.**

Okay – you've read about us from our website and what's required in the job and decided you've got what it takes to help us **build stronger, healthier, happier and safer communities!** Now it's time to start on your application. If, after working through these guidelines, you feel you need more assistance, please call the person named in the advertisement who will provide you with information regarding the position and what we are looking for.

### STEP 2: You Write Your Application

Your application is important as it usually determines whether or not you progress to the next stage of the selection process. It needs to include:

- **Application for Advertised Vacancy Form; (If applying online this form is not required)**
- **Self assessment questions; (If applying online this form is not required)**
- **Curriculum Vitae/ resume** - providing relevant personal particulars and contact details (including email address if you have one), education and training (including qualifications) and your paid and

unpaid work history most relevant to the job you are applying for. Your CV needs to highlight your experience and achievements most relevant to the job to enable the panel to assess whether you will progress to the next stage of the selection process.

- **Referees** - The names and contact details of usually two referees (including your current or a recent line manager) who are available to confirm what you have said about your abilities. We recommend you check with your referee before nominating them as a contact, as they may be contacted at any time during the selection process. If you have any concerns about us contacting your referees please let us know in your application.
- **Photocopy(s) of your formal qualifications**

You may also be asked to submit a covering letter expressing interest or asking you to respond to several questions and/or explain why you're interested in the position and/or cover several of the work related requirements (**selection criteria**) For some positions, depending on what's required in the job, your initial application may be a telephone screening interview or an online screening tool rather than a written application. **That's why it's important to read the job ad carefully for details of what's required.**

If you are applying for multiple positions please submit **a separate application and Curriculum Vitae/ resume for each position.**

### **STEP 3: Lodge your application**

It is your responsibility to ensure that your application is received by the Human Resources section of the Department of Sport and Recreation by the advertised closing time and date. Late applications will not be accepted under any circumstances.

Advertisements for vacancies are governed by the Industrial Relations Act (1979).

Applications are to be lodged as follows:

#### **Preferred:**

Online at [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au)

Have all your attachments ready and then click on "Apply for Job" You will then be guided through the online application process.

If you have any difficulties with this process, please contact 9492 9844.

#### **Other options:**

By fax:

(08) 9492 9848 (*secure fax*).

By email:

[hr@dsr.wa.gov.au](mailto:hr@dsr.wa.gov.au)

By mail:

Hand delivered or posted to our Leederville office :

Attention HR Officer

Department of Sport and Recreation

PO Box 329

LEEDERVILLE WA 6903

### **What happens next?**

The selection panel considers your application and decides which applicants to shortlist.

### **We Carry out Further Assessments of Short listed Applicants**

The Selection Panel carries out further assessments to determine applicants' suitability for the job. This may include a formal structured interview, a more informal meeting with the Panel, examples of your work, a presentation, practical test, case study, role play, other testing etc. Your referees may also be contacted during this stage. The panel will contact you directly if you have been selected for further assessment.

### **The Decision**

The Selection Panel looks at all the evidence it's gathered to determine which applicant/s best meet/s the work related requirements and the business and diversity needs of our agency at the level needed to do the job. We write to all applicants letting them know the outcome and offering the opportunity to seek feedback.

### **Feedback**

When you receive your letter informing you of the outcome of the selection process, we encourage all applicants regardless of whether they were shortlisted or not, to telephone the contact person for some constructive feedback. Feedback is generally given by the Chairperson but may also be provided by another panel member.

Please note that even if you were not shortlisted for further assessment, you will not usually be advised that your application was unsuccessful until interviews have been conducted and a recommendation has been made. This delay in notification is necessary to ensure that all applicants are provided with the same opportunity to apply for a review of the process, as provided for in the Public Sector Management (Review Procedures) Regulations 1995.

The Department of Sport and Recreation is committed to meeting the Commissioners Instruction on the Employment Standard that is detailed on the Public Sector Commission website at: <http://www.publicsector.wa.gov.au/SiteCollectionDocuments/CI%20Employment%20Standard.pdf>

All applicants can be assured that the compliance requirements of this standard will be adhered to throughout the selection process.

### **POLICE CHECKS**

The Department of Sport and Recreation requires all positions (paid and volunteers) to obtain a National Police Certificate prior to commencement of employment or voluntary work with the Department Sport and Recreation.

Some of our positions also require an application for a Working With Children Check depending on the duties of the role and legislative requirements.

For more information on the Department of Sport and Recreation, visit our web site, [www.dsr.wa.gov.au](http://www.dsr.wa.gov.au)