



## Office of the Director of Public Prosecutions Government of Western Australia

### Job Application Package

Thank you for your interest in working with the Office of the Director of Public Prosecutions (ODPP). This application package has been designed to guide you through the recruitment and selection process and assist you in preparing and submitting your application.

#### ABOUT US

The core work of the ODPP is to conduct criminal prosecutions under Western Australia state law in the District and Supreme Courts. Other responsibilities of the Office include:

- conduct of a range of committal matters at the Magistrates Court, Central Law Courts, Perth, where the ODPP has jurisdiction over indictable offences; triable summarily and summary offences;
- conduct of all matters at the Stirling Gardens Magistrates Court, Perth;
- conduct of all appellate work flowing from those criminal prosecutions;
- management of a range of proceeds of crime matters pursuant to the *Criminal Property Confiscation Act 2000* and the *Misuse of Drugs Act 1981*;
- responsibility for the prosecution of offences in the Children's Court;
- conduct of all matters in the Drug Court that are dealt with on indictment;
- consideration and approval of requests for extradition of accused from interstate and overseas;
- provision of legal advice on legislative change to Parliament and the Attorney General; and
- provision of advice on matters of legal consideration to Police and other investigative agencies.

The ODPP's mission is: **To provide the people of Western Australia with a fair and just criminal prosecution service.**

To achieve this, the ODPP is committed to following core values:



Share our vision of providing the people of Western Australia with a fair and just criminal prosecution service



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### APPLYING FOR A POSITION

#### Eligibility

To be eligible for a **permanent** appointment to a position with the ODPP it is essential that you are an Australian citizen or have permanent resident status in Australia.

To be eligible for a **fixed term** appointment it is essential that you have documentary evidence of your entitlement to live and work in Australia for the duration of the fixed term contract.

Given the serious nature of the work of the ODPP and the requirement for confidentiality, appointment to positions with the ODPP are subject to the outcome of a formal national criminal record screening process. Strict safeguards and confidentiality requirements are in place to protect the rights of all individuals screened.

#### How to Apply

##### 1. Read all the job information

We strongly recommend that you read the job advertisement, the Job Description Form and this Job Application Package before preparing and submitting your application.

If you are still unclear about the position or the recruitment process after you have read all the information, we encourage you to speak with the contact person listed in the job advertisement to learn more about the position, the team and the agency.

##### 2. Preparing your application

Your application is very important as it will determine your progression to the next stage of the selection process. The 'How to Apply' section of the job advertisement clearly outlines what documents you need to provide to apply for this position. This will generally include:

➤ *An Application for Vacancy Form*

If you are applying online via [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au) or [www.dpp.wa.gov.au](http://www.dpp.wa.gov.au) you will be asked to answer the application questions at the time of submitting your application and will not be required to submit a separate 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.

➤ *A comprehensive resume/CV*

Your resume should be up to date and should focus on information that is relevant to the job you are applying for. Please include, as a minimum, your basic personal details, details of your work history and experience, and details of your education, academic qualifications and professional training.

➤ *A statement addressing the work related requirements*

The work related requirements are the knowledge, skills, abilities and competencies that are necessary to successfully undertake the duties of the position. All essential work related requirements will be assessed at some stage during the selection process

The job advertisement may ask that you demonstrate your ability to meet some or all of the work related requirements (selection criteria) in your written application, for example, by providing a written statement addressing some or all of the work related requirements.



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The job advertisement will include precise details of what is required. It is important that you provide whatever has been requested within the specified page limit.

➤ *Referees*

The Application for Vacancy Form asks you to nominate two (2) referees who can comment on your work experience and your knowledge and skills. At least one of your referees should be a current or recent supervisor or manager. We recommend you check with your referee before nominating them.

### 3. Submitting your application

Our preferred option is for applications to be lodged **online** via the WA Government Jobs Board ([www.jobs.wa.gov.au](http://www.jobs.wa.gov.au)). To submit your application online, click on the 'Apply for Job' button at the end of the advertisement. You will receive an electronic confirmation when your application has been successfully submitted.

When submitting your application online you will be asked to complete an online application form and then attach your documentation. Please ensure your documents are in MS Word or PDF format.

If you are not able to apply online via the WA Government Jobs Board you may lodge your application by the following alternative methods:

**Email:** To [jobs@dpp.wa.gov.au](mailto:jobs@dpp.wa.gov.au)  
*Please include the position title and position number in the subject line.*

**Post:** Office of the Director of Public Prosecutions  
Attention: HR Officer (Confidential)  
Level 1, 26 St Georges Terrace  
PERTH WA 6000

**Hand Deliver:** To Reception, Level 1, 26 St Georges Terrace, Perth WA 6000

It is your responsibility to ensure your application is received by the nominated closing time and date. Please ensure you have plenty of time to submit your application to allow for unanticipated problems. **Late and pro-forma applications will not be accepted.**

If you experience difficulties lodging your application, please contact the Human Resources Officer on (08) 9425 3859 before the vacancy closes.

### THE SELECTION PROCESS

ODPP recruitment and selection processes are designed to complement best practice and public sector initiatives. Therefore, each process may vary slightly depending on the job. Below is a general outline of what you may expect when applying for a position with the ODPP.

#### 1. Applications are assessed

The selection panel will assess each application and agree on a 'shortlist' of the most competitive applicants based upon each applicant's ability to demonstrate how they meet the work related requirement outlined in the advertisement. These applicants will be invited for further assessment.



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### **2. Further assessment is conducted**

The selection panel may use a variety of methods to assess shortlisted applicants' suitability for the position. In most cases, a formal structured interview is conducted. These interviews provide an opportunity for the selection panel to ask you questions relating to your skills and experience relevant to the work related requirements.

Other assessment methods that may be used include:

- Work sample tests or practical activities;
- Presentations;
- Case scenarios or role plays; and/or
- Feedback from your referees.

### **3. A decision is reached**

When the selection process is finalised, the selection panel will prepare a report recommending the most suitable applicant for the position. This recommendation will take into account all information gathered throughout the entire selection process.

### **4. Applicants are notified**

Once the selection report and recommendation is endorsed, all applicants will be notified in writing (by email) of the outcome of the recruitment process. All applicants are given the opportunity to seek feedback. We encourage all applicants to seek feedback as this will help with future applications.

The ODPP is committed to meeting the WA Public Sector Employment Standard and applicants can expect that the compliance requirements of this Standard will be adhered to throughout the selection process. However, if you believe that the Employment Standard has been breached and that you have been adversely affected by the breach, you can submit a breach of standard claim. Details of how to lodge a breach of standard claim are provided to unsuccessful applicants when they are advised of the outcome.

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

Some applicants may be unsuccessful but may have been assessed as suitable. These applicants will be notified that they have been found suitable and may be considered for appointment to similar vacancies arising during the six months following the completion of the recruitment and selection process.

### **5. Successful applicant is given a formal offer of employment**

At the conclusion of the breach period, the most suitable applicant is given a formal offer of employment. If this offer is accepted, a member of the ODPP's Human Resources branch will contact the successful applicant to commence the onboarding process.

Thank you for your interest in this job opportunity with the Office of the Director of Public Prosecutions. We wish you the best of luck in your application.



# Application For Vacancy Form

This form is only required if you are not applying online. If you are applying online via [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au) or [www.dpp.wa.gov.au](http://www.dpp.wa.gov.au) you will be asked to answer the application questions at the time of submitting your application and will not be required to submit a separate Application for Vacancy Form.

VACANCY DETAILS			
<b>Position Title:</b>		<b>Position Number:</b>	

PERSONAL DETAILS					
<b>Title:</b>	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Dr
<b>Last Name:</b>		<b>Given Names:</b>			
<b>Home Address:</b>				<b>Post Code:</b>	
	<b>Suburb:</b>				
<b>Postal Address:</b> <i>(if different from home address)</i>				<b>Post Code:</b>	
	<b>Suburb:</b>				
<b>Home Phone:</b>		<b>Work Phone:</b>			
<b>Mobile Number:</b>		<b>Email Address:</b>			

CITIZENSHIP & RESIDENCY - <i>Permanent Residency is a pre-requisite for appointment to a permanent position. Non-permanent residents who have a working visa are eligible for fixed term appointments. Please include a photocopy of your residency or VISA details so that your work rights can be verified.</i>			
<b>Are you an Australian citizen or permanent resident?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No - please provide the relevant information below :	
<b>Date applied for permanent residency:</b>		<b>Type of visa and expiry date:</b>	

EMPLOYMENT DETAILS			
<b>Have you previously been employed with the Office of the Director of Public Prosecutions?</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes - Provide details below	
<b>Period of employment:</b>		<b>Employee number / position:</b>	
<b>Are you currently employed within the West Australian State Government?</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes - Provide details below	
<b>Employment Status:</b>	<input type="checkbox"/> Permanent	<input type="checkbox"/> Fixed Term	<input type="checkbox"/> Casual
<b>Current Level:</b>		<b>Award / Agreement:</b>	
<b>Are you employed as a "Ministerial Officer" (s68 PSM Act 1994) or employed on a contract for service to assist a political office holder?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Have you received a voluntary severance payment from the WA Public Sector?</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes - Provide details below	
<b>Which Department?</b>		<b>Re-entry date:</b>	

CRIMINAL RECORDS SCREENING - <i>A criminal record does not necessarily disqualify an applicant from being appointed, however ODPP policy requires suitable applicants to undergo a formal Criminal Records Screening process.</i>	
<b>Do you have any current convictions for any offences from any court, or are you currently the subject of any charge pending before any court (excluding any convictions which you have had declared spent)?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes - Please provide details

<b>REFEREES</b> – Please provide details of two current (or recent) referees who can comment on your work experience and your knowledge and skills.			
<b>Name:</b>		<b>Name:</b>	
<b>Position Title:</b>		<b>Position Title:</b>	
<b>Organisation:</b>		<b>Organisation:</b>	
<b>Day Time Phone Number:</b>		<b>Day Time Phone Number:</b>	
<b>Email Address:</b>		<b>Email Address:</b>	

<b>ELIGIBILITY (State Prosecutor / Articled Clerk positions only)</b>	
<b>Are you admitted or eligible for admission as a practitioner of the Supreme Court of Western Australia? (State Prosecutor positions)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Have you attained, or will you attain approved academic qualifications or corresponding academic qualifications, as prescribed in Part 2 of the <i>Legal Profession (Admission) Rules 2009</i>?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are you willing to appear in court?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are you willing and available to work outside of normal working hours?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are you capable of dealing with matters of a sensitive and potentially emotionally disturbing nature, i.e. graphic and disturbing photographic material and vulnerable people?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are you willing to travel intrastate as required (by small aircraft and car)?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

#### DECLARATIONS

The following declarations are NOT a barrier to being considered for employment but will assist us to take due care in assessing appropriate placement should you be the successful applicant.

<b>HEALTH</b>	
<b>To the best of your knowledge are you of sound health?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No - Please provide details

<b>WORKERS' COMPENSATION CLAIM</b>			
<b>Have you ever made a claim for Workers' Compensation?</b>		<input type="checkbox"/> No <input type="checkbox"/> Yes - Please provide details	
<b>Date of Claim:</b>		<b>Is the claim still current?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Details:</b>			
<b>Date of Claim:</b>		<b>Is the claim still current?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Details:</b>			

<b>DISABILITY</b>	
<b>Do you have a disability, illness or injury likely to be aggravated by the type of work for which you are applying for or which you may have special needs with regards to work design or modification?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes - Please provide details

Who, apart from yourself, should we consult to better accommodate your needs?					
Name:		Relationship to you:		Phone:	

SPECIAL ASSISTANCE	
Do you require special assistance if you are selected to attend further assessment (eg: an interview), for example – access, interpreter, extra time at interview?	<input type="checkbox"/> No <input type="checkbox"/> Yes - Please provide details

EQUAL OPPORTUNITY INFORMATION <i>The following optional information is for equal opportunity reporting purposes and will not be used to assess your suitability for appointment.</i>	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Are you of:	<input type="checkbox"/> Aboriginal descent <input type="checkbox"/> Torres Strait Islander descent <input type="checkbox"/> Both
What is your country of birth?	
What is the main language spoken at home?	
Are you from a culturally diverse background (i.e. from a first generation non-English speaking background or have migrated to Australia and your first language is one other than English)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

RECRUITMENT SOURCE	
How did you first become aware of this vacancy?	<input type="checkbox"/> WA Government Job Board <input type="checkbox"/> The West Australian <input type="checkbox"/> The Australian <input type="checkbox"/> Seek <input type="checkbox"/> DPP Website <input type="checkbox"/> Other _____

SUITABILITY LIST	
The outcome of this recruitment process may result in the establishment of a list of suitable applicants for the advertised vacancy. Other State Government Departments may request to view this suitability list to fill vacancies which are at the same level and have identical or similar job requirements to this advertised vacancy.	
Do you consent to the ODPP providing your details to another Government Department if and when required upon their request?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**I acknowledge by submitting this application that I am declaring all statements in the application to be true in all respects. I acknowledge that any statement which is found to be false or deliberately misleading will make me, if employed, liable for dismissal.**

.....

**Signature**

...../...../.....

**Date**

*Although every effort is taken to complete the selection process in a timely manner, at times delays can occur. If you need to check on the progress of the selection process, please contact the person nominated in the advertisement.*

**Please ensure that the documentation requested in the advertisement / application package is attached.**