



## Application Information

### About us

[North Metropolitan TAFE](#) (NMTAFE) is the State Government's vocational education and training provider for northern Perth.

We work alongside learners, industry and community to build skills, create opportunity and strengthen our region. Across 10 campuses and more than 400 courses in 48 industry areas, our focus is simple, deliver high-quality training that supports participation, drives productivity and transforms lives.



Note: See how [our values](#) relate to you and incorporate that in preparing a cover letter and at interview.



Respect



Integrity



Student centred



Accountability



Innovation



Professionalism

### Eligibility

It is your responsibility to ensure you are eligible to apply for the advertised position. Refer to the below guide:

Residency Status	Permanent Appointment	Fixed Term Appointment	Casual Appointment
Australian Citizens and Permanent Residents	✓	✓	✓
New Zealand Citizens with unrestricted work rights	✓	✓	✓
Temporary visa holders with valid work rights	✗	✓	✓
Temporary visa holders without valid work rights	✗	✗	✗

Please note that NMTAFE cannot provide visa sponsorship.



All appointments require a satisfactory Department of Education Nationally Coordinated Criminal Check (NCCHC) to help verify a candidate's identity and integrity before an official offer of employment is made. If the appointment involves contact with children, the recommended occupant will also be required to obtain a Working with Children (WWC) Card.



## Applying for an opportunity

### Preparing your application

- ☑ Applications are strongly encouraged from Aboriginal and Torres Strait Islander peoples, people from culturally diverse backgrounds, LGBTI communities and people with disability, to work with us. We value different experiences, ideas and identities and the strength they bring to our college.
- ☑ Review the advertisement of interest to you and the Job Description Form (JDF).
- ☑ For further insight about the position, you may contact the person named in the advertisement.
- ☑ Follow the advertisement instructions for applying.

### Preparing a covering letter

- ☑ If the job advert asks you to address further requirements, you need to highlight how you meet the requirements by providing relevant examples of your skills and abilities from past work experiences and achievements.
- ☑ 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.
- ☑ You may be asked to respond to a series of questions to form part of the assessment of your application.

### Provide an application that includes

- ☑ Work experience and achievements
- ☑ Your education, qualifications and any licences required for the role.
- ☑ Activities undertaken outside work relevant to the job you are applying for
- ☑ Two referees with contact details, including a current or recent supervisor who can comment on your relevant skills and experience. Make sure you check with your referees before listing them, as they may be contacted at any stage of the selection process.

### Submitting your application

- ☑ When ready, click on the **Apply for Job** button on the advert to submit your application through [jobs.wa.gov.au](http://jobs.wa.gov.au) prior to the closing deadline listed on the advert.
- ☑ Please ensure all required items as per the advert are attached at the time of submission.
- ☑ Any applications received after the closing date and time cannot be accepted.

### Our Selection process

Members of the selection panel will assess each application and agree on a shortlist of the most competitive applicants. If shortlisted to the next stage, the selection panel may invite you to interview or use other approaches (e.g. presentations, referee reports, other selection tools) to determine your suitability for the role.

### Preparing for an interview

Review the JDF and the work-related requirements.

- ✓ Think of examples which showcase your relevant skills and abilities.
- ✓ Prepare a portfolio of your work (if applicable) to show your skills and abilities.
- ✓ Arrive at your interview with adequate time to spare.
- ✓ You may be given time in advance to read questions and prepare notes for your interview.
- ✓ During the interview, answer with enough detail and examples.
- ✓ Remember to ask questions of the selection panel and seek clarification where needed.

### Outcome and Feedback

At the completion of the selection process, the panel will prepare a report outlining how applicants were assessed and provide a selection recommendation.

- ⇒ You will be notified of the outcome and encouraged to seek constructive feedback. This may help you in your future job applications.
- ⇒ During the breach period, any eligible applicant who believes the Public Sector Employment Standard has been breached may lodge a formal application for a review.
- ⇒ Once a breach period has closed the successful candidate will be notified and an offer of employment made.

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