



METROPOLITAN CEMETERIES BOARD

JOB APPLICATION KIT

Thank you for your interest in working with the Metropolitan Cemeteries Board (the MCB).

The MCB is a statutory authority of the Government of Western Australian and the MCB is responsible for managing cemeteries at Fremantle, Guildford, Karrakatta, Midland, Pinnaroo and Rockingham.

We provide sensitive and dignified facilities and services to meet the needs of the deceased and bereaved. These include:

- Cremation
- Burial
- Entombment
- Memorialisation
- Chapel services

The MCB is entrusted to care for the personal memories of Western Australians and also to watch over and protect the rich social history of this State held within the cemeteries under our care.

Please read the following information carefully to ensure that you provide enough detail in your application to demonstrate your suitability for the role you wish to apply for.

The selection process:



Preparing your Application: What to Include

Your application should include all of the following:

1. Curriculum vitae or resume
2. Additional information as requested in the job advertisement.

1. Qualification

Qualifications

If special qualifications or membership within a specific professional association is an essential requirement of the job, the recommended applicant will need to complete the Fit2work check documents, providing the evidence required.

If you have an Overseas Qualification this must be assessed to compare the level of studies undertaken with the Australian Qualifications Framework level of studies. For more information, please contact the Overseas Qualifications Unit, Department of Training and Workforce Development either by: Phone: +61 8 9224 6500 or Email: oku@dtwd.wa.gov.au.

2. Curriculum Vitae (CV)/Resume

Your CV/resume should include the following:

- Personal details such as place of residence, contact telephone numbers, residency status;
- Details of your academic qualifications and/or professional training;
- A brief description of your work history/experience, documented starting with you most recent;
- Brief description of your achievements or accomplishments relevant to the position.

3. Referees

Include the name and contact details (including email address if possible) of at least two (2) referees who can support the claims you have made during this application process (We do not expect each referee to be able to cover all the information you have provided – so you may like to indicate what achievements each referee can support.

Please ensure that one of your referees is a recent/current line manager. If you have any concerns about us contacting these people, please let us know when you apply. The referees that you have provided may be contacted at various stages throughout the selection process)

The Selection Panel may choose to go to a non-nominated referee to validate any of your claims, including integrity.

4. Statement Addressing the Work Related Requirements (if applicable)

Work related requirements are the minimum skills and experience or knowledge necessary in performing the job. These are listed in the Job Description Form (JDF), and are considered essential unless otherwise indicated as preferable or desirable.

Check the advertisement to see which if any work related requirements you must address in a separate document to your CV/Resume.

Address the work related requirements by using examples to demonstrate to the panel your experience, knowledge, values and skills relevant to the position.

The Selection Panel uses all information you provide to determine which applicant/s best meet/s the work related requirements and the business and diversity needs of the MCB at the level needed to do the job.

5. National Police Clearance

Some positions at the MCB may require the recommended applicant to provide a National Police Clearance that is less than six months old prior to appointment.

(Please check the Work Related Requirements in the JDF to see if a Clearance is required).

A criminal record does not necessarily disqualify you from appointment as an MCB employee.

If you are the recommended applicant for the position you will be asked to provide the Certificate in a sealed envelope marked **CONFIDENTIAL** and addressed to:

Senior HR Officer
MCB
PO Box 53
CLAREMONT WA 6910

Note: If you don't possess a current National Police Clearance and so must obtain a Certificate specifically for the position at the MCB, you can be reimbursed the Certificate fee once you are appointed and provide the receipt for the Certificate.

6. Disciplinary Proceedings History

All applicants are required to disclose if they have been, or currently are, subject to disciplinary proceedings by their employer within the last two years.

Please provide your details, the position you are applying for and the details of the disciplinary proceedings in a sealed envelope marked **CONFIDENTIAL** and addressed to:

Manager Human Resources
MCB
PO Box 53
CLAREMONT WA 6910

7. Eligibility

To be eligible for permanent appointment to the WA Public Service, it is essential you have permanent residency status in Australia, or are a New Zealand citizen with a Special Category Visa. A New Zealand citizen who enters Australia on a current New Zealand passport is granted a Special Category Visa which enables them to remain indefinitely in Australia with unrestricted work rights.

If you do not meet these requirements you may still be eligible for employment opportunities but only those of a fixed term contract nature. In this situation, you must be able to provide documentary evidence of your entitlement to live and work in Australia for the period of the fixed term contract. The Department of Immigration and Citizenship has a form available at <http://www.immi.gov.au/employers/pdf/authority.pdf> which you will need to complete in order for that department to release your work rights status to your prospective employer.

Other eligibility issues relate to the Pre-employment medical assessment that must be conducted and passed by all new permanent outside employee of the MCB, namely an employee who does not work in the office, such as Cemetery Workers and Horticulturists.

8. Frequently Asked Questions

Do I have to address all of the selection criteria/work related requirements in my written application?

Please refer to the advertisement and the section on work related requirements in the JDF to see which of the Requirements you are required to address and submit as part of your written application. The advertisement may have instructions of which of the work related requirements are essential to be assessed and which aren't. Criteria that you are not required to address as part of your written application will be assessed at some stage during the selection process.

How should I demonstrate that I meet the work related requirements?

We recommend that you use each of the work related requirements to be addressed as headings, and state your claim relevant to each particular criterion underneath.

The information below is a guide on how to address most of the work related requirements.

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

Where the requirement relates to a **skill** or **ability**, follow this up with a brief description of some situations of where you used this in your work, in a way that demonstrates your understanding of the requirement 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.) Then provide at least one specific and detailed example of a time where you used that skill effectively. This should include a detailed description of how you applied it, and what the outcome was. Finish your response positively by means of a statement that links your skill to one or more of the duties/responsibilities in 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 example of how you have applied it in a past situation, and finish with a statement that indicates you will be able to do so in the advertised position.

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 (as relate to the type of experience required), mentioning any noteworthy responsibilities and achievements, and providing some specific examples of what you actually did. Conclude your response with a statement indicating that your past experience will enable you to undertake the advertised vacancy effectively.

Do I have to meet the desirable as well as the essential work related requirement to be considered for a position?

Applicants need to demonstrate that they meet the essential work related requirement as a minimum in order to be invited to an interview. If there are applicants that meet the minimum essential requirements then the selection panel also considers the information provided to address the desirable work related requirements. Applicants who are able to meet both essential and desirable work related requirements are likely to be more competitive.

I am not sure what a particular work related requirement means – what should I do?

All of the MCB advertisements contain the number and details of a contact person (generally a member of the Selection Panel) for you to contact and ask any questions about the role, what to include in your application and what they are looking for.

Are there any other eligibility issues?

Any applicants who are recommended for appointment to an outside role (i.e. Burials, Grounds, Crematorium roles that are covered under the MCB Employee Enterprise Agreement) must undertake and pass a pre-employment medical assessment by a third-party medical practitioner of the MCB's choice. Unless the pre-employment medical is passed, the recommended applicant will not be appointed to a position within the MCB.

9. Lodging your Application

Please refer to the MCB advertisement on the Jobs.wa.gov.au website for the link to apply online.

NOTE* that if you do send your application in electronically, all documents attached to your application should be in Word or PDF form.

Your complete application must be received by the Human Resources Officer at the Metropolitan Cemeteries Board by the deadline specified on the closing date.

Please note that late or pro-forma applications will not be accepted.

It is your responsibility to ensure your application will be received before the closing time.

If you are applying for multiple positions, please submit a separate application for each position, ensuring the relevant position number is clearly marked.

If you are applying for a single position that is advertised at *more than one level*, please indicate clearly for which level(s) you wish to be considered.

NOTE* 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.

10. Checklist

Before finalising lodgement of your application, please check and ensure that you have completed all of the following:

- Eligibility
- CV or Resume
- Additional information as requested in the job advertisement

11. 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 may wish 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 (e.g. Degree, Diploma, and Certificate) 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/work related requirements for the position, and each applicant will be asked the same questions.
- To prepare yourself for interview questions, read the JDF, work related requirements, and your application carefully. Then focus on the work related requirements and 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 what problems you may encounter.
- If you have any relevant reports or documents you have prepared which provide examples of your skills and abilities, you may wish to present these at the interview.

12. 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.

13. 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 Selection Panel Chairperson but may also be provided by another panel member.

If you are unsure of the correct name and telephone number for feedback, contact the Human Resources Officer on (08) 9383 5228. Please note that even if not selected for an interview, you will not usually be advised that your application was unsuccessful until interviews have been conducted and a recommendation made.

All applicants are provided with the opportunity to submit a breach claim if they believe there has been a breach in the Recruitment, Selection and Appointment Standard, as provided for in the Public Sector Management (Breaches of Public Sector Standards) Regulations 2005. (See section below on Submitting a Breach Claim).

14. Submitting a Breach Claim

The MCB is committed to meeting the Public Sector Standard on Recruitment, Selection and Appointment as detailed at Appendix 1.

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.

Note also that 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 breach 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.**

For more information about the breach of claims process go to the Public Sector Commission website:

<http://www.publicsector.wa.gov.au/publications-resources/instructions-standards-and-circulars/public-sector-standards-human-resource-management/breach-standard-claims>.

The MCB is an Equal Opportunity Employer and encourages applications from Indigenous Australians, young people, people with disabilities, people from culturally diverse backgrounds and women.

Good luck with your application!

APPENDIX 1

PUBLIC SECTOR COMMISSION Commissioner's Instruction 1: Employment Standards

THE EMPLOYMENT STANDARD

(EFFECTIVE ON AND FROM 21 FEBRUARY 2011)

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 Principle

Decisions are to be transparent and capable of review.