



# Job Application Kit

Thank you for your interest in working with the  
Department of the Attorney General.

This guide will help you prepare and submit a job application with the Department of the Attorney General and includes information about our recruitment and selection process.

## ABOUT US

There are countless ways to develop a career with the Department of the Attorney General.

We seek to have a workforce that provides high quality and accessible justice, legal, registry, guardianship and trustee services which meet the needs of the community and government.

Our focus is upon achieving results in key service delivery areas for the benefit of all Western Australians and ensuring that economic activity is managed in a socially and environmentally responsible manner for the long term benefit of all Western Australians.

Our goal is to be valued as leaders in developing and delivering justice services, policy and reforms that are significant and sustainable.

The Department of the Attorney General is an equal opportunity employer. We strongly encourage people from a diverse range of backgrounds to join us.

### Our principles and values

**Excellent service** - Our client groups have varied service needs. We strive to achieve and maintain credible and professional services to diverse client groups. This is achieved through effective communication and by making services relevant, responsive, accessible, accurate and fair.

**Integrity and accountability** - We are open, honest, impartial and ethical in our communications and decisions. We take responsibility for our behaviours, which are governed by the legal system, agreed standards and codes.

**Equity and fairness** - We respect diversity and know that we sometimes have to treat our staff, the community and client groups differently to reach fair outcomes.

**Collaboration and learning** - Our people take pride in their work and the value they contribute to the Department. We recognise the knowledge and skills of our people and support their continuous learning and development.

**Professional autonomy** - We respect the differing professional attributes that are developed and nurtured in our business areas and the rights of our people to provide objective, frank and fearless advice to their clients and the community.

### Code of Conduct

Our Code of Conduct outlines the ethical principles, obligations and standards of behaviour that apply when working at the Department. A copy of the Code is available from [Our Principles and Values](#)



## WHAT WE OFFER

We offer a range of flexible work arrangements, leave options and learning and development opportunities.

### Flexible work arrangements

Work arrangements vary across the Department and the following options may be available:

- Family-friendly work conditions
- Full-time, part-time and job-share employment
- Flexible start and finish times
- Access to flexi days off
- Career breaks where you structure your salary so you work for four years and take the fifth year off with pay.

### Leave provisions

- 22 days paid leave per year
- Parental leave - 14 weeks paid and up to 38 weeks unpaid
- Grandparental leave - up to 52 weeks unpaid leave
- Opportunity to purchase up to 10 weeks additional leave each year
- Up to 15 days personal leave per year (includes carers' leave)
- 13 weeks paid long service leave for every seven years service.

### Transferable skills

There are initiatives in place to encourage movement amongst our business areas to increase the breadth of knowledge for employees, including the opportunity to transfer internally and short term developmental opportunities in a variety of different positions.

### Learning and development

Our learning and development initiatives help develop our staff and improve the quality of our services.

The programs we offer will give you access to a range of professional development opportunities. These include:

- Learning and development programs
- Discounts on selected postgraduate courses
- Up to five hours per week, paid study leave.

### Additional benefits

- Salary packaging, to minimise the tax you pay
- Employer superannuation contributions
- Graduated salary increments
- Psychological counselling (personal and work related) for staff and family.

### Regional benefits

Depending on the location, employees living and working in regional areas may have access to:

- Additional five days leave with annual leave loading
- Additional five days personal leave to travel to and from regional areas to attend specialist medical appointments
- District and travel allowances
- Home Ownership Subsidy
- Opportunities to return to the metropolitan area.

Conditions apply.

# INSTRUCTIONS

## Applying for a position

Your application is the first step towards an assessment of your suitability for the position.

Your application (which is made up of your online application form, resume and usually a response to the work-related requirements) needs to demonstrate your experience, skills, knowledge and abilities relevant to the work-related requirements of the position. This is what the panel looks at when considering you for an interview.

If you have any questions about the job, contact the person listed in the advertisement.

## Application form

You will need to complete an online application which allows you to attach your resume and written responses to the work-related requirements (if applicable).

## Resume

Include relevant personal information, employment history and qualifications.

Also include the names and contact details of at least two referees in your resume. Select referees who know your skills and abilities and who can comment on your work experience. Contact your referees prior to applying for a position. If you have concerns about advising your current employer of your application, notify the contact person in the advertisement.

## Work-related requirements

Some positions need a separate written response to work-related requirements. These are the education, knowledge, skills and abilities needed for the role and are in the Job Description Form.

The 'how to apply' section in the job ad asks you to submit a resume and how you need to respond to some, or all of the work-related requirements.

As a guide, your responses should be around half to one page maximum.

## Other documents

Some positions require you to submit other documents such as copies of your qualifications. These are usually required at the interview stage of the recruitment process and the Department will ask to sight the originals.

Only supply copies of documents to avoid loss or damage to originals.

## Lodging your application

Our preferred option is for job applications to be lodged online through the 'current vacancies' section on our website. You will receive an electronic receipt confirming your application has been submitted. Any issues with personal computer access or connection are the responsibility of the applicant, and late applications cannot be accepted.

If you do not have access to the internet, you can apply by post or hand deliver. You will need to complete a hard copy 'Application for Vacancy' form. Do not put applications in plastic sleeves or cardboard binders. Include your name on all submitted documents.

Send applications (marked Confidential Advertised Vacancy) by:

Post  
HR Officer, Recruitment Branch  
Shared Transactional HR Services  
Department of the Attorney General  
GPO Box F317  
PERTH WA 6841

Hand delivery  
Reception (Recruitment Branch – Job Applications)  
Department of the Attorney General  
Level 23 David Malcolm Justice Centre  
28 Barrack Street  
PERTH WA 6000

## Closing date and time

Applications received after the closing date and time will not be accepted.

If you post an application, please ensure adequate time before the closing date as late applications cannot be accepted unless you can demonstrate that the postal or courier service was responsible for any delay.

To check if your application has been received contact the HR Officer on 9264 1777.

Always keep a copy of your application for your records.

## After you have lodged an application

After applications have closed, members of the selection panel assess applications and shortlist the most competitive people. Every effort is made to ensure the following process happens as quickly as possible. To check on the progress of the job selection process, phone the contact person named in the advertisement.

The panel may use a variety of methods to gather information about your suitability. This usually is an interview with the selection panel. You will be advised of the methods that will be used. These may include:

- case scenarios or role plays
- examples of previous work (for example, a written report)
- giving a presentation
- aptitude or ability tests for certain positions
- work/skills based exercises (for example, producing a document).

## The interview

If we use an interview, questions asked will relate to the work-related requirements of the position. The same questions will be asked of each applicant although questions seeking clarification or expansion may differ. When you are contacted about the interview you may ask how many people will be on the selection panel and who they are.

## Preparing for the interview

- Be aware of what the job involves from the job description form, work-related requirements.
- Focus on the work-related requirements and think of examples and work situations where you have applied the relevant skills and abilities.
- Focus on the duties of the position and how you would carry them out. Think of any problems you might encounter and how you would resolve them.
- If the position has a supervisory role, think about your additional responsibilities as a supervisor.
- If you have any relevant reports or other work which will provide examples of your skills and abilities you may present these at the interview.
- Take a copy of your written application with you.

As part of the employment selection process, recommended applicants will need to agree to undergo a national criminal history check. When contacted for interview, you may also be asked to bring proof of identity to complete a 100 point identification check (view the "Eligibility for a position" section for more information).

## During the interview

- Do not assume each of the selection panel members know about your suitability for the job even though you may have worked with them or have had previous experience in the position for which you have applied.
- Take time to answer each question. The selection panel will appreciate a well thought out answer presented clearly and concisely even though you may take a few moments to put your thoughts together.
- If you do not understand a question, ask for clarification before replying.
- Wherever possible relate your answer to direct experiences you have had.

During interviews, panel members take notes to help recall details when they come to make a recommendation.

## Referee checks

We will always conduct referee checks as part of our selection process. The selection panel may conduct a referee check before or after an interview/other selection method.

## Decision time

When the selection process is finalised, the selection panel will prepare a report detailing the process and make a recommendation according to the work-related requirements as well as the business and diversity needs of our agency.

Once this is completed, you will be notified of the outcome and the name of the person you can contact to get feedback on your application. You are encouraged to seek feedback as it can help you with future applications and interviews. The notification will also advise that you have the right to lodge a Breach of Standard Claim within four working days.

A Breach of Standard Claim cannot be lodged on the grounds that you consider yourself more competitive than the successful candidate, but rather it addresses your concerns if you feel that the process has been breached.

This process helps us to be fair and equitable in our recruitment decisions that meet our business requirements and helps you to know that we are meeting the Commissioner's Instruction: Employment Standard.

Further information on the Employment Standard and four day breach period is available at [www.publicsector.wa.gov.au](http://www.publicsector.wa.gov.au).

## Working with us

### Eligibility for a position

You must be an Australian citizen or permanent resident of Australia as defined by the Commonwealth Immigration Act (if not currently held, must be acquired prior to commencement at applicant's expense for permanent appointment). For casual or fixed term appointments, you must hold a relevant work visa. If you do not, you must get one before starting at the Department, at your own expense. For information about visas and associated immigration issues, go to the Department of Immigration and Citizenship (DIAC) website.

### Overseas qualifications

If you have a qualification from an educational institution outside of Australia, you need an assessment from an authorised skills recognition authority before starting. You should get this documentation early as it can take some time to arrange. This is only required if your qualification is an essential requirement to the job you apply for.

### 50(d)

The Department recognises the purpose of section 50(d) under the *Equal Opportunity Act 1984* in the recruitment and selection of people from a particular ethnicity as someone who can most effectively provide services to people of the same ethnicity. For example, Aboriginality is a genuine requirement where a 50(d) position is reserved for Aboriginal or Torres Strait Islander people and applicants must be of Aboriginal or Torres Strait Islander descent (ATSI), identify as ATSI and be recognised as such by the ATSI community.

### Working with children check

A Working with Children Check is a mandatory requirement for certain positions at the Department which involve child-related work.

If a position is identified under section 6 of the *Working with Children Act 2004* as 'Child Related Work' then applicants must have a current Working with Children Check or be able to successfully apply for one to be eligible for appointment to the position. You will need to produce a current valid Working with Children Card as required by law. More information can be found at [www.checkwwc.wa.gov.au](http://www.checkwwc.wa.gov.au)

### Employment screening checks

You will be required to complete employment screening checks before you start employment with the Department. You may be asked as part of the interview process to complete a Criminal Record Check and Security Vetting form and a National Police Checking Service Application Consent Form.

You may be asked to bring along to the interview original forms of identification as listed below (do not submit any original forms of identification as part of your application for a position).

An applicant must provide valid and current identification in one of the following combinations to the value of 100 points:

- one form of identification from List One plus the equivalent of 30 or more points from List Two; or
- 100 points entirely from List Two.

LIST 1	LIST 2
Australian Passport (70pts)	Australian Driver's Licence (40 pts)
Birth certificate (70 pts)	Australian Firearms Licence with photo (40 pts)
Citizenship certificate (70 pts)	Proof of age card (40pts)
Current overseas passport with Australian entry permit (70 pts)	Centrelink or Department of Veterans Affairs card (40 pts)
	Defence/Police Service photo ID card (40 pts)
	DIAC Certificate of Residence status (40 pts)
	Credit or debit card (if issued from the same financial institution only one may be counted) (25 pts)
	Taxation Assessment notice (25 pts)
	Medicare card (25 pts)
	Tertiary education student ID card (40pts)
	Security Guard/Crowd Control Licence (40 pts)
	Taxation assessment notice (25 pts)
	Records from a public utility (25 pts)
	Professional or trade association membership card (25 pts)

All successful applicants, including fixed-term contract and casuals, will be required to complete employment screening checks.

All information is treated in the strictest of confidence and in accordance with the Department's Employment Suitability – Criminal Record Check and Security Vetting Policy.

Applicants who have been resident overseas in the five years prior to their application will require an overseas police certificate. The overseas police certificate must be dated no earlier than twelve months prior to the applicant's last departure from their overseas country of residence.