



Government of **Western Australia**
Department of the **Premier and Cabinet**

IMPORTANT - PLEASE READ THIS INFORMATION BEFORE APPLYING

INFORMATION TO ASSIST IN APPLYING FOR POSITIONS IN THE DEPARTMENT OF THE PREMIER AND CABINET

The following information will assist with questions in relation to your application.

Enquiries about the Position

To work out whether the job is suitable for you, first read the attached Job Description Form (JDF) that details what the responsibilities, duties and requirements of the job are. You should direct your enquiries to the contact person named in the advertisement if you require further information or clarification about the position.

Requests for an application kit, or for assistance if you are submitting your application electronically, should be directed to the Recruitment Officer, Human Resource Services Branch on (08) 6552 5222.

Eligibility to Apply for Positions

Advertised positions in the Department are open to any person who may wish to apply **except** in the following instances:

- persons subject to the provisions of section 73 of the Public Sector Management Act;
- permanent residency, or an eligibility to live and work in Australia Indefinitely, is a pre-requisite for appointment as a permanent staff member. Non-permanent residents are eligible only for fixed-term appointments; and
- public sector employees who accept a voluntary severance package and have a restriction period.

Preparing the Application

If this is the first time you have applied for a position in the Department, the following points may be of assistance:

- Read the JDF carefully taking particular note of any specific qualifications, skills and knowledge that are required.
- Selection criteria/work requirements may state skills and experience that are essential for doing the work, and skills and experience that are desirable.
- Your application should address the selection criteria/work requirements and demonstrate that you are competitive and stand out from other applicants. Therefore it is important that you provide sufficient information and examples that will allow the panel to easily assess your suitability.
- In their assessment of your application, the panel will look for behavioural based responses – eg examples of relevant instances when particular skills were drawn on in order to achieve an outcome or result. Write your responses in a concise and clear style.
- If a specific qualification is asked for you will need to indicate you meet this requirement and attach a copy of the qualification to your application. Please **do not** send original documents.

- Please do not bind your application. It should be stapled in the top left hand corner. You are asked to submit your typed application in a font that is clear and legible in size, for example Arial and no smaller than size 10. If your application is to be handwritten, please ensure it is written neatly in order that the panel can easily read the contents.

Lodging your application

Your application may be lodged in any of the following ways:

Online:	Apply online through www.jobs.wa.gov.au
E-mail:	hrrecruitment@dpc.wa.gov.au
Mail:	Department of the Premier and Cabinet Human Resource Services Branch Locked Bag 3001 WEST PERTH WA 6872
Facsimile:	(08) 6552 5239

Please mark envelopes as ***“Private & Confidential - Advertised Vacancy”***.

For applications submitted by email, you will automatically receive a receipt notifying you that your application has been received. If you do not receive a receipt, please contact the Human Resource Services Branch immediately on (08) 6552 5222.

For applications submitted by mail please fill in the slip on the bottom of the application form to receive notification that your application has been received. If this is not filled in, no acknowledgment slip will be sent.

Closing Date for Applications

The closing date is generally 5pm on the day stated in the advertisement. It is your responsibility to make sure your application is received in the Human Resource Services Branch by the stated closing date and time.

If you are in any doubt about your application being received on time, call the Human Resource Services Branch to confirm its receipt. The Department cannot make allowances for delays with the post, incorrectly addressed mail, fax or e-mail transmissions that are delayed or not received.

Shortlisting of Applicants

- The selection panel assesses applications against the selection criteria/work requirements and invites competitive applicants for an interview.
- Interviews are conducted. (Referee reports may be sought before or after interview.)
- The Chair of the panel prepares the selection report and a recommendation is made.
- All applicants are notified of the panel's decision at the completion of interviews.

Please note that if you are not selected for an interview, you may not be advised that your application was unsuccessful until interviews have been conducted and a recommendation is made. If there is an unanticipated delay, a letter will be sent advising you of this. The average time frame for the approval process can take up to three months.

Preparing for the Interview

You are welcome to get in touch with the contact person for the position if you have any concerns, questions or special needs prior to the interview. Please consider the following when preparing for your interview:

- The panel will consist of 2-3 members and is made up of both male and female. The panel will be looking for qualities you may bring to the Department, how you present yourself and how you respond to questions.

- Panel members may make notes as you are talking to help recall information when it comes to making a decision. Don't be put off by this or feel you need to keep talking. The panel will ask you for more information if they need to.
- Think about your answers - even if it takes some moments to prepare your response and always ask questions of the panel if you are unsure of anything.

After the Interview

Letters advising of the results of the selection process will be sent to **all** applicants. If you were unsuccessful, the letter will provide you with contact details of a panel member to find out more about how your application and/or interview went. You are encouraged to seek this feedback as it can be of assistance with future applications and interviews.

Breach of Standard

If at any time you feel your application is not being dealt with fairly, you are encouraged to discuss your concerns with the Chair of the selection panel. You have the right to lodge a formal application seeking a review of the process within 4 working days of receiving advice of the decision.

The process helps us to be fair and equitable in our recruitment decisions and helps you to know if we are meeting the [Public Sector Standards in Human Resource Management](#).

Contact details

Department of the Premier and Cabinet
Human Resource Services Branch
Level 4, Dumas House, 2 Havelock Street
WEST PERTH WA 6872
Phone: (08) 6552 5222

Website: <http://www.dpc.wa.gov.au/WorkForUs>