Application Information

Thank you for your interest in working for Polytechnic West. This guide is provided to assist you in preparing your application.

CONTENTS

Getting Started

The following information will help you prepare your application and show that you are a suitable applicant for the position.

To ensure you have all of the information you need to prepare your application, please:

1. Download the Job Description Form (JDF) from the vacancy advertisement on the JobsWA website

2. Check the essential *Selection Criteria* listed in the JDF to ensure you possess the required skills, knowledge and qualifications to successfully perform the duties of the position.

3. Read the '*How to Apply*' section in the job advertisement for specific instructions on what to submit with your Application

For more specific information regarding the position you are applying for, you are encouraged to speak with the Contact Person listed in the advertisement.

How do I Apply?

The *'How to Apply'* section in the job advertisement will set out clearly what we need from you to assess your suitability for the position. It is important to read the job advert carefully for details of what is required.

One or more of the following may be requested of you to complete as part of your application:

Resume

Your resume should provide your personal details and current contact information (including email).

Your resume should highlight your experience, skills and achievements, and details of tasks/responsibilities of positions you have held.

Include the names and contact details of at least two referees. You should select referees who know your relevant skills and abilities and are able to comment on your work experience. If possible, at least one of your referees should be a current or

recent supervisor. It is recommended that you check with your referee before nominating them as a contact as they may be contacted at any time during the selection process.

How do I Apply? (continued)

Address the Selection Criteria

The work-related requirements of the role, referred to as the *Selection Criteria*, are located in the Job Description Form (JDF). These are the skills, knowledge and experience considered necessary to successfully perform the duties of the position.

If you are asked to 'Address the Selection Criteria', you are being asked to demonstrate your competitive ability to meet the work-related requirements. To do this, provide examples that support your skills, knowledge and abilities against each criterion.

It is recommended that you address each criterion separately.

Observe the page limit requested in the '*How to Apply*' section of the job advertisement, and provide clear and concise examples and statements.

Application Questions

While applying online, you will be asked to provide responses to a series of questions relevant to the submission and online storage of your application. Your responses to these questions may form part of the assessment of your application.

Lodging my Application

Applications **must** be received by the nominated closing date and time.

Once you have viewed the advertisement and Job Description Form (JDF) in full and have completed your Application for the position, you should click on the '*Apply for Job*' button at the bottom of the advertisement.

Job applications must submitted **online via the WA job Board at www.jobs.wa.gov.au** unless specified otherwise in the job advertisement.

When applying online you can **attach up to 8MB in documents of MS Word, MS Excel, Adobe PDF, JPEG or GIF formats.**

An automated confirmation of your application will be sent after your online application is received, and a Letter of Acknowledgement will be sent to you following the advertising close date.

If you have attempted to apply online and experience technical difficulties please contact HR Services on (08) 9203 3735 as a log is kept of all attempts to submit applications online.

Closing Date

Make sure you lodge your application on time as late submissions will not be accepted.

The closing date and time is stated in the vacancy advertisement in Western Standard Time (WST).

If you have attempted to apply online and experience technical difficulties please contact HR Services on (08) 9203 3735 as a log is kept of all attempts to submit applications online.

It is strongly recommended that you allow ample time to prepare and submit your application.

The Selection Process

After the closing date for applications, the shortlisting and selection process begins.

Members of the Selection Panel will assess each application and agree on a 'shortlist' of the most competitive applicants. The panel will also decide on the method of selection that will be used, which may involve one or more of the following: interview, work-based tasks, a presentation, referee reports and/or other selection tools.

At the completion of the selection process, the panel will prepare a report outlining how applicants were assessed and provide a selection recommendation.

Once a decision has been reached, all applicants will receive written notification via email of the outcome offering the opportunity to ask for feedback.

When you have been advised of the result of your application, you are encouraged to seek feedback from the Panel Chair. This information may be beneficial to you for future job opportunity applications.

Review of the Selection Process

Appointments in the Public Sector are subject to the provisions of the *Public Sector Management (Breaches of Public Sector Standards) Regulations 2005*.

Written notification regarding the outcome of the Recruitment process will be forwarded to you at the end of the selection process. Information regarding the Commissioner's Instruction: Employment Standard and the breach claim process can be found at http://www.publicsector.wa.gov.au/.

Checklist

Before submitting your application, please make sure you have prepared:

☐ Your current Resume

☐ Written application addressing the Selection Criteria

☐ The names and contact details of at least two Referees

Thank you for your time and interest. Best wishes with your application!