



## CONSIDERATION OF LATE VACANCY APPLICATIONS

---

### POLICY

The Department of the Premier and Cabinet, on behalf of the Public Sector Commission (providing a bureau service) will not accept or consider late applications unless the applicant can provide conclusive evidence of mishandling either within the Department or by Australia Post. This includes applications lodged by facsimile, e-mail or internet.

It is the responsibility of the candidate to ensure sufficient time is allowed for postage and/or electronic submission of applications to arrive prior to the advertised closing date and time.

If there is any doubt about an application being received on time, applicants should contact Human Resource Services Branch, Department of the Premier Cabinet on (08) 6552 5222 to confirm receipt.

### PROCEDURES

#### Mailed applications:

- Job applications sent by Australia Post must be post marked not later than one business day prior to the advertised closing date (e.g. if a job closes at 5pm on Monday, the envelope must be post-marked 6pm on the preceding Friday).
  - *a late application will be deemed to have been mishandled by Australia Post if it was correctly addressed and accepted/post-marked by the service by the times specified for delivery but not delivered to the Department by the closing date and time.*
- Job applications sent by hand, courier or other delivery service must be correctly date and time stamped with an official departmental stamp prior to the closing time.
- All envelopes will be retained as evidence of post-marked date and time.
- Applications that have been post-marked prior to closing date and time but mishandled within Dumas House will be eligible for inclusion.
  - *a late application will be deemed to have been mishandled within Dumas House if it was correctly addressed, received and endorsed by date stamp prior to the closing date and time but delivered to the wrong organisation within the building.*
- Applications received after the closing date and time will be assessed for eligibility based on the current published delivery times for the postal or delivery service used by the applicant.

#### Electronic applications:

- On-line applications (via Employment Opportunities and Jobs.wa.gov.au) will be automatically receipted with a reference number, date and time. (*Retain this record as evidence.*)
  - E-mail applications automatically generate a date and time.
  - Applications sent via facsimile will be accepted if the first page is received prior to the advertised closing date and time.
-

- Applications sent via facsimile but not received prior to closing date and time due to the fax line being busy will not be accepted.
  - Transmissions received after the closing date and time will not be accepted unless there is a fault with the facsimile machine or the on-line system was not working. *(Retain transmission reports or delivery status/notification e-mails as evidence.)*
-