



Guide to the 2017 Graduate Program application

This is your guide to preparing an application for the 2017 Graduate Program. Your application is the first formal assessment used during the selection process. It is important that you follow these guidelines when preparing and lodging your application. Applications that do not follow the guidelines will not be considered for an interview.

Applications close 22 August 2016 at 12pm

There are four parts to the written application:

- Part one: Covering letter
- Part two: Resume
- Part three: Academic transcript
- Part four: Eligibility

This guide provides information about the requirements for each part and how to lodge your application. All parts must be submitted at the same time by the closing date. All guidelines must be followed to be considered for an interview.

Contact gradinfo@finance.wa.gov.au or call 08 6551 1071 should you need further clarification.

The selection panel will use the attributes listed below to assess the suitability of applicants. You do not need to address these attributes separately in your covering letter (see part one of these guidelines for information about the covering letter).

- Research skills
- Written communication skills
- Initiative
- Conceptual and analytical skills
- Oral communication and interpersonal skills
- Teamwork skills



Guidelines for the Application Package

Part one – Covering letter

Taking into account the Department's values listed below, in a maximum of three pages, write a covering letter that:

- summarises the factors that have shaped your career choice and how joining the Department will support you in achieving your goals
- uses each value as a heading and provides example(s):
 - from university, work, school, sporting or a community organisation where you have demonstrated these values
 - of how you see yourself demonstrating these values at the Department.

Department of Finance values	Example
Listening and caring We work collaboratively and openly and treat others with fairness and respect.	Someone who volunteers to help induct a new person into a business or for a charitable cause. Someone who recognises a solution to another's problem and helps.
Commitment We are dedicated to providing high quality work which delivers value and we constantly seek to improve the way we operate.	Someone who demonstrates constructive behaviours and achieves high quality outcomes i.e. products, services and relationships, within required timeframes.
Leadership We lead people and ideas so that we can make a positive difference. We value the strength that comes from diversity.	Someone who consistently opts in for mentoring programs or actively promotes innovation in the workplace. Someone who takes the lead in a group work assignment.
Accountability We do what we say we will. We are reliable, trustworthy and inspire confidence.	A team player who goes the extra mile for you, who offers to take on and complete tasks that others may avoid and can always be relied upon.
People matter We build relationships and promote teamwork. We appreciate and support people thereby empowering them.	Someone who demonstrates selflessness and support for others, for example, promoting cross Departmental sport or charity activities, or directly supporting a colleague experiencing difficulty.

Part two – Resume

Include a copy of your resume that details your education, employment history, past responsibilities and achievements (2-3 pages maximum).



Part three – Academic transcript

Include a copy of your academic record clearly showing:

- units studied
- grades obtained in those units
- overall course weighted average

(NB: if you have not completed your degree, show the above to date).

Part four – Eligibility

To be eligible to apply, you must submit a copy of one of the following:

- ☐ Australian birth certificate
- ☐ Australian citizenship certificate
- ☐ Permanent residency visa

How to lodge your application

Ensure you have completed all parts and their requirements of the application:

- ☐ Covering letter
- ☐ Resume
- ☐ Academic transcript
- ☐ Eligibility

Lodge your application by 22 August 2016 at 12pm

Online (preferred method)

- Only files in Word or PDF format will be accepted. Zipped files cannot be accepted.
- Click on the 'Apply for Job' button on the advertisement at jobs.wa.gov.au
- Leave plenty of time to submit your application and allow for system outages.

Applications close at 12pm and late applications cannot be accepted.

Email

- Only files in Word or PDF format will be accepted. Zipped files cannot be accepted.
- Put 2016 Graduate Program as part of the subject line
- Email recruitment@finance.wa.gov.au

Post

Send your application to: Recruitment Team

Department of Finance 2017 Graduate Program Locked Bag 41 Cloisters Square WA 6850

Mailed applications must be received by **Monday 22 August 2016 at 12pm** It is recommended that mailed applications are sent via registered post because no responsibility is taken for unregistered mail.