

# JOB APPLICATION KIT

Thanks for your interest in working at ChemCentre.

This guide includes general information about our recruitment and selection process to support you in preparing and submitting a strong job application.

Good luck!

## About ChemCentre

ChemCentre is Western Australia's leading provider of chemistry and forensic science services. We provide a comprehensive range of scientific services, working with a wide range of clients including Government Agencies, universities, industry and the general public. Through the provision of chemical information, advice and analytical services, ChemCentre mitigates risk to government, protects the community and the environment and supports sustainable development.

## Our Vision

Chemistry for the benefit of every Western Australian.

## Our Purpose

To deliver leading chemistry for Western Australia.

## Our Mission

To provide excellence and innovation in chemical & forensic science, emergency response and research to support the administration of justice and a safe and prosperous WA.

## Our Values

We aim to provide an outstanding service to all our clients, stakeholders and the wider community.

- **Technical Excellence** - We advocate technical excellence and use excellent science to inform and improve everything that we do.
- **Innovation** - Through method development and targeted, collaborative research and development we continually seek to improve our science for the benefit of our stakeholders.
- **Integrity** - We operate a responsible business that strives to operate ethically, sustainable, safely and with integrity in all that we undertake.
- **Respect** - We respect our clients, our staff and the responsibilities that we are charged with.

## Benefits of Working at ChemCentre

ChemCentre offers a range of flexible working conditions and opportunities to encourage our employees to maintain a healthy work life balance:

- Flexible working hours, including part time and job share options.
- Generous leave entitlements including 4 weeks annual leave and 13 weeks long service leave (after 7 years continuous service), 18 weeks paid parental leave (after 12 months continuous service), 3 extra public service holidays to be used each calendar year, Personal leave, including sick and carers leave. The option to purchase up to 10 weeks additional leave per calendar year.
- Learning and development opportunities including access to paid and non paid study leave, Acting opportunities, Internal workshops and Professional development courses.

- Salary packaging with a range of providers, an active social club and friendly work environment.
- Health and well being program with a range of events and workshops.

### How do I apply?

The recruitment and selection process for each position is unique and potential applicants are advised to read all documentation relating to the recruitment process.

Our aim is to make it easy for you to apply. The Job Description Form (JDF) is attached to the advert and identifies the work-related requirements which must be competitively demonstrated, using examples in your application, within the context of the work-related requirements.

Applicants must apply online by clicking on the 'Apply for Job' button at the top/bottom of the advert.

The below steps will help you prepare and submit a strong job application that meets these requirements.

1. **Read the work-related requirements (selection criteria)**

The work-related requirements are found on the Job Description Form attached to the advert. This outlines the skills needed for the position. If your skills match the skills needed, then we'd love to receive your application!

2. **Prepare your application**

Your job application should be formal. Look at the work-related requirements for direction on what your application needs to include. You will need to submit a comprehensive CV and a written statement demonstrating your ability to meet the required selection criteria, as detailed in the JDF and in the context of the advert.

3. **Submit your application**

Take note of the date and time your job application needs to be submitted by and allow yourself plenty of time to finish it. We're not able to accept your application after the date and time stated in the advertisement. When you're ready, please submit your application online through the WA Jobs Board website [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au).

4. **Interviews**

If our assessment finds you to be a suitable candidate and competitive, we'll invite you for an interview.

5. **Notifying applicants of the outcome**

We'll let you know if you were successful or not as soon as we can. Successful and unsuccessful applicants will be notified at the same time and given the opportunity to seek feedback on their application and advised about the breach of Employment Standard process. Applicants will be directed to the Public Sector Commission website to find out more.

A breach of standards claim must relate to the recruitment process itself, not the competitive merit of the applicant. Applicants have four working days to lodge a breach claim. Appointments to positions will not be finalised until after the breach period has closed.

### For more information about ChemCentre

If you would like to know more about ChemCentre and what we do, please visit our [website](#). If have any questions about our recruitment process, please contact the Human Resources and Information Services team on (08) 9422 9808.