



Government of **Western Australia**  
Department of **Education Services**

Dear Applicant

Thank you for your interest in the recently advertised position with the Department of Education Services. This application package is designed to assist you in preparing your application. Please find enclosed the following information:

- Advertised Vacancy information
- Application Guidelines
- Job Description Form (JDF) (this is an attached document)

Applicants *must* address the Selection Criteria in the context of the role, scope and duties of the position/s in their application as consideration for interview is based upon applicants demonstrating that they meet the essential requirements of the position/s.

Note: Some advertisements may instruct applicants to address selected criteria.

All requests for an application kit to be mailed to your address, or for assistance if you are submitting your application electronically should be directed to Human Resource Services Branch on (08) 9441 1952.

### **ELIGIBILITY TO APPLY FOR POSITIONS**

To be eligible to take up a permanent position in our department you must be either an Australian citizen or hold Australian permanent residency status.

If you have a relevant working visa, and are offered employment with the department, you will only be offered a fixed term contract for the duration of your visa.

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 is a pre-requisite for appointment as a permanent staff member. Non-permanent residents are eligible only for appointments to fixed-term contracts; and
- public sector employees who accept a voluntary severance package and are ineligible for the period of the severance and leave payments.

### **REFEREES**

Referees play an important part in verifying your ability to perform required tasks and behaviours. Only people who can comment effectively on your skills and abilities, depth of experience and work performance should provide references.

- Remember to ask your referee first and provide information relating to the position.
- Your application should contain the names of people who may be asked to provide comments to the selection panel about your experience, skills and attributes in relation to the job related requirements.
- Appropriate referees include your current and/or a recent supervisor
- Peers and subordinates should also be considered.

The panel can contact a referee not nominated by a candidate but the candidate has a right of response to any report provided.

### **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.

- Job related requirements may state skills and experience that are essential for doing the work, and skills and experience that are desirable and would greatly help you do the work.
- Take careful note of whether you are required to address the job related requirements or are required to provide a covering letter and detailed CV/resume.
- If you are asked to address job related requirements, your application should address the essential job related requirements and demonstrate that you are competitive and stand out from other applicants.
- It is important that you provide sufficient information that will allow the panel to easily assess your suitability.
- In their assessment of your application, the selection panel will look for 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.
- Ensure your CV/resume is relevant to the principal responsibilities and job related requirements.
- 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.

**Length of the Application** - The length of the application is the part that addresses the selection criteria and will be stated in the Advertisement. If the number of pages is not specified, the Department requires no more than 10 pages. The document will be single-spaced including page numbers with a minimum of 3 centimetre margins. Applicants are advised to choose a legible font.

## **SUBMITTING YOUR APPLICATION**

The Department of Education Services requests applicants to:

**Apply online via the WA Job Board at  
[www.jobs.wa.gov.au](http://www.jobs.wa.gov.au)**

To apply online via the WA Job Board, open up the advertisement for the chosen position and click on 'Apply for Job'. Please note that **attachments can be up to 2MB (per attachment) in one of the following formats: MS Word, MS Excel, Adobe PDF, JPEG or GIF formats with a maximum of 8MB in total for one application.**

By applying online, the WA Job Board allows you to register a personal account, enabling you to store and retrieve applications for various State Government positions. All your personal details, education and recent work history can be saved and automatically uploaded into the application form. You can also store your resume or curriculum vitae, copies of academic transcripts, cover letters, responses to related job requirements/criteria and any other relevant documents on the Job Board.

**Please do not hand deliver, mail, fax or email your application.**

Should you have any queries about lodging your application, please contact the Department of Education Services Recruitment Team on 9441 1907 or HRAssist@des.wa.gov.au.

Applications **must** be received by the nominated closing date and time. **It should be noted that no Notices of Intent will be accepted and there will be no extension of time beyond the appointed closing date or time.**

**No proforma or late applications will be accepted.**

Whilst applying online, applicants will be asked a number of application questions, and then to attach their relevant application documentation. **It is therefore strongly recommended that you allow ample time to prepare and submit your application online.**

## What does the department do with your application now?

### 1. Selection panel receives applications and shortlists

After the closing date the selection panel will read your application and determine if you have met the work-related requirements and will consider if you are to be shortlisted. If you are shortlisted the selection panel will contact you to make arrangements for the next part of the selection process.

If you are not selected for an interview, you will 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 notification will be sent advising you of this.

### 2. The selection process

Congratulations! You are through to the next stage of the selection process. You may be invited for an interview or asked to complete other assessments. If you are invited for an interview, the questions are usually given to you before the interview so you have some time to prepare your response. If you are expected to deliver a presentation or undertake an assessment, this information is usually provided well in advance.

Interview questions and assessments will be based on the actual job and work-related requirements. In addition, referee checks may also be undertaken to verify your ability to do the job and can sometimes be used as part of the shortlisting process. If you have any questions about this part of the process, please speak with the selection panel or contact person.

### 3. Preparing for 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.
- The panel will be looking for qualities you may bring to the Department, how you present yourself and your responses 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, consider your response and always ask questions of the panel if you are unsure of anything.

### 4. Decision time

The selection panel will make their decision based on all the information received through the various assessments undertaken. The successful person will be the person who competitively meets the work-related requirements, who is considered most suitable for the job and is available to take on the role.

All applicants will be notified of the decision in writing by either letter or email. If you have changed your contact details after you have submitted your application, be sure to let the selection panel know.

### 5. Feedback

If you have been unsuccessful in this process, we strongly encourage you to obtain feedback from the selection panel. This feedback could help you improve your application so you are more competitive in future job opportunities or provide you with some direction on other career development opportunities. So, we encourage you to telephone the contact person as soon as you receive your letter or email.

## 6. You got the job!

Congratulations! You have been selected to join the Department of Education Services. Welcome to what we hope will be a rewarding career for you.

### BREACH OF STANDARD

If you feel your application was not 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.

(Further information about the Standard is available to applicants applying on-line by accessing the appropriate links.)

### Great benefits

- **Flexible working** arrangements including flexible start and finish times.
- **Salary package** up to 100% of your salary to pay for items such as car leases, superannuation contributions and self education.
- **Competitive superannuation benefits** through the Government Employees Superannuation Board (better known as GESB) or your choice of Superannuation provider.
- work environment that supports **equal opportunity** and **diversity**.
- An **employee assistance program** for you or your immediate family to access free counselling and support services for work and personal matters.
- Partial reimbursement of **optical expenses** once you have completed 12 months work with the department.

### Generous leave options

- Four weeks annual leave per calendar year with 17.5% leave loading.
- 13 weeks long service leave every seven years of continuous service
- Purchase up to 10 weeks additional leave per year.
- Access personal leave if you are ill, you need to care for a dependent, or have urgent unplanned matters to attend to.
- Parental leave including 14 weeks paid parental leave and options on how and when you return to work.
- Leave for cultural and ceremonial events, which are taken from your current leave entitlements.
- Two additional public service holidays per calendar year in lieu of 2nd January and Easter Tuesday.