

Information for Job Applicants

Thank you for your interest in working with the Disability Services Commission. The enclosed information provides important details that will assist you with your application and understanding of the selection process.

We recommend that you read the information for job applicants and job advertisement carefully prior to submitting your application.

About Disability Services Commission

The Commission is an equal opportunity employer viewing staff as its most valuable resource. We embrace diversity as we believe the best products and services come from a workplace in which varied viewpoints are welcomed and encouraged. The Commission therefore encourages young people, people with disability, Aboriginal and Torres Strait Islander peoples and people from culturally diverse backgrounds to apply.

The Disability Services Commission is the State Government agency responsible for advancing opportunities, community participation and quality of life for people with disability.

The Commission also partners and collaborates with disability sector organisations, business, government and other stakeholders to improve participation, inclusion and access for people with disability across the community.

Our Vision

All people live in welcoming communities that facilitate citizenship, friendship, mutual support and a fair go for everyone.

The Commission will achieve its vision by:

- ensuring the strong and central involvement of people with disability, their families and carers in advising and leading strategic developments
- providing strong leadership to champion the rights of people with disability, their families and carers and by working for them to receive the supports and services they need
- actively engaging communities, disability sector organisations, the private sector and all levels of government
- delivering supports and services that are accessible, of high quality and culturally appropriate
- ensuring our directions are guided by contemporary thinking and evidence-based practice
- being accountable for our performance and building a sustainable organisation.

Our Values

Values which guide the work of the Commission:

Commitment - We are committed to our vision for people with disabilities and their families.

Respect - We value cultural diversity and encourage everyone's unique contribution.

Integrity - We are honest and truthful about our decisions and actions.

Working together - We work together cooperatively to get things done and pursue our vision.

Openness - Our decision-making and communications are clear and transparent.

Leadership - Our actions reflect our leadership responsibilities.

Accountability - We are openly accountable for our decisions and actions.

Continued learning - We are committed to a culture of excellence and continued learning.

For further information regarding the Commission you are encouraged to visit our website www.disability.wa.gov.au and view the Commission's Annual Report, which is also available from the State Library.

What We Can Offer

Depending on the Award and Agreement the job falls under, some of the entitlements and benefits in working at the Commission may include:

- Flexible working times with the ability to accrue and take flex leave.
- Access to flexible work arrangements including part-time hours, an option to spread four years of salary over five years and take the fifth year off with pay.
- Salary increments.
- Free access to confidential and professional counselling for you and your immediate family to help resolve personal or work-related problems.
- Health and wellbeing initiatives, including free flu vaccinations.
- Nine per cent of your salary paid into the superannuation scheme of your choice.
- Allowances in line with our Agency's Agreements (visit www.dsc.wa.gov.au for more details).
- four weeks of annual leave per year (with 17.5% leave loading)
- fifteen days of personal leave for illness, caring purposes or unplanned events
- two public service holidays to be used each calendar year
- 52 weeks of parental leave, including 14 weeks of paid parental leave
- an option to purchase additional leave
- 13 weeks of long service leave received after seven years of continuous service

Your Application

It is important that you follow the instructions provided in the advertisement and consider the duties and essential work related requirements (selection criteria) described in the Job Description Form (JDF) to make sure you have the skills and qualifications required for the position.

It is also important to consider the following information whilst preparing your application:

Eligibility

Prior to commencing your application please ensure you meet the following requirements:

- You are required to have permanent resident status in Australia to be eligible for permanent appointment to the Public Sector. To be eligible for a fixed term appointment within the Public Sector you must have documentary evidence of your entitlement to live and work in Australia for the period of the contract.
- Public Sector employees who have accepted a voluntary severance package are not eligible for appointment up to the reentry date stated on their deed of severance.
- All appointments are subject to a satisfactory National Police Clearance.

Pool Vacancies

Some employment opportunities within the Commission are advertised as Pool vacancies. This means that applicants who demonstrate that they meet all the essential requirements of the nominated position will be selected into a pool of applicants considered suitable for appointment.

Applicants selected into the pool will be eligible for appointment to nominated positions as they arise for a period up to 12 months unless stated otherwise.

Addressing Work Related Requirements

If you are asked to address the work related requirements in the advertisement, you will be required to submit a written statement demonstrating your experience, knowledge, skills and abilities relevant to the job. These are listed as Work Related Requirements on the Job Description Form (JDF).

It is important that you respond to each work related requirement and provide specific examples to demonstrate how you meet the requirements. Please see the 'How to Apply' section of the advertisement for specific instructions.

Résumé (Curriculum Vitae)

Provide a summary of your work experience starting with the most recent job. Include dates and give details of the type of tasks that were required in each job.

List your education and training achievements (include any education you are currently undertaking).

Also provide details of activities you have undertaken outside of work which are relevant to the application and any special requirements of the job e.g. citizenship details or driver's licence.

Referees

The Commission requires a referee check as part of the selection process.

Provide details of at least two referees. Please ask your referees for permission prior to nominating them in your application.

The people you nominate should be able to comment directly on your abilities and previous work experience (preferably against the work related requirements in the job description form).

Application for Job Vacancy Form (HR4)

The Application for Job Vacancy form is only to be filled in and included if your application is hand delivered, posted or faxed.

If you apply online you do not need to include this form.

Covering Letter (optional)

Unless you are asked for a covering letter specifically this is an optional extra you may wish to include as an introduction to your application. Also you may wish to include information on your availability for an interview.

Formal Qualifications

If a formal qualification is one of the essential requirements then the recommended applicant will be required to provide certified copies of their qualification/s prior to their appointment being confirmed.

Please do not send originals as the Commission cannot return qualifications to applicants.

Lodging Your Application

Please check the closing date and time on the advertised vacancy. Late or pro-forma applications will not be accepted.

If you are applying for more than one advertised position, please submit a separate application for each position unless stated otherwise in the advertisement.

Please follow the application instructions in the advertisement as to how to submit your application. If you experience any trouble whilst applying online please contact Recruitment on RecruitmentServices@dsc.wa.gov.au or phone: (08) 9426 9200 for assistance.

The Selection Process

The Commission is committed to being fair and equitable in our recruitment and selection processes and that the most suitable person is selected for appointment.

To ensure this commitment is maintained the Commission follows four employment standard principles as provided for under the Public Sector Commission's Employment Standard:

- Merit
- Equity
- Interest
- Transparency

For more information and details on how these principles are applied please visit www.publicsector.wa.gov.au.

The panel will assess the applications based on the employment standard principles and if you are selected for further assessment you will be contacted by the panel.

The next steps of the process will be explained by the selection panel but the process may involve interviews, practical or written exercises, presentations or other selection techniques, including referee reports.

If you are contacted for further assessment and have any particular requirements (such as accessible parking or communication aids) please advise the contact person so that they can assist you.

If you wish to withdraw your application at any time throughout the process please do so in writing/email or via your jobs.wa.gov.au login if prior to the closing date.

What Comes Next?

When you have been advised of the result of your application, you are encouraged to seek feedback from the selection panel. This may help you with future applications and interviews.

If you were not selected for further assessment you will not usually be advised that you were unsuccessful until after the selection process is complete and a recommendation has been made. This is to ensure all applicants are provided with the opportunity to apply for a review of the process as provided for under the Public Sector Management Regulations.

If at any time you feel your application is not being dealt with fairly, you are encouraged to discuss your concerns with the selection panel.

You have the right to lodge a Breach of Standard claim within four working days of receiving notification of the outcome of the selection process. Further information about this process will be provided to you at the time of notification or on request.

Please visit www.publicsector.wa.gov.au for more information regarding breach of standards.

Contacts

If you have any further questions regarding the position that you wish to apply for, please contact the person listed in the job advertisement.

If you have any questions about the information provided in this document or are experiencing any difficulties with your application, please contact Recruitment Services on (08) 9426 9200.

Disability Services Commission
146-160 Colin Street West Perth WA 6005
Tel: (08) 9426 9200 or Fax: (08) 9321 9405
TTY: (08) 9426 9215
Country: 1800 998 214
www.disability.wa.gov.au

HR4 Application for Job Vacancy

This form is to be attached with paper based or faxed applications only (it is **not required if applying online**). Late or pro-forma applications will not be accepted.

POSITION	Position title:		Position no:		
	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual <input type="checkbox"/> Pool <input type="checkbox"/>		Level:		
PERSONAL DETAILS	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Dr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other		Last Name: (BLOCK LETTERS)		
	Other names:		Preferred name:		
	Postal address:			State:	
	Post code:		Email:		
	Mobile:		Home phone:		Work phone:
	<p>To be eligible for permanent appointment it is essential that you are an Australian citizen or have permanent resident status in Australia.</p> <p>To be eligible for a fixed term appointment you must have evidence of your entitlement to live and work in Australia for the period of the contract.</p> <p>Are you an Australian citizen, a permanent resident or have a working visa? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If you have a working visa, please provide details: _____</p> <p>_____</p>				
EMPLOYMENT DETAILS	Are you currently employed in the State Public Sector ? <input type="checkbox"/> Yes <input type="checkbox"/> No				
	If "Yes", what is your current classification level: _____				
	Have you ever received a severance payment from the WA State Public Sector? <input type="checkbox"/> Yes <input type="checkbox"/> No		If "yes", what is your re-entry date on your Deed of Severance? Date: ____/____/____		
REFEREES 1	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Dr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other		Last name:		First name:
	Position title:		Company name:		Phone no:
	Address:			Email:	
	Relationship to you:				

REFeree 2	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Dr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other	Last name:	First name:	
	Position title:	Company name:	Phone no:	
	Address:		Email:	
	Relationship to you:			
HEALTH	Do you have any medical condition/s that may impact on your ability to perform the duties of this position? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", please give details _____ _____			
WORKERS COMPENSATION	A previous Workers' Compensation claim is not a barrier to the consideration of an application for employment. The information assists us to assess opportunities for your placement in appropriate employment and to allow us to make arrangements to accommodate applicants with special needs. Have you ever made a claim for Workers' Compensation? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", please give details _____ _____			
CRIMINAL RECORDS CHECK	Employment is subject to a satisfactory Criminal Records Check. A criminal record does not necessarily disqualify an applicant. Do you have any convictions for any offences from any court, or are you the subject of any charge pending before any court? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", please give details _____ _____			
DECLARATION	I declare the above statements 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. I understand that appointment to the Disability Services Commission is conditional upon production of an acceptable proof of identity, proof of resident status and satisfactory Criminal Records Check. Signature: _____ Date: _____			
RECRUITMENT SOURCE	Where did you see this vacancy advertised? <input type="checkbox"/> WA Jobs Board <input type="checkbox"/> The West Australian <input type="checkbox"/> Community/Local/Regional Newspaper (please specify) _____ <input type="checkbox"/> Disability Services Commission website (Job Opportunities) <input type="checkbox"/> Employment agency (please specify) _____ <input type="checkbox"/> Other (please specify) _____			