

# INFORMATION FOR APPLICANTS



Thank you for your interest in the position advertised by Perth Zoo.

It is important that you read this information, together with the advertisement and Job Description form, including selection criteria.

These guidelines are presented to assist you in preparing your written application and to enable you to plan for a possible interview.

## ELIGIBILITY

In order to be considered for the position you must be able to show throughout the entire selection process that you meet all the essential selection criteria. Before preparing your application check the essential selection criteria described in the advertisement to make sure you are eligible to apply.

## CLOSING DATE

Please note, the closing time and date is stated on the advertisement. Please ensure you allow enough time to apply as late applications and proformas will not be accepted.

## ENQUIRIES

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

## PREPARING YOUR APPLICATION

All applicants who demonstrate in their application that they meet the essential criteria **and are competitive** in comparison with other applicants will be interviewed. This decision will be based on the information you provide in your application.

- Your CV and application letter (if required) should be typed in Microsoft Word and ready to attach when you apply online.
- Do not present an overlong or rambling application, as the importance of your arguments may be lost.
- Before adding any attachments, consider carefully whether they really add anything of value to your application in demonstrating your ability to meet the criteria.
- Consider using an independent person to critically examine your application before you submit it. It is easy to forget, or take your own abilities and experiences for granted, whereas someone who knows you may spot such omissions.

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Your application should include the following documentation:

1. RESUME (Curriculum Vitae) which comprises of:

- Personal details including name, address and telephone number;
- A summary of your work history starting with the most recent position. Information should include approximate dates and details of the tasks/responsibilities required in each job;
- Your education and training achievements, including membership of any professional bodies and/or licensing authorities; and
- Any activities you have undertaken outside of work which are relevant to the application.

While a standard resume is useful, it is often not comprehensive enough for every vacancy you apply for. You should include information specifically relevant to the position advertised and the selection criteria issued.

2. ANSWERS TO QUESTIONS/CRITERIA

- Provide a brief response to each question/criteria listed in the advertisement. *You may note that some Job Description Forms list additional selection criteria to those in the advertisement. Only address these additional criteria if the Job Advertisement specifically asks you to. This will help reduce the amount of time it takes for a panel to assess all applicants and develop a shortlist. (However please note those other criteria will not be neglected. Instead the panel will assess your suitability later on in the recruitment process - such as through interview, reference checking, work sampling or practical assessments - should you make the first shortlist.*
- To answer these you may refer to your any relevant skills, experience, knowledge, qualifications/certificates and personal values you possess which will assist you in fulfilling the role.
- Provide clear, relevant information.

## LODGING YOUR APPLICATION

Applicants are encouraged to apply online via the WA Government Jobs Board at [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au). Click on the position title and click on the “apply for job” button at the top/bottom of the advertisement.

As part of the online application process you will be asked to nominate two referees. It is desirable that one referee is your current supervisor and that the other referee can provide information on your work performance. Please provide names and day-time telephone numbers of referees.

**Note: Please submit documents in Word or PDF format.  
Copy Your Application for Your Own Reference Purposes.**

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## SELECTING APPLICANTS FOR INTERVIEW

A selection panel, usually comprising of three people, will independently consider each application and then agree on a short-list for interview. This process may take a couple of weeks.

## INTERVIEW PREPARATION

The job interview is an important part of the selection process. Questions at the interview will be related to the selection criteria. In some circumstances the panel may not be able to test the whole of the selection criteria through your written application and interview questions. You may be assessed in other ways, for example, a written test, a presentation or practical demonstration.

To prepare yourself for the questions which may be asked;

- be aware of what the job involves from the Job Description Form, the selection criteria and by talking to the contact person listed in the advertisement;
- 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 how you would carry them out. Think of any problems you might encounter and how you would resolve them.
- If relevant, you may wish to bring with you examples of your work which demonstrate your skills and abilities.

## THE INTERVIEW

If selected for an interview you will generally be advised of the details several days before the interview date. The selection panel will conduct the interviews. These will usually take about an hour depending on the position advertised.

During the interview:

- Do not assume that any of the panel members know about your suitability for the job, even though you may have worked with them or have had previous experience in the position for which you have applied. Having got to the interview stage your job is to convince the panel that you are the best person for the position.
- Take time to answer each question. The panel will appreciate a well thought out answer presented clearly and concisely.
- Where possible, relate your answer to direct experiences you have had.
- When the opportunity is presented, feel free to ask any questions you may have, relevant to the position. Avoid asking questions "just for the sake of it". If you do not have any questions do not hesitate to say so.

Panel members will record your replies to the questions to assist them in accurately recalling your details when they are making their final decision.

## ADVISING APPLICANTS

- You will be advised of the result of your application in writing. At this time you will be given the opportunity to seek feedback regarding your application. This may be helpful in assisting you in future job applications.

# INFORMATION FOR APPLICANTS



- Should you be of the opinion that the Employment Standard (see below) relating to the recruitment, selection and appointment process has been breached and you have been adversely affected by the breach in any way, you will be encouraged to discuss any concerns with the contact person. Where applicable, you will also be advised of the procedures should you wish to lodge a formal breach claim.
- Applicants who believe that the standard below has been breached and they have been adversely affected, have 4 days from receipt of notification of the decision in which to attain feedback and lodge a request for review of the process.
- For further information about the Breach claim process, please refer to <https://publicsector.wa.gov.au/publications-resources/instructions-standards-and-circulars/public-sector-standards-human-resource-management/breach-standard-claims#Breach of Standard claims>.

## EMPLOYMENT STANDARD

The Employment Standard applies when filling a vacancy in the Western Australian Public Sector and requires the following four principles to be met;

1. **Merit Principle** – Employment decisions are based on merit. Merit usually involves the establishment of a competitive field. In applying the merit principle a proper assessment must take into account;

- the extent to which the person has the skills, knowledge and abilities relevant to the work related requirements and outcomes sought by the public sector body; and
- if relevant, the way in which the person carried out any previous employment or occupational duties.

2. **Equity Principle**

- Employment decisions are to be impartial and free from bias, nepotism and patronage.
- For secondment the employee consents.
- For transfer the employment conditions are comparable.

3. **Interest Principle** (applies to secondments, transfers and acting) – Decisions about an employee's secondment, transfer or acting take account of the employee's interests and the work related requirements of the relevant public sector body.

4. **Transparency Principle** – Decisions are to be transparent and capable of review.

For further information on the Commissioner's Instruction – Employment Standard, please see our website.

***Please note that it is a requirement that successful applicants attend a pre-employment medical and provide a current Police clearance.***