



## Applicant Information Pack

Thank you for your interest in the advertised vacancy within the Department of Finance. To provide you with every chance of success we have provided some guidelines to help you along with your application and details of the next steps in the process.

### About the Department of Finance

As a central agency, the Department of Finance assists government in a range of critical functions that cut across portfolios, such as Building Management and Works, State Revenue, Government Procurement and Strategic Projects. Department of Finance can offer you a wide range of opportunities to develop your expertise and increase your skills in a dedicated organisation.

### What unites us as a Department is our values:

#### OUR PEOPLE : OUR VALUES



##### INSPIRING AND INFLUENTIAL

- We are collaborative and inclusive by nature
- We are courageous and open-minded
- We encourage others to be their best
- We take the lead and leverage our expertise



##### PASSIONATE AND COMMITTED

- We are enthusiastic and take pride in what we do
- We stay the course and overcome barriers
- We do what it takes to get the best outcome for our customers
- We make things happen



##### HONEST AND RESPECTFUL

- We are genuine and instil confidence
- We are accountable and deliver what we say we will do
- We encourage healthy debate and differences of opinion
- We know and do what is right



##### BOLD AND INNOVATIVE

- We dare to go down new roads and challenge the status quo
- We identify and seize opportunities
- We promote change and continually strive to work smarter
- We put ideas into action

To find out more about what we do, please visit our website [www.finance.wa.gov.au](http://www.finance.wa.gov.au).

### Eligibility to apply

It is your responsibility to ensure that you are eligible to apply for the advertised position.

Below is a guide to eligibility:

Residency Status	Permanent Positions	Contract Positions
Australian Citizens and Australian Permanent Residents	Yes	Yes
New Zealand Citizens with Unrestricted work rights (e.g. Special Category VISA[SCV])	Yes	Yes
Temporary Residents with a valid Working Visa	No	Yes
Temporary Residents without a valid Working Visa	No	No

If you are unsure of your eligibility, it is important that you confirm your particular work rights with the Australian Department of Immigration and Border Protection <http://www.homeaffairs.gov.au>



## Application Guidelines

Different selection panels have different methods of assessing your suitability for an advertised position. Ensure that you read and follow the Applicant instructions within the job advertisement carefully to determine the appropriate content for your application.

An application that is well written and demonstrates your current abilities to undertake the role makes a good impression and is the first step in convincing the selection panel that you deserve to be considered further.

### Step 1 – Preparing your application

#### **Update your CV**

Your CV should be as up-to-date as possible, with your most recent work history and relevant information.

It should include:

- Your name, address and contact telephone number;
- Valid email address;
- A comprehensive outline of your relevant work history, experience and achievements;
- Qualifications and relevant training courses completed; and
- Two work-related referees for the selection panel to contact.

#### **Address the Work Related Requirements**

The work related requirements are the skills, knowledge and experience you require for the position. By addressing the work related requirements with examples of your relevant experience you will demonstrate to the panel your suitability for the position.

Things to remember:

- If the advert requests only a covering letter, be sure that your letter includes details of your experience, skills and suitability for the role.
- Read the Job Description form (JDF) thoroughly and contact the person listed in the advert if you require further job related information.
- Be clear and concise in your statements and provide evidence to support your claims.
- You may wish to use a formula such as the SAO approach (Situation, Action, and Outcome) to demonstrate to the panel that you meet the Essential Work Related Requirements.

### Step 2 – Lodging your application

- Remember to check the closing date and time as incomplete or late applications will not be accepted.
- Your application must be submitted online electronically via as per the instructions in the advertisement.
- Once you have selected 'Apply for job', you will be required to complete the online application form, please ensure that you enter your details correctly.



- As part of the selection process you are required to provide current contact details for two nominated referees (one of which needs to be your current manager/supervisor). Your referees must be able to comment on your work performance relevant to the role, from a supervisory level.
- Ensure your attachments have been uploaded in the correct file format, MS Word (.doc) or PDF file formats only, as the onus is on you to ensure it is lodged correctly.
- Once you have successfully applied for the position, you will receive an email confirmation, please ensure that you keep this email for reference. The email will specify any attachments that were submitted with your application. Please ensure that you check that all the correct attachments are listed.
- If you don't receive a confirmation email within 24 hours or are experiencing difficulties in lodging your application online please contact the FirstPoint Recruitment team on (08) 6557 8181 where one of our Human Resource Officers will assist you.

### **Step 3 – What happens next?**

- Applications are assessed and shortlisted by a selection panel, based on the work requirements for the position.
- If you are shortlisted, you will be contacted by the panel to discuss the next steps of the process.
- If you are not shortlisted, you will be advised of the outcome at the conclusion of the process and given the opportunity to seek feedback about your application. This information may be valuable to you when you are looking for future job opportunities.
- If you feel that the selection panel has in any way not complied with the public sector principles of merit, equity, interest and transparency, you may request a review of the selection process under the Public Sector Standards in Human Resource Management – Employment Standard. For more information about the Standards, please visit the Public Sector Commission website at [www.publicsector.wa.gov.au](http://www.publicsector.wa.gov.au)

### **Criminal Records Screening**

The Department of Finance has a criminal screening policy which will require you to provide a 100 point identification check and undertake a criminal records screening clearance prior to recommendation for appointment to one of our positions.

**Good luck with your application!**