



GOVERNMENT OF  
WESTERN AUSTRALIA

# Application Information Pack



# Am I eligible to apply?

To be eligible for permanent appointment to the WA Public Service, it is essential you have:

- permanent residency status in Australia; or
- are a New Zealand citizen with a Special Category Visa. A New Zealand citizen who enters Australia on a current New Zealand passport is granted a Special Category Visa which enables them to remain indefinitely in Australia with unrestricted work rights.

Applicants that do not meet the above requirements will only be eligible for employment opportunities of a fixed term appointment nature.

If successful, the CTF will request a copy of your passport and your right to work in Australia so your visa status can be confirmed.



# Who are we

We are a small team, based in Belmont. We work very closely with stakeholders in the building and construction industry, registered training providers, local government authorities, the resource sector, secondary schools and other Government departments.

To learn more visit our website at [www.ctf.wa.gov.au](http://www.ctf.wa.gov.au)

The CTF collects a levy on all building and construction works in Western Australia.

Revenue generated from the levy goes back into supporting the industry through a range of grants and programs such as:

- Grants to employers to support employing apprentices.
- Subsidies that reduce the cost associated with skills training.
- Funding for programs to support the future workforce.



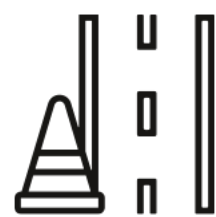
**Resources**



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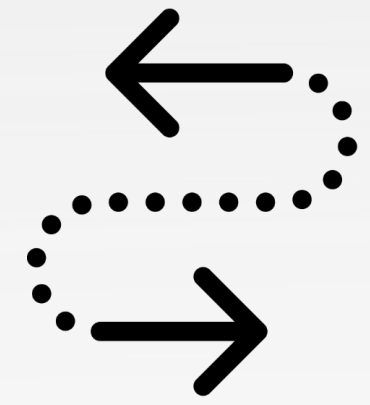


**Civil**



# Our Values

We hold our values at the core of everything we do.



## Agility

We are adaptable and resilient, and we anticipate change. We facilitate a sustainable construction industry.



## Integrity

We act with fairness, honesty and transparency, and we hold ourselves to the highest ethical standards.



## Collaboration

We engage with each other, with our stakeholders and with the wider community, fostering empathy, diversity and inclusion.



## Leadership

We have the boldness and courage to innovate, and to strive in everything we do.



# Applying for the position

## Letter of application/addressing the work related requirements

The work related requirements, selection criteria and/or specific skillset plays an important part in the preparation and assessment of your application.

To be shortlisted for an interview you need to demonstrate to the panel that you meet the stated requirements of the job. Consider the following:

- draw on your previous experiences
- provide a description of relevant and/or transferable skills and abilities
- include examples from previous roles
- demonstrate how your skills and abilities are related to this job
- be clear and concise in your statements
- provide evidence to support your claims
- ensure that your examples clearly demonstrate your contribution, responsibilities and outcomes.

Your application should be no more than what is stipulated in the advertisement.

## Curriculum Vitae (Resume)

Your CV should be the length outlined in the advertisement and should include the following:

- ✓ A description of your relevant work experience. Start with the most recent periods and include dates. Include a brief description of your duties and responsibility for each job and if possible, outline key achievements.
- ✓ Two referees and their contact details. It is good practice to contact your referees before listing them in your application so that you can confirm their availability and willingness to provide comment if required.

- ✓ Personal details such as email address, contact telephone numbers, residency status.
- ✓ Details of your academic and/or professional training.

## Lodging your application

All applications are submitted online via the WA Government Jobs Board ([www.jobs.wa.gov.au](http://www.jobs.wa.gov.au)) by clicking the 'Apply for Job' button on the job advertisement.

When you are ready to submit your application ensure you have:

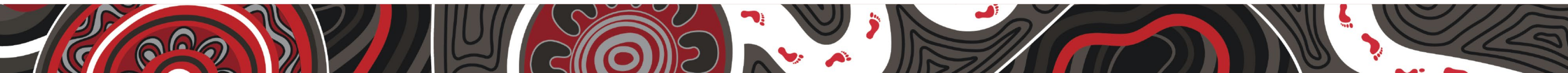
- ✓ Addressed the work related requirements.
- ✓ Saved a copy of your resume, covering letter and/or statement addressing the work related criteria ready for uploading in MS Word (.doc) or PDF file formats.
- ✓ Ensure you have plenty of time to submit your application and allow for system outages.

Applications must be received by the closing date and time specified in the advertisement.

Late applications will not be accepted.

## Additional information

For specifics about the position the nominated contact person is your best point of reference and source of information.



# The Interview Process

## Preparing for the interview

An interview seeks to establish more detail about your knowledge, skills and abilities in relation to the position for which you have applied. It is also an opportunity for the selection panel to learn about you as an individual.

In some circumstances, the panel may not be able to test the whole of the selection criteria through consideration of written applications and interview. You may therefore, be assessed in other ways, for example, you may be given a written test, or asked to provide a practical demonstration. The type of assessment to be carried out will be advised prior to your interview.

To prepare yourself for the interview, you should:

- Re-read your application, the Job Description Form and the selection criteria;
- Focus on the selection criteria and think of examples of work situations where you applied the relevant skills and abilities;
- Focus on the duties of the position and think about how you would carry them out. Consider any problems you might encounter and how you would resolve them;
- If the position has a supervisory role, consider your special responsibilities as a supervisor; and
- If you have any relevant reports or other work you have done which will provide examples of

your skills and abilities you should submit examples for presentation at the interview.

## The interview

Panel members are interested to learn about your suitability for the position and about you as a person. Take time to answer each question.

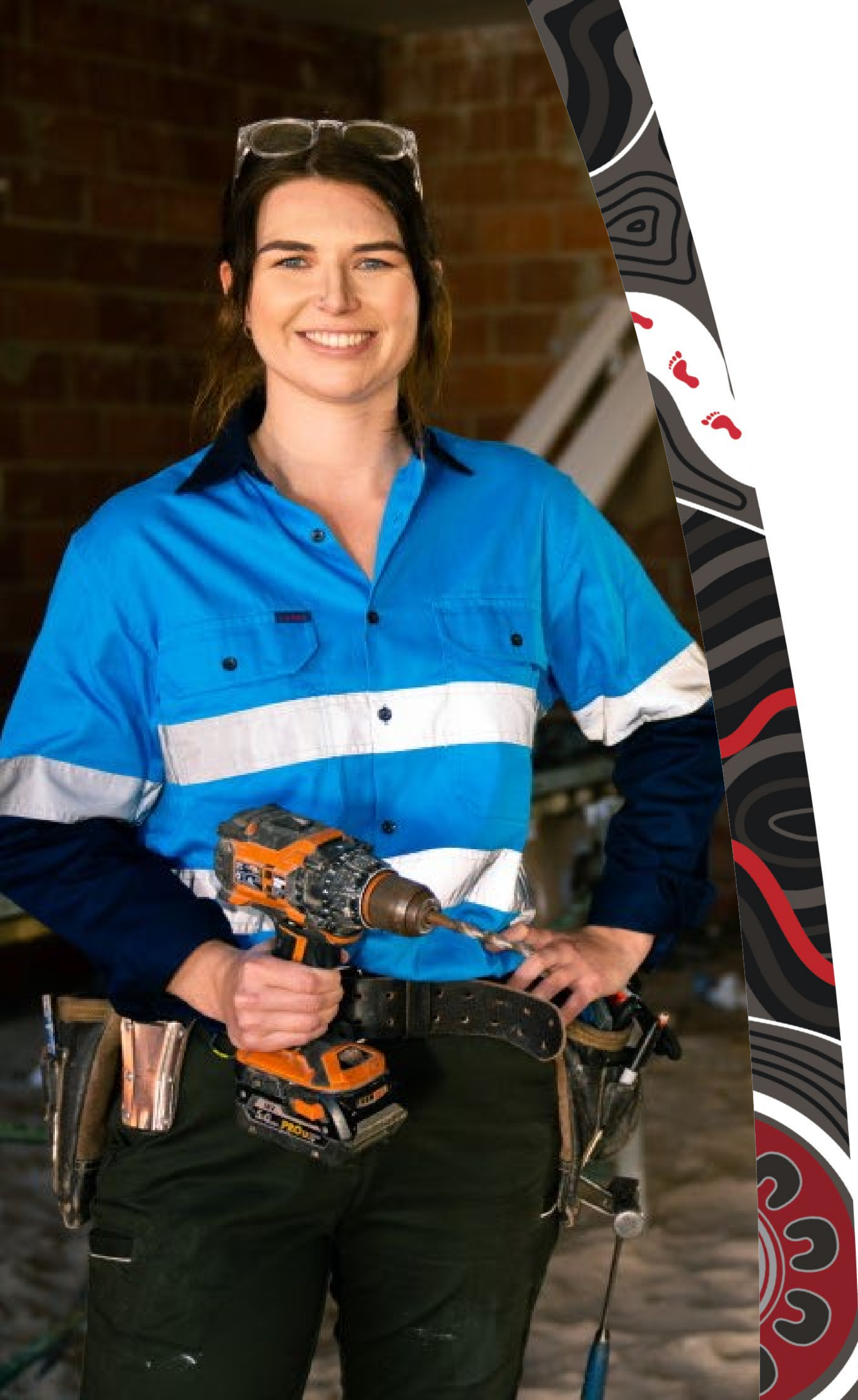
Structure and present your responses clearly and concisely. If you do not fully understand a question, you should ask for clarification before providing a reply. This gives you the opportunity to present the best possible answer as well as demonstrating to the panel that you are keen to listen and not be afraid to ask questions.

You will be provided an opportunity to ask questions relevant to the organization and position. It is a good time to learn more about the role and the organisation.

Please note that if you are not shortlisted for interview, you will not usually be advised that your application was unsuccessful until after the selection process has been completed and a recommendation made.

All applicants will be informed in writing of the outcome at the end of the selection process.





# Feedback

## Seeking feedback

When you have been advised of the result of the selection process, you are encouraged to seek feedback on your application. This will be helpful in assisting you in your preparation of further applications and performance at interviews.

Feedback is provided verbally by the convener of the panel and is based on the information provided in your written application (and interview if appropriate) in relation to the selection criteria and/or your competitiveness compared with other applicants.

## Review of the selection process

CTF is committed to meeting the Public Sector Standard on Recruitment, Selection and Appointment.

All applicants can expect that the compliance requirements of this standard will be adhered to throughout the selection process. If you believe that the selection process has breached these standards, you can apply for a review of the process used.

You must specify which part of the standard you believe was breached. You must also provide sufficient information to enable the claim to be properly assessed against the relevant standard.

Please note that a claim cannot be lodged to review the merits of the unsuccessful applicant against the recommended applicant.

A review can only be granted if the appointment is for six months or more.

Applications for a review normally occur once the selection process has been completed. All applicants are provided with details on how to apply for a review of the process when letters advising of the recommendation are sent.

All applications for review must provide full details in writing and be received by the specified review date.

# Building tomorrow's skilled workforce, today



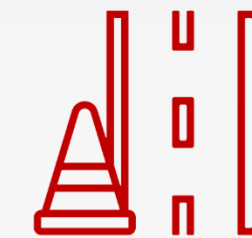
**Resources**



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**Civil**

CTF stands behind the construction industry, proudly building the skilled workforces of today and tomorrow that delivers world class infrastructure for WA.



**Thank you for your interest in  
working with the CTF.**

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