



Application Information

Thank you for your interest in working for **South Metropolitan TAFE**. This guide is provided to assist you in preparing your application.

Eligibility

Please ensure you refer to the **Other Conditions and Eligibility** of the job advertisement, particularly the following:

- To be eligible for appointment, applicants must have a working visa (for fixed term contract appointments) or permanent residency (for permanent appointments).
- Eligibility for employment is subject to obtaining a satisfactory Department of Education Criminal Clearance.
- If this position involves contact with children, the recommended occupant will also be required to obtain a Working with Children (WWC) Card.

Getting Started

To ensure you have all of the information you need to prepare your application, please:

1. Take note of the **Closing Date** details and allow ample time to prepare and submit your application.
2. Download the Job Description Form (JDF) from the vacancy advertisement on the WA Jobs Board (JobsWA website).
3. Check the essential **Selection Criteria** listed in the JDF to ensure you possess the required skills, knowledge and qualifications to successfully perform the duties of the position.
4. Read the **How to Apply** section in the job advertisement for specific instructions on what to submit with your Application.
5. Ensure your resume is relevant and current, and ready to attach.
6. Select at least two referees and have their contact details; one being a current or recent supervisor and who knows your relevant skills and abilities and are able to comment on your work experience. It is recommended that you check with your referee/s before nominating them, as they may be contacted at any time during the selection process.

For more specific information regarding the position you are applying for, you are encouraged to speak with the contact person listed in the advertisement.

Ready to Apply?

This section in the job advertisement will set out clearly what is needed from you to assess your suitability for the position. It is important to read the job advertisement carefully for details of what is required. One or more of the following may be requested of you to complete as part of your application.

- **Resume**
Your resume should provide your personal details and current contact information, including an email. The email you provide is where correspondence related to this advertised vacancy will be sent. In addition, your resume should highlight your experience, skills and achievements, and details of tasks/responsibilities of positions you have held.
- **Written Application**
You may be requested to provide a written application to address some or all of the **selection criteria**, located in the JDF. These are the skills, knowledge and experience considered necessary to successfully perform the duties of the position. You will be

required to demonstrate your competitive ability to meet the work-related requirements, by providing examples that support your skills, knowledge and experience against the criteria.

OR

You may be requested to provide a written **statement** outlining your skills, experience and suitability for the role. Refer to the JDF for full position details.

Observe the page limit requested in the **Ready to Apply** section of the job advertisement, and provide clear and concise examples and statements.

- **Application Questions**

Whilst applying online via the WA Jobs Board, you will be required to respond to a series of questions relevant to your application. Your responses to these questions may form part of the assessment of your application.

Closing Date

Please ensure you submit your application on time as late submissions will not be accepted. The closing date and time is stated in the vacancy advertisement in Western Standard Time (WST).

Lodging my Application

Applications must be received by the nominated closing date and time.

Job applications must be submitted online via the WA Jobs Board at www.jobs.wa.gov.au unless specified otherwise in the job advertisement. Once you have completed your Application, click on the **Apply for Job** button. When applying online you can **attach up to 8MB** in documents of MS Word, MS Excel, Adobe PDF, JPEG or GIF formats.

You will receive an automated confirmation that your application has been received, once submitted. A letter of acknowledgement will be sent to you following the advertising closed date.

If you have attempted to apply online and experience technical difficulties please contact Establishment and Recruitment on (08) 9203 3735.

The Selection Process

The shortlisting and selection process begins after the closing date for applications. Members of the selection panel will assess each application and agree on a shortlist of the most competitive applicants. The panel will also decide on the method of selection that will be used, which may involve one or more of the following:

- interview
- work-based tasks
- a presentation
- referee reports
- other selection tools

At the completion of the selection process, the panel will prepare a report outlining how applicants were assessed and provide a selection recommendation. Once a decision has been reached, all applicants will receive written notification via email of the outcome offering the opportunity to ask for feedback.

When you have been advised of the result of your application, you are encouraged to seek feedback from the panel chair. This information may be beneficial to you for future job opportunity applications.

Thank you for your time and interest. Best wishes with your application!!