



Dear Applicant

Thank you for your interest in the recently advertised position with the School Curriculum and Standards Authority. This application package is designed to assist you in preparing your application.

ENQUIRIES ABOUT THE POSITION

To work out whether the job is suitable for you, first read the attached Job Description Form (JDF) that details what the principal responsibilities and job related requirements (selection criteria) are. You should direct your enquiries to the contact person named in the advertisement if you require further information or clarification about the position.

ELIGIBILITY TO APPLY FOR POSITIONS

Advertised positions at the School Curriculum and Standards Authority are open to any person who may wish to apply **except** in the following instances:

- persons subject to the provisions of section 73 of the *Public Sector Management Act*,
- permanent residency is a pre-requisite for appointment as a permanent staff member. Non-permanent residents are eligible only for appointments to fixed-term contracts; and
- public sector employees who accept a voluntary severance package and are ineligible for the period of the severance and leave payments.

CRIMINAL RECORD CHECK

It is the Authority's policy that a person recommended for appointment will be subject to a satisfactory National Police History Check (criminal record screen) prior to their commencement. Necessary forms will be provided to the recommended applicant when they receive their offer of appointment letter. The recommended applicant will be required to complete a consent form and meet the cost of the check to be conducted, and will be issued a Screening Clearance Number (SCN) when the clearance is confirmed.

Existing employees who have had a criminal record check undertaken by the Authority are not required to undergo another check, unless they have had a break in their service of more than six months with the Authority.

The Department of Education's Screening Unit of the Professional Standards and Conduct Division conducts criminal checks on the Authority's behalf through CrimTrac, a federal agency that facilitates the provision of the criminal record information to accredited agencies.

PREPARING THE APPLICATION

If this is the first time you have applied for a position at the Authority, the following points may be of assistance:

- Read the JDF carefully taking particular note of any specific qualifications, skills and knowledge.
- Job related requirements (selection criteria) may state skills and experience that are essential for doing the work and skills and experience that are desirable and would greatly help you do the work.
- Take careful note of whether you are required to address the job related requirements (selection criteria) or are required to provide an application letter and detailed CV/resume.

- If you are asked to address job related requirements (selection criteria), your application should address the essential job related requirements and demonstrate that you are competitive and stand out from other applicants.
- It is important that you provide sufficient information that will allow the panel to easily assess your suitability.
- It is not a requirement to address the requirements under separate headings.
- In their assessment of your application, the selection panel will look for examples of relevant instances when particular skills were drawn on in order to achieve an outcome or result.
- Write your responses in a concise and clear style.
- Ensure your CV/resume is relevant to the principal responsibilities and job related requirements (selection criteria).
- If a specific qualification is asked for you will need to indicate you meet this requirement and attach a copy of the qualification to your application.

REFEREES

Referees play an important part in verifying your ability to perform required tasks and behaviours. Only people who can comment effectively on your skills and abilities, depth of experience and work performance should provide references.

- Remember to ask your referee first and provide information relating to the position.
- Your application should contain the names of people who may be asked to provide comments to the selection panel about your experience, skills and attributes in relation to the job related requirements.
- Appropriate referees include your current and/or a recent supervisor
- Peers and subordinates should also be considered.

The panel can contact a referee not nominated by a candidate but the candidate has a right of response to any report provided.

SUBMITTING YOUR APPLICATION

The School Curriculum and Standards Authority requests applicants to:

Apply online via the WA Job Board at
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 2MB (per attachment) in one of the following formats: MS Word, MS Excel, Adobe PDF, JPEG or GIF formats with a maximum of 8MB in total for one application.**

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.

Should you have any queries about lodging your application, please contact Human Resources Branch on 9273 6370

Applications **must** be received by the nominated closing date and time. **It should be noted that no Notices of Intent will be accepted and there will be no extension of time beyond the appointed closing date or time. 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.**

INTERVIEW PREPARATION

During the interview you will be asked job related questions which will relate directly to the selection criteria. The same questions will be asked of every applicant. All applicants should consider the following actions prior to the interview:

- Do your homework on the position and Agency. Read the Job Description Form thoroughly so you clearly understand the duties of the job and relevance of the Selection Criteria. If you require additional information regarding the position you could also telephone the contact person listed in the advertisement.
- Examine the Selection Criteria and think of examples of situations where you applied the relevant skills and abilities.
- Focus on the duties of the position and how you would carry them out, considering problems you might encounter and how you would resolve them, or make improvements.
- If the position has a supervisory role, think about your special responsibilities as a supervisor.
- If you have any relevant reports or documents which will provide an example of your skills and abilities, you should prepare it for presentation at the interview.
- Think of one or two brief questions to ask the panel at the end of the interview, as it is an opportunity to clarify anything you are unsure about.

THE INTERVIEW

Present yourself at the interview in neat attire and as appropriate for the job (as you would usually do for work). Some interviews involve pre-reading of interview questions, and in general you should be prompt (if not early) for your interview, rather than late.

During the interview:

- Be enthusiastic about the job, your previous achievements and what you would do if given the job. Don't assume that the panel members know about your suitability for the job.
- The panel will usually consist of three members (men and women, it is good to try and remember the names of each of the panel members and maintain good eye contact.)
- Take time to answer each question. Present answers clearly and concisely. Where possible, relate your answer to direct past experiences.
- When the opportunity is presented, feel free to ask any questions you have during or at the end of the interview to clarify anything in relation to the position.
- Take a copy of your job application to the interview and any other notes you may have to assist or prompt you.
- Just be yourself

FEEDBACK

After the selection process, when you have been advised of the result of your application you have the opportunity to seek feedback in the first instance from the chairperson or individual nominated in your letter advising the outcome. Feedback is usually in verbal form however written requests may be considered.

Feedback is encouraged and provides you with useful information that will assist you in preparing future applications, and for improving your performance at future interviews.

STANDARDS OF PRACTICE

The School Curriculum and Standards Authority is committed to selecting and appointing the best available person to a vacant position. To achieve this outcome all applicants for the position can expect compliance by the Authority with the following during the process:

- ◆ Public Sector Management Act (1984)
- ◆ The Public Sector Commission - Commissioner's Instruction for filling a Public Sector Vacancy
- ◆ Public Sector Commission – Commissioner's Instruction for the Employment Standard
- ◆ The Equal Opportunity Act (1984)
- ◆ The Industrial Relations Act (1979)
- ◆ The Occupational Health, Welfare, and Safety Act (1984)

BREACH OF STANDARDS PROCESS

A breach of standards claim may be made should a claimant be of the opinion that their application has not been dealt with fairly.

An applicant must apply for a review of the selection process to the School Curriculum and Standards Authority within 4 working days of receiving notification of the selection decision.

For further information please visit: <http://www.publicsector.wa.gov.au/document/breach-standard-claims-claimants-guide>