



## JOB APPLICATION KIT

Thank you for your interest regarding the advertised vacancy with the Forest Products Commission.

Our employees have some of Western Australia's best natural environments as part of their offices, and enjoy benefits that include flexible working arrangements, attractive salary packaging scheme, corporate clothing allowance, and on-site parking.

Note that to be eligible for permanent appointment to one of our positions you have to hold permanent resident status in Australia. To be eligible for a fixed term appointment, you are required to produce documentary evidence of your entitlement to live and work in Australia for the period of the contract.

### **Preparing Your Application for an Advertised Vacancy: What to Include**

Your application should include all of the following:

1. Application Form
2. Resume
3. Statement addressing the selection criteria specified in the Job Description Form (JDF) or information as stated in the job advertisement.

*Note also that advertisements for vacancies have a specified closing date and late or pro-forma applications will not be accepted. (See section on Lodging Your Application)*

#### **1. Application Form**

A completed Forest Products Commission application form is only required if applying by post. The form is available for download from the WA Government Jobs Board at [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au). If you need assistance, please contact the Payroll and People Services Coordinator on (08) 9363 4604.

Note: If you have a qualification from overseas or interstate it is advisable that you provide information on its status in Western Australia. Contact the Overseas Qualification Unit within the Western Australian Development Centre on (08) 9224 6500 for advice.

Your application form requires you to identify the requested number of referees who can provide information on your work performance. It is preferable if one of your referees is your current supervisor. You should contact all referees as a courtesy and ask if they are willing to provide a referee report prior to nominating them on your application form.

**NOTE** that all correspondence regarding your application will be sent to the address specified on the application form. Please ensure that you regularly check to see whether any correspondence has been delivered to the nominated address.

#### **2. Resume or CV**

Your resume should include the following:

- Personal details such as place of residence, contact numbers, residency status;
- Details of your academic and/or professional training;

- A description of your work history/experience, documented from most recent to least recent;
- Copy of your qualification(s);
- Description of your achievements or accomplishments relevant to the position.

### 3. Cover Letter

If you are asked to provide a cover letter, rather than a statement addressing the selection criteria, this is a good opportunity to outline some of your achievements and explain how your experience will assist you in undertaking the position. When providing a cover letter it is important to follow the instructions in the Job Advertisement as to the maximum length.

A cover letter should include the following;

1. A heading that says what position you are applying for
2. An introductory paragraph that tells us a little about yourself
3. A statement that summarises your experience and skills as they relate to this role, particularly identifying your strengths and achievements.
4. A cover letter does not require you to address the selection criteria directly.

### 4. Statement Addressing the Selection Criteria (If requested)

Selection criteria are the competencies that are necessary for, or would greatly assist in the performance of the position. These are listed in the Job Description Form (JDF), as either essential or desirable.

**Your statement addressing the SELECTION CRITERIA with your application** provides you with the opportunity to demonstrate to the panel your experience, knowledge, and skills relevant to the position.

#### ***How should I demonstrate that I meet the selection criteria?***

We suggest that you use each of the selection criteria to be addressed as headings, and state your claim relevant to each particular criterion underneath.

The information below should provide some guidance on how to address most criteria.

Under each criterion, start with a positive claim that you possess the required skill, knowledge, experience, etc.

Where the criterion relates to a **skill** or **ability**, follow this up with description/examples of some situations of where you used this in your work, in a way that demonstrates your understanding of the criterion in the context of the position. (Try to make this as relevant to the duties of the advertised position as possible – refer to the duty statement of the JDF.)

Where the criterion relates to **knowledge** or **understanding**, describe briefly what you know, where/how you gained this knowledge, how you maintain/update it, and how it relates to the duties of the advertised vacancy. Where possible, provide at least one brief example of how you have applied it in a past situation.

Where the criterion relates to **experience**, you should provide information about where and when you have worked that is particularly relevant to the position. Outline the duties you undertook (relevant to the type of experience required), mentioning any noteworthy responsibilities and achievements, and providing some specific examples of what you actually did.

#### ***Do I have to meet the desirable criteria as well as the essential criteria to be considered for a position?***

Although applicants will generally need to demonstrate that they meet the essential criteria in order to be offered appointment to a position, they are not required to meet the desirable criteria. Applicants who are able to meet both essential and desirable criteria may, however, be more competitive.

Applicants are not always required to address the desirable selection criteria in their written applications (note that where essential criteria only are to be addressed, this will be specified in the JDF). However, applicants may be assessed against the desirable criteria at another stage of the selection process e.g. interview.

### ***I am not sure what a particular criterion means – what should I do?***

All FPC advertisements contain the number and contact details of a person (generally a member of the selection panel) to whom such queries and requests for further information should be directed.

### **Lodging your Application**

Applicants are requested to apply on line via the WA Government Job Boards at [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au). Click on the position title you wish to apply for and follow the instructions. Please contact Payroll and People Services Coordinator if you need assistance on (08) 9363 4604. Please note that if you apply on line, all documents attached to your application should be in Word or pdf form.

Your completed application must be received by the agency by the deadline specified on the closing date. Late or pro-forma applications will not be accepted. Note that it is your responsibility to ensure your application will be received before the closing time.

### **Preparing for an Interview**

The following information is provided to assist you in your preparation if you are selected for interview:

- If you are contacted for an interview, you are encouraged to ask who will be on the selection panel and what each member's job title is. This will provide you with some familiarity with the panel. Panels will typically comprise three people but this may vary according to the position.
- Please bring your original documents (ie. Degree, Diploma) to the interview for sighting. DO NOT send originals with your application.
- It is possible that the selection panel may also ask you to take a test or perform an exercise as well as interview you. You will generally be informed prior to the interview if an additional form of assessment will be used.
- The questions asked in the interview will always relate to the selection criteria for the position, and each applicant will be asked the same questions.
- Re-read the Job Description Form, selection criteria, and your application, then think of specific examples where you applied the relevant skills and abilities. You may also want to think about the duties of the position, how you would perform them, and the problems you may encounter.

### **During the Interview**

- Never assume that a panel member knows your suitability for the position.
- Always ask for clarification on a question if you do not understand the question or are unsure of the information the panel is seeking.

- Do not feel compelled to answer straight away and where possible, relate your answer to your own experiences. Answer questions fully.
- Ask the panel any questions relevant to the position or the organisation.

## **Feedback**

All applicants regardless of whether they were granted an interview are encouraged to seek feedback on their performance for future reference. Feedback is generally obtained from the panel convenor but may also be provided by another panel member.

If you are unsure of the correct name and telephone number for feedback, contact the Payroll and People Services Coordinator on (08) 9363 4604. Please note that even if not selected for an interview, you will not be advised that your application was unsuccessful until interviews have been conducted and a recommendation has been made. This delay in notification is necessary to ensure that all applicants are provided with the opportunity to submit a breach claim if they believe there has been a breach in the Employment Standard, as provided for in the Public Sector Management (Breaches of Public Sector Standards) Regulations 2005.

## **Equal Opportunity (EO) and Diversity Objectives:**

The Forest Products Commission of Western Australia is an Equal Opportunity Employer. The Commission has developed specific targets to support the Western Australian Government's Equity and Diversity Plan. The Commission has targeted Indigenous Australians and Women in management roles as two areas requiring particular focus in terms of recruitment and retention, and these may be taken into account in our selection process.

## **Submitting a Breach Claim**

The Forest Products Commission is committed to meeting the Employment Standard as outlined in the Commissioner's Instruction.

The Employment Standard applies when filling a vacancy (by way of recruitment, selection, appointment, secondment, transfer and temporary deployment (acting)) in the Western Australian Public Sector.

The Employment Standard requires four principles to be complied with when filling a vacancy:

### **Merit Principle**

The Western Australia Public Sector makes employment decisions 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.

### **Equity Principle**

Employment decisions are to be impartial and free from bias, nepotism and patronage. For secondment the employee consents.

For transfer employment conditions are comparable.

### **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.

### **Transparency Principles**

Decisions are to be transparent and capable of review.

All applicants can expect that the compliance requirements of this standard will be adhered to throughout the selection process. If you believe that the selection process has breached the standard, and that you have been adversely affected as a result, you can submit a breach claim. Please note that a claim cannot be lodged to review the merits of the unsuccessful applicant against the recommended applicant.

A claim can only be lodged if the appointment is for six months or more. Details of how to lodge a claim are provided to unsuccessful applicants at the conclusion of the selection process when letters advising of the recommendation are sent. All claims must provide full details in writing and be received by the specified date. **It is the claimants' responsibility to ensure that any claims are received before the closing date.**

If you are the recommended applicant, you will be asked to provide an acceptable National Police Certificate prior to offer of employment. Overseas Police Certificates may be required.

Thank you for your interest in this career opportunity with the Forest Products Commission. For more information about us please visit our website at [www.fpc.wa.gov.au](http://www.fpc.wa.gov.au).