



Dear Applicant

Thank you for your interest in the position/s advertised by Kimberley TAFE.

## 1. ATTACHMENTS

Enclosed for your information are:

- Job description form, including selection criteria
- Information for Job Applicants
- Public Sector Standard for Recruitment, Selection and Appointment

## 2. SELECTION CRITERIA

You must address each of the selection criteria in your written application and clearly demonstrate that you meet the essential criteria. All essential criteria should be addressed to ensure consideration for short listing for interview. **IT IS REITERATED THAT APPLICATIONS WHERE THE SELECTION CRITERIA ARE NOT ADDRESSED MAY NOT BE CONSIDERED. A CURRICULUM VITAE/RESUME DOES NOT SUBSTITUTE FOR A STATEMENT ADDRESSING THE SELECTION CRITERIA. BOTH ARE REQUIRED.**

### 2.1 EXAMPLE OF A STRATEGY FOR ADDRESSING SELECTION CRITERIA

The **STAR** strategy is one method to use as a basis for addressing Selection Criteria in Job Applications. It is recommended that you consider this or a similar approach when addressing **each criterion**.

- S SITUATION:** Describe the background, history of the example you are going to use  
Ie "when I was handed the problem..." Or "the situation was..."
- T TASK:** How did you decide what had to be done?
- A ACTION:** As a result of deciding what needed to be done, how did you go about doing it?
- R RESULT:** What result was achieved from the action/s?. Can be either positive or negative, providing you have learnt from the negative.

This then all needs to be tied back to the original selection criteria and rounded off. ie "I believe that this example adequately demonstrates that I meet this criteria, skill, etc"

## 3. LODGING YOUR APPLICATION

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

Apply online via the WA Job Board at  
[www.jobs.wa.gov.au](http://www.jobs.wa.gov.au)

To apply online via the WA Job Board, open up the advertisement for the chosen position and click on 'Apply for Job'. Please note that **attachments can be up to 8MB in one of the following formats: MS Word, MS Excel, Adobe PDF, JPEG or GIF formats.**

By applying online, the WA Job Board allows you to register a personal account, enabling you to store and retrieve applications for various State Government positions. All your personal details, education and recent work history can be saved and automatically uploaded into the application form. You can also store your resume or curriculum vitae, copies of academic transcripts, cover letters, responses to related job requirements/criteria and any other relevant documents on the Job Board.

**Please do not hand deliver, mail, fax or email your application.**

All job applications for Kimberley TAFE are processed by the Education and Training Shared Services Centre (ETSSC) in Bennett St, East Perth.

Should you have any queries about lodging your application, please contact the Recruitment Team on 9264 8385.

The College will accept applications, on the following basis:

- What is submitted constitutes the complete Job Application - C.V, Selection Criteria Address and Attachments such as qualifications
- One submission will constitute the entire Job Application

#### **4. LATE APPLICATIONS**

- In accordance with the Industrial Relations Act and Public Sector Management Act 1994 vacancies are advertised for a prescribed period and specify a closing date. The closing time for advertised vacancies within Kimberley TAFE is 4.30 pm.
- The closing date and time is specified in the job advertisement.
- **No proforma or late applications will be accepted.**
- Whilst applying online, applicants will be asked a number of application questions, and then to attach their relevant application documentation. **It is therefore strongly recommended that you allow ample time to prepare and submit your application online.**

#### **5. FURTHER INFORMATION**

If you would like to find out more about the position, please contact the person whose name is included in the advertisement. Your interest in Kimberley TAFE is appreciated.

**Managing Director**

## **KIMBERLEY TAFE**

### **INFORMATION FOR JOB APPLICANTS**

#### **INTRODUCTION**

This document provides further information to assist you when preparing your written application and to plan for the selection interview. Also enclosed are a Job Description Form (or similar that outlines what the job involves) and an application form.

Selection involves a written application, an interview and a referee check. Only those applicants meeting the essential requirements of the job will be considered for the interview. This decision is based upon the information provided in your written application.

The essential requirements (called the Selection Criteria) are towards the back of the Job Description Form or on a separate page enclosed.

Please ensure your application is received by the Department of Education and Training Shared Services Centre by the date shown in the advertisement as late applications will not be accepted.

If you would like to find out more about the position please contact the person whose name is included in the advertisement.

Please, only apply if you consider you meet the essential requirements for the position.

#### **PREPARING YOUR JOB APPLICATION**

All applicants who address and demonstrate they meet the essential criteria and who, from their application, are considered to be competitive in the field of applicants will be interviewed.

This decision will be based on the information you provide in your application.

If possible, your application should be typed/word processed. If not possible, make sure your writing is clear and easy to read.

Your application should include the following documentation:

**RESUME (Curriculum Vitae)** which comprises:

- Personal details - name, postal address and telephone number.
- A summary of your previous employment history starting with the most recent. Include dates, name of employer, position title and give details of the types of tasks that were required in each job.
- A brief description of any acting experience and dates within the Public Sector.
- Any training courses you have attended and some details of what the courses involved.
- Any activities you have undertaken outside of work which are relevant to the position you are applying for.

#### **STATEMENT OF CLAIMS AGAINST THE SELECTION CRITERIA**

Selection Criteria are the knowledge, skills and abilities needed for you to be able to do the job. The most effective way to do this is to address each Selection Criteria separately.

It is advised that in addressing the selection criteria you;

- Draw on experience you have had and include a description of your skills and abilities.
- Include information of any relevant qualifications you may have obtained and their relevance to the selection criteria.
- Describe examples to demonstrate how you have met/meet individual criterion

## REFEREES

- Referees should be contacted for approval before listing them in your application.
- Provide names, work addresses and day time contact telephone number for referees.

## GENERAL INFORMATION

To apply you need to send in an **original plus two (2) complete copies** of all of the following:

- An original completed application form
- A resume of your work history and other relevant information.
- A written statement of your addressing of the listed selection criteria for the position.
- A copy of relevant qualifications **and, in particular, VERIFIED COPIES of those that are required as** part of the Essential Selection Criteria. Verification means certification on the copy by a suitable notary (e.g. Justice of Peace, Police Officer, Commissioner for Declarations, Public Notary, Chairperson of Selection Panel, Kimberley TAFE's Human Resource Manager, etc) that the original qualification has been sighted, and that the copy is a true and correct copy of the original. This certification is a requirement under the Australian Quality Training Framework.

Photocopy your completed application for your own reference.

## PREPARING FOR THE INTERVIEW

All interview questions will be job related - that is they will relate to the selection criteria for the position you have applied for.

The same questions will be asked for every interviewee.

To prepare yourself for the interview questions consider the following:

- Re-read 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. Think about any problem you might encounter and how you would resolve them.
- If the position has a supervisory role think about your special responsibilities as a supervisor.
- If you have any relevant reports or other work you have done which will provide examples of your skills and abilities, you should organise examples for presentation at the interview.

## THE INTERVIEW

The following points are recommended:

- Don't assume that each panel member knows your suitability for the job even though you may have worked with them or have previous experience in the position you have applied for.
- Answer questions fully without unnecessary details.
- Where possible, relate your answer to direct experiences you have had.
- Feel free to ask questions of the panel.

## FEEDBACK

You have the right to request feedback from the Chairperson of the Panel on how you performed at the interview.

You are encouraged to seek feedback as this is an important learning experience.

It is hoped that you find this information of assistance and Kimberley TAFE looks forward to receiving your application.

***KIMBERLEY TAFE IS AN EQUAL OPPORTUNITY EMPLOYER***



**TAFEWA**  
kimberley

## ***PUBLIC SECTOR STANDARD FOR RECRUITMENT, SELECTION AND APPOINTMENT***

As an Equal Opportunity Employer it is the Kimberley TAFE's intention to appoint the most suitable person for a vacant position. To achieve this the College's recruitment, selection and appointment process is based on the following Public Sector Human Resource Standard:

### ***Recruitment, Selection and Appointment Standard***

#### **Outcome**

The most suitable and available people are selected and appointed

#### **The Standard**

The minimum standard of merit, equity and probity is met for recruitment, selection and appointment if:

- ✓ **A proper assessment matches a candidate's skills, knowledge and abilities with the work-related requirements of the job and the outcomes sought by the public sector body, which may include diversity.**
- ✓ **The process is open, competitive and free of bias, unlawful discrimination, nepotism or patronage.**
- ✓ **Decisions are transparent and capable of review.**

At the conclusion of the selection process, if an applicant considers that there has been a breach of this Standard, an Application for a Review of the process can be submitted. The College will advise all applicants when the selection process has concluded.

It is important to note that unsuccessful applicants cannot "appeal" against the recommended applicant, but only ask for a review of the process that led to an appointment recommendation.



## APPLICATION FOR ADVERTISED VACANCY

### IMPORTANT NOTES

1. Complete and attach to your application.
2. THE KIMBERLEY TAFE IS AN EQUAL OPPORTUNITY EMPLOYER

### ADVERTISED VACANCY DETAILS

DEPARTMENT	TITLE	POSITION No.

### PERSONAL DETAILS

SURNAME (Block Letters)		<input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs	
OTHER NAMES			
ADDRESS		POSTCODE	
TELEPHONE	Business	Ext.	AGE
Private			Under 21 <input type="checkbox"/> 21 or over <input type="checkbox"/>
<b>PERMANENT RESIDENCY</b> Permanent Residency is a pre-requisite for appointment to the permanent staff.			
ARE YOU AN AUSTRALIAN PERMANENT RESIDENT?			<input type="checkbox"/> YES <input type="checkbox"/> NO

### EMPLOYMENT DETAILS

<b>CURRENT (if applicable)</b>			
DATE COMMENCED	POSITION	NAME OF EMPLOYER	
.....	.....	.....	
PREVIOUS (if space is insufficient, additional details should be attached)			
DATES COMMENCED/CEASED	POSITION HELD	NAME OF EMPLOYER	REASON FOR LEAVING

PLEASE COMPLETE DETAILS OVERLEAF

**REFERENCES** Names, contact addresses and telephone numbers of two employment referees (if applicable)

SURNAME (Block Letter)		OTHER NAMES
CONTACT ADDRESS (8.00AM TO 5.00PM)		TELEPHONE EXT
SURNAME (Block Letter)		OTHER NAMES
CONTACT ADDRESS (8.00AM TO 5.00PM)		TELEPHONE EXT

**ACADEMIC DETAILS**

Attach copies of results completed and current courses.

If qualifications obtained from an educational institution outside Australia please provide an assessment of your qualifications from the Secondary Education Authority (Secondary qualifications), Education Department (Tertiary qualifications) or TAFE (Technical qualifications).

COMPLETED COURSES	
	DATE COURSE COMPLETED     /   /
CURRENT COURSES	

**SUPPLEMENTARY DETAILS**

<p><b>HEALTH</b> TO THE BEST OF YOUR KNOWLEDGE AND BELIEF ARE YOU OF SOUND HEALTH?  <input type="checkbox"/> YES      <input type="checkbox"/> NO (If "NO" please give details) .....</p> <p>Applicants who have a health condition are invited to discuss its relevance or otherwise to their prospects for employment with the interviewing officer.</p> <p><b>WORKERS' COMPENSATION CLAIMS</b> A previous Workers' Compensation Claim is NOT a barrier to the consideration of an application for employment. However, to assist in assessing opportunities for your placement in appropriate employment, please indicate if you have ever made a claim for Workers' Compensation.  <input type="checkbox"/> YES      <input type="checkbox"/> NO (If "YES" please give details) .....</p> <p><b>CONVICTIONS</b> 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? YOU DO NOT NEED TO GIVE DETAILS OF ANY CONVICTION WHICH YOU HAVE HAD DECLARED SPENT (SPENT CONVICTIONS ACT 1988)  <input type="checkbox"/> YES      <input type="checkbox"/> NO (If "YES" please give details) .....</p> <p>A criminal record does not necessarily disqualify an applicant. If rejection of your application is considered solely because of a criminal record, you will be given the opportunity to discuss the matter fully before a final decision is made.</p>
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I DECLARE THE ABOVE STATEMENTS TO BE TRUE IN ALL REPECTS. I ACKNOWLEDGE THAT ANY STATEMENT WHICH IS FOUND TO BE FALSE OR DELIBERATELY MISLEADING WILL MAKE ME, IF EMPLOYED, LIABLE FOR DISMISSAL.

DATE ...../...../.....      SIGNATURE .....

ADDITIONAL INFORMATION IN SUPPORT OF THE APPLICATION SHOULD BE ATTACHED.