

Application Information

Thank you for your interest in working for Challenger Institute of Technology. This guide is provided to assist you in preparing your application.

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Getting Started

The following information will help you prepare your application and show that you are a suitable applicant for the position.

To ensure you have all of the information you need to prepare your application, please:

- Download the Job Description Form (JDF) from the vacancy advertisement on the JobsWA website
- Ensure you possess the required skills, knowledge and qualifications to successfully perform the duties of the position.
- Read the '**How to Apply**' section in the job advertisement for specific instructions on what to submit with your Application

To assist further in your application, you are encouraged to speak to the nominated Contact Person mentioned within the advertisement.

How do I 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. It is important to read the job advert carefully for details of what is required.

One or more of the following may be requested of you to complete as part of your application:

Resume

Your resume should:

- Provide your personal details and current contact information (including email),
- Highlight your experience, skills and achievements, and
- Details of duties and/or responsibilities of positions you have held.
- Include the names and contact details of at least two referees.

When nominating referees, they should be able to comment on your relevant skills and abilities and are able to comment on your work experience. If possible, at least one of your referees should be a current or recent supervisor. It is recommended that you check with your referee before nominating them as a contact as they may be contacted at any time during the selection process

How do I Apply? (continued)

Statement of Claim

If you are asked to submit a **Statement of Claim** with your application, you are being asked to outline your skills, experience and suitability relevant to the work duties and the expected outcomes of the position.

To obtain specific information about the duties and responsibilities of the role, you will need to read the Job Description Form (JDF) that is attached to the job advertisement.

Observe the page limit requested in the '**How to Apply**' section of the job advertisement, and provide clear and concise examples and statements.

Application Questions

While applying online, you will be asked to provide responses to a series of questions relevant to the submission and online storage of your application. Your responses to these questions may form part of the assessment of your application.

Lodging my Application

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

Once you have viewed the advertisement and Job Description Form (JDF) in full and have completed your Application for the position, you should click on the '**Apply for Job**' button at the bottom of the advertisement.

Job applications must be submitted **online via the WA job Board** at www.jobs.wa.gov.au unless specified otherwise in the job advertisement.

When applying online you can **attach up to 8MB in documents of MS Word, MS Excel, Adobe PDF, JPEG or GIF formats.**

An automated confirmation of your application will be sent after your online application is received, and a Letter of Acknowledgement will be sent to you following the advertising close date.

If you have attempted to apply online and experience technical difficulties please contact HR Services on (08) 9264 8385 as a log is kept of all attempts to submit applications online.

Closing Date

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

The closing date and time is stated in the vacancy advertisement in Western Standard Time (WST).

If you have attempted to apply online and experience technical difficulties please contact HR Services on (08) 9264 8385 as a log is kept of all attempts to submit applications online.

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

The Selection Process

Appointments in the Public Sector are subject to the provisions of the *Public Sector Management (Breaches of Public Sector Standards) Regulations 2005*.

Unsuccessful applicants will be advised of the process to be followed if they believe there has been a breach against the Recruitment, Selection and Appointment Standard.

A trial of a 4-day Breach Claim Lodgement Period across many WA Government Sector agencies is currently in place, and this recruitment process is within the scope of this trial.

Further information about the Recruitment, Selection and Appointment Standard is available by visiting the website of the Office of the Public Sector Commissioner at www.opssc.wa.gov.au.

Review of the Selection Process

Appointments in the Public Sector are subject to the provisions of the *Public Sector Management (Breaches of Public Sector Standards) Regulations 2005*.

Written notification regarding the outcome of the Recruitment process will be forwarded to you at the end of the selection process. Information regarding the Commissioner's Instruction: Employment Standard and the breach claim process can be found at www.opssc.wa.gov.au.

Checklist

Before submitting your application, please make sure you have prepared:

- ☐ Your current Resume
- ☐ Written application providing Statement of Claim
- ☐ The names and contact details of at least two Referees

Thank you for your time and interest, and we look forward to receiving your application.