



DCS Recruiting Job Application Pack

The Department of Corrective Services is committed to having a diverse workforce that is representative of its clients and the community.

About us

The Department of Corrective Services offers stimulating work, new challenges and the camaraderie that comes with knowing you're working towards the same goal of making a positive difference to people's lives.

We are responsible for managing adult and juvenile offenders in custody and the community. We are committed to providing services and programs that are accessible and responsive to the needs of victims and offenders. In achieving this, the department focuses on the cultural needs of our clients.

We are a proud equal opportunity employer. We value the different life skills and experience our people bring to their work. It all adds up to DCS being a place strengthened by its diversity. Our commitment to you is that we will be fair and equitable in our recruitment decisions.

Our values

Teamwork – we work positively together with unity of purpose.

Achievement – our employees are committed to delivering innovative and effective services.

Professionalism – we have a clear understanding of what we need to do. We

focus on achieving our business outcomes with integrity, honesty and accountability.

People – our people take pride in treating all people with understanding and empathy and recognising and valuing differences of all.

Career opportunities

We are a diverse organisation. We provide employees with opportunities in a wide range of areas and professions. People often know us for prison officer and juvenile custodial officer positions, but we are more than that. We offer opportunities to capable individuals to develop skills and experience in professions and areas such as:

- Prison officers
- Juvenile custodial officers
- Psychologists
- Social workers
- Teachers
- Nurses
- Counsellors
- Human resources
- Finance
- Information technology
- Media and public relations
- Administration
- Community Correction officers
- Juvenile Justice officers



What we offer

We offer a range of flexible work arrangements, leave options and learning and development opportunities.

Flexible work arrangements

Work arrangements vary across DCS and the following options may be available:

- Family-friendly working conditions
- Full-time, part-time and job-share employment
- Flexible start and finish times
- Access to flexi days off
- Career breaks where you structure your salary so you work for four years and take the fifth year off with pay.

Generous leave provisions

- Annual leave
- Opportunity to purchase up to 10 weeks additional leave each year
- 13 weeks paid long service leave for every seven years service
- Carers leave
- Parental leave
- Grandparental leave – up to 52 weeks unpaid leave

Supporting the growth of our people

The Department is a Registered Training Organisation. We offer:

- Learning and development programs specific to your job
- Paid study leave
- Discounts for approved courses

Regional benefits

Depending on the location, employees working in regional areas may have access to:

- Additional annual leave
- Home ownership subsidy
- District and travel allowances
- Additional five days personal leave
- Access to Government Regional Officers' Housing (GROH).
- Opportunities to return to the metropolitan area.

And there's more

- Salary packaging, to minimise the tax you pay
- Employer superannuation contributions
- Graduated salary increments
- Employee Assistance Program.

How do you apply?

The 'how to apply' section in the job advertisement will set out clearly what we need from you to assess your suitability for the position.

Application Form

You need to complete "Application for Vacancy form" which will be included with the job advertisement and submit it with your application.

Resume

Highlight your most relevant experience, include the **name and contact details of at least two referees.**

Please select a referee who knows your relevant skills and abilities and can comment on your work experience, preferably your last supervisor or manager.

Work-related requirements

Some advertisements may ask you for a written response to the work-related requirements of the position.

If so, these essential work-related requires are explained in the Job Description Form.

Lodging your application

Make sure you lodge your application on time as **late lodgements will not be accepted.**

Our preferred option is for job applications to be submitted **online**. You will receive an electronic receipt confirming your application has been submitted.

If you do not have access to the internet, you can apply by post, fax or hand-delivery.

Remember, you will need to complete a hard copy '**Application for Vacancy Form**' and submit it with your application.

Keep it simple. Do not put applications in plastic sleeves or cardboard binders. Include your name on all submitted documents. Always keep a copy of your application for your records.

If you do not apply online, send or deliver applications (marked 'Confidential Advertised Vacancy' if you don't apply online) to only one of the options below:

Online

See advertisement for details

Post

Attention: Employment Assistant
Recruitment, Organisational Data and Classification Services
Department of the Attorney General
GPO Box F317
Perth WA 6841

Hand delivery

Level 12
Westralia Square
141 St Georges Terrace
Reception
PERTH WA 6000 **Fax** (08) 9264 6149

What we assess

After the closing date, members of the selection panel meet to discuss all applications. The panel will also choose from a variety of methods how best to assess your suitability.

The panel will prepare a shortlist of people who have demonstrated in their application they are the most suitable and available for the position. Every effort is made to ensure the process happens as quickly as possible.

All selection methods will relate to the work-related requirements of the position.

Addressing the work-related requirements

The panel's job is to look at all the information you have provided and assess your skills, knowledge and abilities to the work-related requirements of the position.

Some good tips are to:

- Provide evidence of your skills and abilities that best match the essentials of the job.

- Brainstorm to identify examples of your past behaviours that will highlight your competencies. Decide which experiences best describe how you behave in a work activity or situation and tell us of the positive outcome achieved by your involvement.
- Develop a well-written application document that is concise and easy to understand. It will show you understand the objectives of DCS and the challenges of the position.

Remember:

- Read and follow the instructions in the job advertisement and this job application package.
- Include statements that highlight your achievements and outcomes.
- Check your spelling and grammar.

Shortlisted applicants will be advised of the selection methods to be used. This may include an interview, reference check or another selection method.

What we check

Identity and criminal screening check

As part of the selection process, applicants will need to agree to complete a national criminal history check.



So come prepared: you may be asked to bring proof of identity to complete a 100 point identification check. All information is treated in the strictest confidence.

It is important to note - a criminal record does not necessarily exclude you from all positions within DCS.

Working with children check

A Working with Children (WWC) Check is a mandatory requirement for certain child-related work positions.

If a position is identified by our *Working with Children Policy* as 'child-related work', then you must have a current WWC Check to be eligible for appointment. You also need to obtain and produce a current valid WWC card, prior to starting work with us.

More information on Working with Children Check can be found at www.checkwwc.wa.gov.au.

Integrity check

The Department of Corrective Services requires all applicants who apply for senior positions or positions that involve working with offenders to be 'integrity assessed' prior to being offered employment.

Integrity is a core personal characteristic that will be assessed from the information you provide on the Integrity Declaration Form if applicable.

Overseas applicants

You will be required to provide evidence of permanent residence or visa-status, during the employment selection process.

What happens now?

At completion of the selection process, the panel will prepare a report of how they assessed each applicant and a recommendation.

You will be notified of the selection outcome in writing when the recommendation has been approved by the Department.

Applicants who are assessed as suitable but not recommended this time may be considered for other vacancies during a set period of time after a selection decision is made.

Appointment pools

Along with recruitment to specific positions, DCS also conducts appointment pool selection processes.

Appointment pools are commonly used where future vacancies are likely to become available over the next 12 months for a particular job type. You apply for a pool in the same way as a normal position.

All applicants assessed as suitable are placed in the appointment pool, regardless of the amount of positions available at the time.

The advertisement will tell you if it is a pool or position selection process.

Successful applicants can then be appointed from the pool to a position when a vacancy arises. There is no need to reapply each time a position becomes available.

Appointment to a position is conducted in line with DCS's business needs and requirements.

It is important to note, inclusion in the pool *does not* guarantee you a position.

Feedback

We value the opportunity to speak to all people interested in working with DCS. It is also important you seek feedback if you are not successful this time.

The advice you will receive will help you when applying for positions with DCS in the future.

Your notification letter will give you the name of the person you can contact to get feedback on your application.

Your checklist

Before sending your application, please make sure you have included:	Tick <input checked="" type="checkbox"/>
A completed Application for Vacancy form	<input type="checkbox"/>
A current, comprehensive resume (including the details of at least two referees, one of which is your current supervisor)....	<input type="checkbox"/>
A statement addressing the specified job requirements or covering letter (if one is asked for in the job advertisement).....	<input type="checkbox"/>

Thank you for your interest in working with the Department of Corrective Services.

www.correctiveservices.wa.gov.au



Application for Vacancy Form

IMPORTANT NOTES

- No late applications will be accepted.
- All applicants are advised to address the selection requirements as stated in the advertisement and/or the job application kit e.g. work related requirements (selection criteria)

Vacancy Details	Position Title		Position No.			
	Division		Classification Level			
Personal Details	Surname	Given Names		<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss
			<input type="checkbox"/> Ms	<input type="checkbox"/> Dr		
	Home Address			Telephone		
				Home		
	Post Code			Work		
	Email			Mobile		
	Age Range: <20 <input type="checkbox"/> 20-25 <input type="checkbox"/> 26-30 <input type="checkbox"/> 31-35 <input type="checkbox"/> 36-40 <input type="checkbox"/> 41-45 <input type="checkbox"/> 46-50 <input type="checkbox"/> 51-55 <input type="checkbox"/> >60 <input type="checkbox"/>					
	Equal Opportunity Information The following optional information is for equal opportunity reporting purposes:					
	Are you of:	<input type="checkbox"/> Aboriginal descent	<input type="checkbox"/> Torres Strait Islander descent	<input type="checkbox"/> Both		
	What is your country of birth?		What is the main language spoken at home?			
Are you from a culturally diverse background (born outside Australia in a country whose main language is NOT English) <input type="checkbox"/> Yes <input type="checkbox"/> No						
Address for Notification	Postal Address if different to Home Address (Please do not designate your work place as the address for notification)					
Recruitment Source	How did you first become aware of this vacancy?					
	<input type="checkbox"/> Department of Corrective Services Website	<input type="checkbox"/> Seek or CareerOne (please specify)	<input type="checkbox"/> The West Australian			
	<input type="checkbox"/> The Australian	<input type="checkbox"/> The Sunday Times	<input type="checkbox"/> Other			
	<input type="checkbox"/> Flyer/Notice Board (please specify)	<input type="checkbox"/> Information Session	<input type="checkbox"/> Jobsearch			
	<input type="checkbox"/> Personal contact/word of mouth	<input type="checkbox"/> Radio	<input type="checkbox"/> Expo (please specify)			
	<input type="checkbox"/> Govt Job Board	<input type="checkbox"/> Community Newspaper (Metro)	<input type="checkbox"/> Community Newspaper (Regional)			
Citizenship and Residency	Details:					
	Permanent Residency is a pre-requisite for appointment to permanent staff. Non-permanent residents who have a working visa are eligible for fixed term appointments.					
	Are you an Australian citizen or permanent resident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Please provide the relevant information:		
	1. Date applied for permanent residency?		/	/		
	2. Type of visa and expiry date?		/	/		
As a condition of employment you maybe required to undergo formal verification of your right to work in Australia from the Department of Immigration Multicultural and Indigenous Affairs.						
Will you consent to such screening?		Yes <input type="checkbox"/>	No <input type="checkbox"/>			



Current Public Sector Employment	Are you currently employed within the West Australian State Government? If so, please give details:		<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	
	Employment status:	<input type="checkbox"/>	Permanent	<input type="checkbox"/>	Fixed Term	<input type="checkbox"/>	Casual
	Current level:	Expiry date of your fixed term contract:				/	
Previous WA Public Sector Employment	Have you received a voluntary severance payment from the WA Public Sector?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
	If yes, which Department?						
	Period of Severance:		/		/		
	Have you previously been employed with the Department of Corrective Services, Department of the Attorney General or Department of Justice?		No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	
	If yes, for what period?		/		/		
	Employee Number?						
Eligibility requirements to be checked by the Employment Section – Eligible?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		

DECLARATIONS

The following declarations are **NOT** a barrier to being considered for employment but will assist us to take due care in assessing appropriate placement should you be the successful applicant.

Health	To the best of your knowledge and belief, are you of sound health? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please provide details:</i>
Workers' Compensation Claim	<p>Have you ever made a claim(s) for Workers' Compensation? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>Please provide details</i></p> <p>Date of Claim <input type="text"/> / <input type="text"/> / <input type="text"/> Is the claim still current? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Details:</i></p> <p>Date of Claim <input type="text"/> / <input type="text"/> / <input type="text"/> Is the claim still current? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Details:</i></p> <p>Date of Claim <input type="text"/> / <input type="text"/> / <input type="text"/> Is the claim still current? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Details:</i></p>
Criminal Records Screening	<p>Do you have any current convictions for any offences from any court, or are you currently the subject of any charge pending before any court (excluding any convictions which you have had declared spent)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>The Department requires as a condition of employment, that you undergo formal Criminal Records Screening.</p> <p>Will you consent to such screening? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Applicants identified as working in child-related work, as defined by the Working with Children (Criminal Record Checking) Act 2004 require Working with Children Checks.</p> <p>Will you consent to such screening? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

I acknowledge by submitting this application that I am declaring all statements in the application to be true in all respects. I acknowledge that any statement which is found to be false or deliberately misleading will make me, if employed, liable for dismissal.

Signature

/ /

Date



CHECKLIST FOR APPLICANTS	<input type="checkbox"/>	Application for Advertised Vacancy Form (including acknowledgement slip if required) is completed and attached to application
	<input type="checkbox"/>	Have adhered to the requested limitation of documents submitted (i.e. if stated no more that 2 pages to be submitted ensure that is all that is included in the application)
	<input type="checkbox"/>	Application addresses the required selection questions as indicated in the job advertisement/application package
	<input type="checkbox"/>	Current Resume is attached
	<input type="checkbox"/>	Copy of current working visa (if applicable) is attached
	<input type="checkbox"/>	Entered your details for return of the Acknowledgement Slip
	<input type="checkbox"/>	Additional <u>requested only</u> information in support of the application is attached – please do not provide originals. Do not include copies of certificates/awards unless requested to do so.

ACKNOWLEDGEMENT SLIP FOR HAND DELIVERED APPLICATIONS ONLY - (To be completed by the applicant) –		
This is to confirm that the Department of Corrective Services has received your application for position number: _____		
Although every effort is taken to complete the selection process in a timely manner, at times delays can occur. If you need to check on the progress of the selection process please contact the person nominated in the advertisement.		
Name:		(Please do not designate your work area as the address for notification)
Address:		
	P/Code	