

## ADDITIONAL INFORMATION FOR APPLICANTS

### Recruitment and Selection Process

Thank you for your interest in working for the Department of Agriculture and Food. This guide is provided to assist you in preparing your application.

#### Our Recruitment and Selection Process

We aim to be fair and equitable in our recruitment decisions and match applicant's skills, knowledge and abilities with the work-related requirements of the job, the core essential selection criteria and alignment to the needs of the Department, work group, customer and community. Decisions will be made in accordance with legislative requirements, Equal Opportunity policies and the Public Sector Standards for Recruitment, Selection and Appointment. All decisions are open to review.

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.

The Department of Agriculture and Food (DAFWA) is an Equal Opportunity Employer and encourages Indigenous Australians, young people, people with disabilities, people from culturally diverse backgrounds and women to apply for positions within our Department. The Department also promotes flexible family friendly work practices and provides flexible salary and employment conditions, as well as attractive salary packaging arrangements.

#### CONTENTS

<b>How do I apply?</b> .....	<b>Page 1</b>
Is this job for me?.....	Page 2
Addressing each Selection Criteria Separately.....	Page 2
Complete an application form.....	Page 2
Complete a resumé.....	Page 3
Demonstrating your competencies and abilities.....	Page 3
National Police Clearance.....	Page 4
<b>Where do I send my application?</b> .....	<b>Page 5</b>
<b>Closing Date</b> .....	<b>Page 5</b>
<b>What if I'm unsuccessful in my Application</b> .....	<b>Page 6</b>
<b>Checklist – Is my application complete?</b> .....	<b>Page 6</b>

*If you have any questions about the information provided in this package, or are experiencing any difficulties with your application, please contact the **Recruitment Officer on (08) 9368 3338** or the Contact Officer identified in the advertisement. Further information regarding the Department of Agriculture and Food may also be accessed from our internet site at the following address <http://www.agric.wa.gov.au>.*

*We would appreciate any comments or feedback you might like to give us about the package itself.*

*Contact details for feedback or to seek additional information about the recruitment process are as follows:*

**Manager Recruitment and Staffing, Human Resources Branch**

Department of Agriculture and Food, Locked Bag 4, Bentley Delivery Centre WA 6983

Website: <http://www.agric.wa.gov.au>; E-mail: [recruitment@agric.wa.gov.au](mailto:recruitment@agric.wa.gov.au); Telephone: (08) 9368 3338; Facsimile: (08) 9474 3749

# How do I apply?

## Is this job for me?

Applying for a job can take a lot of your time. Our aim is to make the process easy. **Tip:** Before applying, you should feel confident that the job is one you have the necessary skills and abilities to do successfully.

The Job Description Form will identify the duties of the position and the core essential selection criteria (selection criteria) that relate to the employment opportunity. The selection criteria are a list of skills, experience, knowledge and qualifications relevant to the role, which are considered to be essential in an applicant for them to successfully perform the duties of the position. We can not appoint someone to a job if they do not meet all the core selection criteria. To further assess your suitability, it may help to also talk to the contact person named in the advertisement.

As an applicant you **must provide sufficient information to enable the selection panel to easily assess your competitive suitability against all of the core selection criteria.**

## Specific Headings to Address each Selection Criteria (optional component)

DAFWA does **not** require the selection criteria to be addressed separately, if sufficient information is provided in your resumé to competitively support your claim i.e. your application clearly shows what responsibilities and level work you undertook, key competencies and how you gained them, major or key achievements relevant to the advertised opportunity.

You may opt to provide a separate statement (addressing the selection criteria separately). Your statement should demonstrate by examples your competitive ability to meet the selection criteria. Many applicants find it useful to use the "STAR" system to help support their claim. STAR stands for Situation or Task, Action, Result. It should not exceed a total of three (3) pages.

## Complete an application form

The application form forms part of the on-line recruitment process. If you do not intend to apply on-line you will need to contact the Human Resource Branch to obtain an application form (for each position that you wish to apply for). A covering letter is optional, but not compulsory.

Nominate two (2) referees in your application; one should preferably be a current supervisor, and the other should be able to provide general information on your work performance. Referee reports are obtained as part of the selection process.

## Complete a resumé

**Your resumé is very important** and is used by the selection panel to make a judgement call on your suitability. It should convey a concise picture of your qualifications, work history and education. A well written resumé should provide sufficient information against the selection criteria for an assessment to be made of your claim. You may wish to use bullet points to briefly describe your work *situation, key responsibilities, tasks, action taken, results and achievements.*

***The onus is upon you, as the applicant, to provide a high quality comprehensive resumé. It should clearly inform the panel of your competitive suitability for the position.***

## Demonstrating your competencies and abilities

***Remember you are competing for further assessment and it is essential that you demonstrate you meet the selection criteria for the advertised position. The selection panel is looking for a succinct and focused response, demonstrating your abilities against the selection criteria.***

Where a **position calls for qualifications** as a core selection criteria, and you are unsure whether your qualification is science based and/or relevant, you are encouraged to discuss your suitability with the nominated contact person. Further clarification, however, may be obtained from an “authorised skills recognition authority” e.g. the secondary Education Authority (Secondary Qualifications), Education Department (Tertiary qualifications), TAFE (Technical qualification) or National Office of Overseas Skills Recognition for judgement. Refer to the heading “My copies of supporting documents”.

If your qualifications were obtained from an educational institution outside Australia, an assessment of your qualifications from an “authorised skills recognition authority” will be required prior to commencement. It is recommended that if this requirement has not been completed that you commence action immediately as it may take up to 8 weeks to arrange. Any costs associated with this action are the responsibility of you as an applicant.

Pre-employment requirements will be verified prior to an offer of employment being confirmed.

## National Police Clearance

The Department of Agriculture and Food requires that authorised status staff must be fit and proper persons to undertake their role. As part of the selection process for employment, recommended applicants who are not already employed by the Department (and hold a current and suitable clearance will be asked to provide a recent National Police Clearance. The requirement to hold a Police Clearance will be identified on the Job Description Form and in the advertisement for the position.

All of the pre-employment requirements will be verified prior to an offer of employment being confirmed.

## **What do I need to do?**

All recommended applicants will be asked to disclose details of any criminal convictions or any other matter likely to influence assessment of your suitability for appointment. A criminal or other record does not automatically preclude an applicant from employment. The nature of any offence(s) or matters of concern and the role and duties to be undertaken in the role will be considered.

The appointment of the successful applicant cannot be confirmed until all necessary documents and clearances have been obtained and issued by the Department.

The Police check on the recommended applicant will include criminal records for all Australian States and Territories. In order to obtain the Police check you will need to apply in person at a Police Station and provide adequate identification. You will need to pay for the clearance at the time of application.

## **Employment decision**

The final decision to employ a person who has a criminal record will be made by the Director General or delegated authority. If it is decided not to employ a person because of a criminal record, the applicant will formally advised. Applicants who are aggrieved by any decision made in relation to the employment can submit a request for review to the Director Human Resources or the Employee Screening Committee.

## **Adverse criminal record checks**

A person who has been convicted of the following offence(s), or who has outstanding charges pending, or a warrant outstanding in relation to alleged offences below, is highly unlikely to be employed:

- sexual offences
- offences of a violent nature
- offences involving the use of firearms or other weapons
- drug offences (especially dealing/trafficking)
- any other offences which may impact on the Department's duty of care towards its staff and customers.

**Unless there are extenuating or mitigating circumstances, all of the above offences would normally disqualify persons from being appointed to authorised roles within the Department.**

# How do I lodge my application?

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

**We encourage you to apply online via the WA Job Board at  
[WWW.JOBS.WA.GOV.AU](http://WWW.JOBS.WA.GOV.AU).**

If applying by this means, click on the title of the position that you wish to apply for and follow the instructions. Please note that if you **apply online**, you can **attach up to 8MB as an attachment in MS Word, MS Excel, Adobe PDF, JPEG, TIF, or GIF formats**.

There are many benefits to you applying online. The WA Job Board allows you to store and retrieve applications for State Government positions. When you apply online for jobs, all your personal details, education and recent work history are automatically uploaded into the application form. You can also store CVs, copies of academic transcripts, cover letters, responses to selection criteria and other relevant documents on the Job Board.

If you do not have internet access you can apply by submitting your application in hard copy as detailed below. Hard copy applications should be stapled in the top left-hand corner with the Application for Advertised Vacancy form being the top document. Applications are **not** to be submitted in cardboard or plastic covers. Envelopes should be marked "confidential".

**Postal address:**

Confidential  
Recruitment Officer  
Department of Agriculture and Food  
Locked Bag 4  
Bentley Delivery Centre WA 6983

**Facsimile:** (08) 9474 3749

**Hand delivery or courier address:**

Confidential  
Recruitment Officer  
Department of Agriculture and Food  
Human Resources  
3 Baron-Hay Court  
South Perth

An application only needs to be submitted in one format i.e. online or hard copy.

## Closing Date

Advertisements for vacant positions are governed by State legislation including the Public Sector Management Act 1994 and Industrial Relations Act, 1979. The closing time and date is specified in the advertisement. **UNDER NO CIRCUMSTANCES CAN PROFORMA OR LATE APPLICATIONS BE ACCEPTED.**

We cannot make allowances for incorrectly addressed mail, faxed or email transmissions that are delayed or not received by the specified closing time and date.

Applications that are lodged with Australia Post, or an alternative mail system and are in transit at the time applications close, **are deemed late and will not be accepted**. Therefore it is suggested that if you are intending to post the application you allow time for any delays in the mailing system. If doubt exists as to whether an application will reach the Recruitment Officer by the nominated closing date and time you should consider alternative or back-up arrangements.

***It is strongly recommended that you allow ample time to prepare and submit your application***

## What if I'm Unsuccessful in my Application?

Where an applicant is considered suitable but not recommended for the advertised opportunity their details will be retained on a "live" AV file. These applicants may be considered for employment opportunities, in like and like locations during the next 12 months. If you are advised that you are unsuccessful in your application you are encouraged to seek feedback from a nominated panel member/consultant.

Suitable applicants not recommended for the advertised position may be considered for casual, fixed term(s) or permanent employment, subject to conditions. This means that applicants on a pool or "live" file may be offered an appointment having consideration to agency policies, guides and the Standards.

## Checklist – Is my application complete?

- I have read the job application package for this position.
- My application addresses the core essential criteria.
- I have completed an application form
- My current resumé and additional information in support of my application (if applicable) is attached.

Your resumé should provide the following details:

- Personal details (e.g. name, address and contact phone number).
- Career objective.
- Description of your work experience (from most recent to past) outlining tasks undertaken and key achievements in each position and demonstrating your ability to meet the minimum job responsibilities and core selection criteria for the position.
- Education and/or professional training. This should include membership of any professional bodies, training achievements and training courses you are doing now.
- Any activities or accomplishments achieved outside of work which may be relevant to the job.
- Referees. The name and contact details for at least two referees, one of whom should ideally be a current supervisor or recent supervisor. The panel will ask your referees how well they think you meet the requirements of the job and your potential competencies. Select referees who know about your relevant skills and abilities. You should always let your referees know about the position and skills required before nominating them in your application. Reports may be obtained prior to further assessment (e.g. interview or work tests) being undertaken.
- Published work and other relevant information.
- Additional skills, achievements and relevant community and leisure interests should also be identified where relevant to the employment opportunity.

- Copies of relevant qualification/s are attached to my application (if applicable).
- A copy of my current working visa (if applicable) is attached.
- A copy of my National Police Certificate (if applicable) is attached.