



OUR CHILDREN, OUR FUTURE

JOB APPLICATION KIT

Thank you for your interest in working for the Department for Child Protection and Family Support. The following information is provided to guide you through our recruitment and selection process.

Working at the Department for Child Protection and Family Support

The Department for Child Protection and Family Support employs over 2000 staff throughout the state in a variety of child protection, corporate and support roles.

There are a diverse range of job roles within the Department that can offer you variety, career progression and professional challenges. And remember, no matter which position you work in, you will be making a direct impact on the lives of children and their families in our community.

The Department's mission is: *To protect and care for children and young people who are in need, and support families and individuals who are at risk or in crisis.*

To achieve this, the Department holds the following values:

- **Respect** for our clients, each other and our partners.
- **Openness** and transparency of our policies and processes.
- **Team work** to achieve effective work with children, families and communities, a supportive workplace, and successful collaboration with partner agencies and communities.
- **Responsiveness** to meet the needs of children, young people, families and communities.

The Department for Child Protection and Family Support is committed to the achievement of a diverse workforce and encourages applications from Aboriginal and Torres Strait Islanders, people from culturally and linguistically diverse backgrounds, young people, women and people with disabilities.

To be eligible for permanent appointment to the public sector it is essential that you are a citizen or have permanent residency status in Australia.

To be eligible for a temporary appointment ('fixed term contract') within the public sector you must have documented evidence of your entitlement to live and work in Australia for the period of the contract.

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www.childprotection.wa.gov.au

Writing your application

Your application should include the following, unless otherwise specified in the advertisement:

1. Completed Application for Vacancy form

*If you are **not** applying online*, please complete an Application for Vacancy form (attached at the end of this document) and forward with your application.

2. Your CV (curriculum vitae)

Your CV should focus on information that is relevant to the job you are applying for, and include details of education and training (including qualifications), studies you are currently undertaking and your paid and unpaid work history.

Your CV should highlight your experience and achievements to enable the panel to make an assessment of your experience, skills and qualifications in relation to the position, as this is an integral part in determining those applicants competitive for interview.

3. Referees

You are asked to nominate two people who are able to confirm your abilities and who can comment on your work experience. At least one referee should be a current or recent line manager.

We recommend you check with your referee before nominating them as a contact, as they may be contacted at any time during the selection process.

4. Cover letter or Work Related Requirements

You may be asked to submit a covering letter which outlines your skills, abilities and suitability for the position, or a written statement addressing all or some of the Work Related Requirements (sometimes known as Selection Criteria) outlined in the **Job Description Form**.

Please read the job advert carefully for details of what's required.

4. Tertiary Qualifications

The Department has an established **Child Protection Qualifications Framework** for assessing the tertiary qualifications of applicants for all Child Protection Worker positions. A copy of the Framework and descriptors can be downloaded from the advertisement for this vacancy.

You are required to provide a copy of your **degree certificate** and **academic transcript** with your application as evidence that your qualification has been conferred.

For all qualifications **other than** a Bachelor of Social Work, Bachelor of Psychology (4 years) or a Qualifying Masters of Social Work you will need to supply unit outlines/descriptors to assist the Specified Calling Qualifications Assessment Committee in assessing your qualification against the Qualifications Framework.

If an assessment of your qualifications by the SCQAC is required, you will be notified in writing if your qualification *does not* meet Specified Calling eligibility requirements. If you wish to discuss the assessment further please seek feedback from the contact person nominated on the outcome notification letter. If, after this discussion, you wish to have your qualifications further assessed by the SCQAC, you must lodge additional supporting evidence within five (5) working days of notification to request a qualification assessment review.

Please note: original copies of your qualifications will need to be sighted and certified at interview.

5. Overseas Qualifications

If your qualifications were **not** completed in an Australian institution, you will be required to obtain an Overseas Qualifications assessment.

If you are currently in Australia and have working rights, a comparative assessment from the Overseas Qualification Unit (OQU) must be included with your application.

If you are enquiring from outside of Australia, you can request an Australian Association of Social Workers (AASW) assessment, confirming eligibility for membership of the AASW.

Please note: All costs associated with assessment of qualifications are the responsibility of the applicant.

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Lodging your application

It is the responsibility of the applicant to ensure sufficient time is allowed for postage and/or electronic submission of applications to arrive prior to the advertised closing date and time.

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

Click on the '**Apply for Job**' tab on the jobs board advert to commence your application submission.

Please note the **maximum file size** for each attachment is **2MB**.

Attachments must be in one of the following formats: MS Word, MS Excel, Adobe PDF, JPEG or GIF.

Do not attach ZIP or password protected files.

If you require assistance with applying for the position online, you can contact a Recruitment Officer on (08) 9222 2555 during business hours.

Once you have successfully lodged your application, you will receive a confirmation message and email. Please check this email to ensure all of your attachments have been received successfully.

Please note: If you are applying for multiple vacancies you will need to submit a separate application for each position.

Have you included?

- The completed Application for Advertised Vacancy form, including referees (**not required if submitting your application online**)
- A written response if/as outlined in the advertisement under "How to Apply"
- A current CV
- Degree Certificate, Transcripts and unit descriptors (if required) demonstrating that your qualification is conferred
- Evidence of Australian working rights (if applicable)
- Drivers Licence (if applicable)

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After you have lodged your application

After the closing date for applications, the shortlisting and selection process begins. We make every effort to ensure that the following process occurs as quickly as possible. Selection processes generally take 6 weeks to finalise.

1. Applications are assessed

Members of the selection panel (usually three members) will assess each application and agree on a “shortlist” of the most competitive applicants. The panel may use other tools to help them finalise this list e.g. referee checks.

2. Further assessment of shortlisted applicants

The selection panel may then use a variety of methods to gather further information about the shortlisted applicants’ suitability for the position.

In most cases this may be a formal structured interview with the selection panel. Other methods that may be used include:

- Feedback from your referees
- Case scenarios or role plays
- Examples of previous work (e.g. a written report)
- Giving a presentation based on information provided (if relevant to the position)
- Aptitude, ability or personality tests
- Work exercises (e.g. producing a computer document)

3. The Decision

When the selection process is finalised, the selection panel will prepare a report detailing the process and making a recommendation for appointment. This recommendation will take into account the work-related requirements as well as the business and diversity needs of the Department.

For appointment pool processes, suitable applicants will be placed in the pool for a period of 12 months and the appointment pool will be accessed to fill similar permanent and temporary vacancies across the Department.

For advertised positions, applicants who are found suitable through the process may be considered for employment opportunities in similar positions throughout the Department for a 12 month period. This does not mean your application will be automatically considered for positions advertised in the future.

4. Outcome notification

Once the selection report and recommendation is endorsed, you will be notified of the outcome and provided contact details for the person you can speak with to get feedback regarding your application. You are encouraged to seek feedback as this will help you with future applications and interviews.

The outcome notification will also advise that you have the right to lodge a breach of Standard claim within four working days. The *Public Sector Management (Breaches of Public Sector Standards) Regulations 2005* (the Regulations), allow you to lodge a breach claim if you consider the *Commissioner's Instruction: Employment Standard* has been breached and that you have been adversely affected by the breach.

A breach of Standards 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.

Further information regarding the Commissioner's Instruction: Employment Standard and the breach claim process can be found on the Public Sector Commission's website:
<http://www.publicsector.wa.gov.au/>.

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Proof of Identity, Department and Criminal Record Checks

You will be required to have a satisfactory criminal record check before you start your employment with the Department. As part of the interview process you may be asked to complete a Record Check Consent Form. You may need to bring original forms of identification to the interview. Applicants must provide valid and current identification to the value of 100 points. The panel chair will advise of the documentation required.

All information is treated in the strictest of confidence and in accordance with the Department's policy.

In addition, if you are being engaged in a position which will have likely contact with clients, including children, and access to their confidential Department for Child Protection records and/or information you will be required to undergo a Department for Child Protection client and child protection record check.

International checks

International checks are compulsory for people who will have contact with clients and/ or children in the CEO's care or access to client and/or children's confidential records and who has resided overseas for more than 12 consecutive months anytime in the last ten years, since reaching 18 years of age.

Applicants will be required to provide an international clearance/police certificate (or other relevant document) to the Department. If you do not have a current clearance for any countries in which you have resided you will need to apply to the Embassy or Consulate of the country concerned and request a police check unless you have a recent character requirement police certificate from the relevant country.

You will be responsible for payment of any fees incurred. On receipt of the reply you will need to supply the original to the Department for information. New employees to the public sector are required to pay a fee to effect a National Police criminal record check.

If an International check is required you will be contacted by the Department's Screening Unit who can assist you with instructions about how you can apply for an international clearance.

Spent convictions

There is both commonwealth and individual state legislation under which convictions can be regarded as 'spent'. Police will disclose any relevant 'spent' convictions for categories of exemptions under the *Spent Convictions Act (WA) 1988*. This Act provides for exemptions to be granted in relation to certain offences and types of employment. The Department for Child Protection has an exemption to sight spent convictions.

Adverse criminal record checks

A person who has been convicted of the following offence(s), or who has outstanding charges pending, or a warrant outstanding in relation to alleged offences below, is highly unlikely to be employed:

- sexual offences
- offences against children
- offences of a violent nature
- offences involving the use of firearms or other weapons
- serious drug offences (especially dealing/trafficking)
- any other offences which may impact on the Department's duty of care towards its clients.

Unless there are extenuating or mitigating circumstances, all of the above offences would normally disqualify persons from being appointed to positions within the Department. An assessment of mitigating circumstances is undertaken.

Working With Children Check (WWC)

A Working with Children Check is a mandatory requirement for certain positions in 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

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Department for Child Protection and Family Support

Relevant Tertiary Qualification Declaration *(if applicable)*

Please refer to the position advertisement and JDF for the qualification requirements of this position.

You are required to provide a copy of your degree certificate and academic transcript with your application as evidence that your qualification has been conferred.

Your qualifications and associated documentation will be reviewed to ensure you are eligible to meet the tertiary qualification requirements for the position.

If you have an Overseas Qualification this must be assessed to compare the level of studies undertaken with the Australian Qualifications Framework level of studies. For more information, please contact the Overseas Qualifications Unit, Department of Training and Workforce Development either by Phone: + 61 8 9224 6500 or Email: ogu@dtwd.wa.gov.au

POSITION DETAILS

POSITION Reference No	TITLE
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PERSONAL DETAILS

SURNAME (block letters)	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr
OTHER NAMES	PREFERRED NAME

QUALIFICATION DETAILS

QUALIFICATION TITLE	QUALIFICATION COMPLETED <input type="checkbox"/> Yes <input type="checkbox"/> No
EDUCATIONAL INSTITUTION WHERE QUALIFICATION OBTAINED	LENGTH OF QUAL (In years)

SECOND QUALIFICATION DETAILS (optional)

QUALIFICATION TITLE	QUALIFICATION COMPLETED <input type="checkbox"/> Yes <input type="checkbox"/> No
EDUCATIONAL INSTITUTION WHERE QUALIFICATION OBTAINED	LENGTH OF QUAL (In years)

OVERSEAS QUALIFICATION ASSESSMENT

IF YOUR DEGREE WAS COMPLETED IN A NON-AUSTRALIAN INSTUTION, HAS AN OVERSEAS QUALIFICATION ASSESSMENT (OQU) BEEN COMPLETED?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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ATTACHMENTS:

<input type="checkbox"/> Degree Certificate
<input type="checkbox"/> Academic Transcript
<input type="checkbox"/> Unit Outline/Descriptors (not required for Social Work or Psychology Qualifications)
<input type="checkbox"/> Overseas Qualification Assessment (if applicable)