

Job Application Package

Public Transport Authority
of Western Australia



Connecting the people of Western Australia, via road, rail and ferry, is what we are all about.

About the PTA

WA's public transport system is recognised as the best in Australia and one of the best in the world.

At the Public Transport Authority (PTA), we provide the integrated delivery of train, bus and ferry services throughout the state. We are also responsible for designing, building and maintaining the transport infrastructure.

Every day, hundreds of thousands of people rely on us to get them where they need to be. And while we have sophisticated trains, buses and ferries, **our most important resource are the people who work here.**

If you'd like to be an integral part of our team, working for the PTA, we'd love to connect with you.

That's why we've put together this application package. To improve your chances of success, have a read through this and be sure to follow the guidelines.

Working in a large organisation in a rapidly-growing sector, we offer excellent job security and stability, and our commitment to providing a reliable service for our passengers means you will have the opportunity to contribute to a public service that many West Australians interact with on a daily basis.

We provide a friendly and professional working environment, and along with opportunities for development, other benefits may include:

- Free train, bus and ferry travel
- Health and wellness program
- Subsidised corporate apparel
- Salary packaging
- Training and development opportunities
- Access to a range of flexible working conditions
- 9.5% superannuation to your choice of provider



The Public Transport Authority is an Equal Opportunity Employer. We pride ourselves on having a diverse workforce and encourage a broad range of skilled applicants to apply for advertised vacancies.

How to submit your application

Please submit your application online at www.jobs.wa.gov.au and make sure you have a valid email address.

We recommend that you register with Jobs WA. Click on the login icon 'Not registered?' and follow the links.

You will then need to complete the online questions and attach your documentation. Be sure to allow yourself enough time, because applications cannot be accepted after the closing date and time specified in the advertisement.

We'll send you an email confirming the date and time your application was received as well as an application reference number. This email will also specify any attachment that was submitted with your application.

If you don't receive a confirmation email within 24 hours, please contact the recruitment team at jobs@pta.wa.gov.au

Eligibility to apply

For a permanent appointment to the public sector, you'll need to be an Australian citizen or have permanent resident status in Australia.

For a fixed term appointment within the public sector, you'll need documentary evidence of your entitlement to live and work in Australia for the period of the contract.

Undertaking a **Pre-employment health assessment** and providing the PTA with a current **National Police Clearance Certificate (*undertaken within the last 3 months or less*)**, are mandatory requirements. Confirmation of appointment to a position will not take place until these conditions are met.

Submission of formal qualifications

Where applicable, you'll need to provide proof of any formal qualifications before an appointment is made.

Further requirements

You may also be required to satisfactorily complete the following:

- Integrity check
- Reference checks
- Psychometric assessment



Application guidelines

First impressions count.

A well-written application is an important step towards convincing a selection panel you deserve to be considered further.

Here are some simple guidelines to help you effectively plan your application.

1. Get in touch with the contact person

All advertised positions provide a contact name and phone number. We strongly recommend that you discuss the details of the vacancy with the contact person before making your written application.

2. Update your resume

Your resume should be as up-to-date as possible, with your most recent work history and other relevant information. It should also include two work-related referees for the selection panel to contact.

3. Address the requested work related requirements and/or submit a covering letter outlining your suitability to the role (please check the advert to determine what is requested).

The work related requirements (also called the selection criteria in the Job Description Form) are the skills, knowledge and experience you'll need to fill the position. By addressing the selection criteria with examples of your relevant experience will demonstrate to the panel your suitability for the position.

If the advert says only a covering letter is required, be sure that your letter includes details of all your relevant skills and experience.

Application checklist

When applying for a job with the PTA, please ensure you have the following:

- An active email account
- A copy of your current resume
- A written statement addressing the selection criteria OR a covering letter where requested
- Proof of any formal qualifications

After you've submitted your application

After the closing date, a selection panel will agree on a shortlist of the most competitive applicants. These applicants will be notified for further assessment or interview.

If shortlisted for further assessment, you may be asked to demonstrate your ability to meet all essential criteria and special requirements listed in the JDF.



The panel will then seek references from your nominated referees to determine the most suitable applicant for the position and an email will be sent advising you of the outcome of the recruitment process.

The PTA may also exercise the right to contact previous and current employers. Former employees of the PTA will be subject to a reference check from previous managers/supervisors.

If you are not successful, you have the opportunity to seek feedback and may request a review of the selection process under the Public Sector Standards in Human Resource Management – Employment Standard.

For more information about the Standards, please visit the Public Sector Commission website at www.publicsector.wa.gov.au

We wish you success with your application!

