Job Application Kit

 

Thank you for your interest in working with the Department of Biodiversity, Conservation and Attractions. This guide includes information about our recruitment and selection process, and will assist you in preparing and submitting your job application.

**About us**

The Department of Biodiversity, Conservation and Attractions has primary responsibility for:

* managing Western Australia’s national parks, marine parks, State forests and other reserves including Rottnest Island and King’s Park, and the Perth Zoo
* conserving and protecting animals and plants, and
* managing many aspects of the access to and use of the state’s wildlife, natural areas and attractions.

To find out more about us, please visit our website at [www.dbca.wa.gov.au](http://www.dbca.wa.gov.au).

**Applying for a job with us**

If you have the necessary knowledge and skills, and would like to work for an organisation that ‘makes a difference’ and is committed to protecting and conserving Western Australia’s natural assets, we strongly encourage you to apply for a position with the Department of Biodiversity, Conservation and Attractions .

Before preparing your application, please read the information in this guide and the job advertisement carefully. This will help ensure that your application includes enough information to demonstrate your ability to meet the selection criteria for the position in which you are interested. Selection criteria are the skills, knowledge, values, experience and/or qualifications that are necessary for, or would greatly assist in successfully performing the duties of the role. All criteria are essential unless otherwise indicated as preferable, desirable or highly regarded.

**About the job**

Before you apply for a job with the department, refer to the Job Description Form (JDF) for more information about the job, including the responsibilities and a full list of selection criteria. Specific information about the job is also available from the contact person listed in the advertisement.

Preparing your application

The job advertisement will clearly describe what you need to provide to apply for this position. This will generally involve completing an online **application form** by clicking on a link from the advertisement (note a hard copy application form is included in this kit if you are unable to apply online) and attaching your **resume**, plus any **additional information** if this is requestedin the advertisement.

*Application form*

The online application form can be accessed by clicking on the ‘Apply for job’ button above and below the job advertisement at [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au).

If you are unable to apply online, please use the hard copy application form included in this kit, unless the advertisement indicates that this is not required. A copy may also be obtained by telephoning the People Services Branch of this department on (08) 9219 9879.

Where possible, your application form should identify the requested number of referees who can provide information on your recent work performance. It is preferred, but not required, that one of the referees is your current supervisor. We suggest that you contact your referees as a courtesy to ask if they are willing to provide a referee report for you, prior to nominating them.

All correspondence regarding your application will be sent to the postal or email address specified on your application form, so it is important that you advise us of any changes. Please check regularly to see whether any correspondence has been delivered to your nominated address(es).

*Resume*

A resume is required when applying for all Department of Biodiversity, Conservation and Attractions positions. Please include

1. personal details, including your name, postal address, contact phone numbers, and email address
2. a brief description of your work history/experience, documented from most to least recent
3. details of your academic qualifications and professional training, and
4. a brief description of your achievements or accomplishments that are relevant to the position.

*Additional information*

If additional information is requested for inclusion in your application, this is likely to involve your specifically demonstrating your ability to meet some or all of the selection criteria for the position. This will often be by means of a covering letter, a separate statement addressing particular selection criteria, or a series of questions for you to answer.

The advertisement will include precise details of what is required. It is important that you provide whatever has been requested within the specified page limit so that the selection panel can assess whether you meet the criteria sufficiently to be short listed.

To assist with this part of your application, please refer to **\*\*\*Important\*\*\* Providing additional information with your application to address the selection criteria** on page 7 of this guide.

Before you submit your application

Note that only information provided during the selection process e.g. in your written application, at interview, etc. can be considered by the selection panel in making the selection decision. Although panel members may have prior knowledge of your skills and abilities due to a current or previous working relationship, this cannot be taken into consideration (other than through reference checking) because it is knowledge that has been gained outside of the selection process.

**Please refer to the checklist below to ensure that you have included all requested information.**

 **Checklist - is your application complete?**

 Before lodging your application, please check that you have included all of the requested information:

 **□ Application form**

 **□ Resume**

 **□ Additional information e.g. statement addressing selection criteria, if this has been requested.**

Lodging your application

You can apply online via the [WA Government Job Board](http://www.jobs.wa.gov.au/) at [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au). Click on the title of the position you wish to apply for to access the job advertisement, then click on the ‘Apply for job’ button above and below the advertisement. You will receive an electronic receipt confirming that your application has been submitted.

Note that if you apply online, all documents attached to your application must be in MS Word, rtf or PDF form.

**We encourage you to apply online whenever possible.** This allows you to store and retrieve any online job applications you have submitted to the Department of Biodiversity, Conservation and Attractions, at your convenience.

If you do not have internet access you can apply by submitting your application in hard copy. Hard copy applications should be stapled in the top left hand corner with the application form being the top document. Please do not submit applications in plastic or cardboard folders.

Submit your complete application, marked **‘Confidential Advertised Department of Biodiversity, Conservation and Attractions Vacancy’**,by post or hand delivery to the following addressesbefore the closing time and date specified in the advertisement:

 ***Post***

##  Recruitment Officer

##  Department of Biodiversity, Conservation and Attractions

##  Locked Bag 104

##  BENTLEY DC WA 6983

 Note: the Bentley Delivery Centre is a postal centre and not located on the department’s premises.

 ***Hand delivery***

 Reception

 Department of Biodiversity, Conservation and Attractions

 17 Dick Perry Avenue

 Kensington WA

 Mundaring

 275 Allen Road Mundaring 6073

 Manjimup

 Brain Street Manjimup 6258

 Albany

 120 Albany Hwy Albany 6330

 Collie

 147 Whittenoon Street Collie 6225

 Narrogin

 7 Wald Street Narrogin 6312

Closing date and time

Applicants are responsible for ensuring that their applications are received before the closing time.

Unless otherwise indicated, all vacancies in the Department of Biodiversity, Conservation and Attractions close at 12 midday, western standard time (WST) on the date specified in the advertisement. Therefore, you must have completed lodging your application prior to this time i.e. your total application must be lodged and receipted online at [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au) or received at this department’s premises on the closing date by the time specified. **Please note that late or pro-forma applications will not be accepted.**

If you experience any difficulties in submitting your application please contact the Recruitment Officer for assistance on (08) 9219 9879 before the vacancy closes.

The selection process

After your application has been lodged, the selection panel will asses this along with all other applications received for the position, and invite competitive applicants for further assessment. This generally involves an interview, but you may also be asked to complete other tasks, such as a written exercise. Any questions asked at interview or tasks you are asked to complete will be relevant to the requirements of the position.

If you are contacted for further assessment, please advise the selection panel as soon as possible if you have any concerns, questions or special needs.

*Preparing for an interview*

The following information may assist you in your preparation if you are selected for interview:

* You may wish to ask who will be on the selection panel and the job title of each panel member. Panels typically comprise three people but this varies according to the position.
* Read the JDF and your job application carefully. Focus on the selection criteria and think of specific examples where you have applied relevant skills, values, knowledge and/or abilities. You may also wish to think about the duties of the position, how you would perform them, what problems you are likely to encounter, and how these might be resolved.
* Ensure that your original qualifications are available to bring to the interview for sighting.
* If you have any relevant reports or documents you have prepared which provide examples of your skills and abilities, arrange to present these at the interview.

***During the interview***

* Bring a copy of your job application to the interview for reference.
* Never assume that panel members know of your suitability for the position, even though you may work, or have previously worked with them.
* Ask for clarification if you do not understand a question, or if you are unsure what the panel is seeking.
* Take your time to answer each question, and answer each question fully.
* Wherever possible, relate your answers to direct experiences you have had.
* Ask the panel any questions relevant to the job or the organisation when the opportunity is presented.

***Referee checks***

Referee checks may occur as part of the short listing process, but are used more frequently following interviews or other forms of further assessment.

***Working with Children Check (WWCC)***

If a WWCC is required for appointment to a vacancy, this is specified in the JDF and/or the advertisement. In such cases, applicants who are competitive will be asked by the selection panel to obtain an WWCC following the interview.

***Reaching a decision***

Once all assessments have been completed, the panel makes a selection decision, and the process and outcome is documented. The most suitable and available applicant, as determined through their ability to meet the specified requirements, is recommended for appointment to the job.

***Notification and feedback***

Note that even if not selected for further assessment, you will not usually be advised that your application was unsuccessful until the process has been completed and a recommendation made. This is to ensure that all applicants are advised of the outcome at approximately the same time.

All applicants, regardless of whether they were granted an interview, are encouraged to seek feedback on their performance for future reference. You will receive details of a contact name and number for feedback in your notification letter.

### EEO and diversity objectives

In accordance with our corporate objectives of maintaining community involvement and support, and improving the way we do business, the department has developed an Equity and Diversity Management Plan. The plan aims to provide for effective management of our diverse workforce, to assist us in meeting diversity objectives and to enable us to meet our statutory obligations under the *WA Equal Opportunity Act, 1984.*

The plan identifies Indigenous Australians, women, people with disabilities, people from culturally diverse backgrounds, and youth as key groups who are under-represented and/or unevenly distributed in the department. These areas require particular focus in terms of recruitment and retention.

**\*\*\*IMPORTANT\*\*\* Providing additional information with your application to address the selection criteria**

**Please read the following advice on providing additional information with your application to demonstrate your ability to meet the selection criteria and maximise your opportunity for selection.**

If the job advertisement requests that additional information be provided with your application to further demonstrate your ability to meet the selection criteria, it is important that you read and follow the advice provided in this section of the guide.

Providing this information is your opportunity to effectively demonstrate your ability to meet the requirements of the job, so that the selection panel can assess whether you meet these sufficiently to be short listed.

Selection criteria are the skills, knowledge, values, experience and/or qualifications that are necessary for, or would greatly assist in successfully performing the duties of the role.

All essential criteria will be assessed at some stage during the selection process and desirable criteria will be assessed as appropriate. However, the job advertisement may ask that you further demonstrate your ability to meet the selection criteria in your written application by, for example, providing a covering letter, preparing a written statement addressing some or all of the criteria, or answering a series of relevant questions.

If you have any questions about the selection criteria, check with the contact person in the advertisement.

***How will I know which additional information to include in my written application?***

The advertisement will advise whether you need to include a covering letter, a written statement addressing some or all of the selection criteria, responses to a series of questions, or some other item that further demonstrates your ability to meet the selection criteria as part of your application. The advertisement will also state the specific criteria and/or questions on which the Department of Biodiversity, Conservation and Attractions is seeking a response.

***What level of detail is required in my response?***

The advertisement will generally indicate any required page limit for your responses.

If a **written statement addressing the selection criteria** has been requested, it is recommended that you use each of the selection criteria to be addressed as a heading, and state your claim relevant to each particular criterion underneath.

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

If the criterion relates to

* a *value*,*skill* or *ability*, follow this up with a brief description of situations where you have used or demonstrated this in your work, in the context of the duties/responsibilities of the position, using actual examples where possible.
* *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.
* *experience*, include information about where and when you have worked, and what duties you have performed (as relates to the experience required for the advertised position), including any noteworthy relevant responsibilities and achievements.

If responses are required to a series of **questions related to the selection criteria**, please answer these in accordance with the directions provided.

***Do I have to meet both the desirable and 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 the essential and desirable criteria are likely to be more competitive.

***How might I respond to a criterion about EEO and diversity (selection criterion 9)?***

Having an understanding of EEO (equal employment opportumity) and diversity involves recognising and valuing the variety of backgrounds, perspectives, beliefs, knowledge, and skills that people bring to an organisation, and that it is unlawful under the *WA Equal Opportunity Act, 1984* as well as federal legislation to harass and/or discriminate against others in the workplace on grounds that include age, gender, race, impairment, religion, marital status, family responsibility, gender history and sexual preference.

If you are asked to respond to this criterion in your written application, we suggest that you include information on how you came by your knowledge (e.g. training course, research, induction, etc.), how you applied this in your workplace (e.g. with respect to customers, staff, etc.) using a specific example, where possible. In the case of supervisory positions, you could include information on what action you have taken to ensure that staff adhere to EEO and diversity principles and practices.

Note that jobs which list a number of EEO and diversity related-activities in the JDF may require a more expanded approach – refer to the duty statement of the JDF for guidance.

Further information is available from the Western Australian Equal Employment Opportunity Commission website at [www.eoc.wa.gov.au](http://www.eoc.wa.gov.au).

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| **Thank you for your interest in this job opportunity with** **the Department of Biodiversity, Conservation and Attractions****Remember** if you are applying online via the [WA Government Job Board](http://www.jobs.wa.gov.au/) at [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au) **OR** the advertisement includes advice that a hard copy application form is not required for this vacancy you are **not** required to complete the hard copy **Application for Employment Form** overleaf in order to apply for this vacancy. |



**Application for employment**

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| **IMPORTANT INFORMATION**This document is to be completed and attached with your application i.e. curriculum vitae and statement/letter addressing the selection criteria (unless the advertisement indicates otherwise) ONLY if you are NOT applying online via * the [WA Government Job Board](http://www.jobs.wa.gov.au/) at [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au) OR
 |

Before you begin your application, we would appreciate it if you could indicate below where you **first** saw this vacancy advertised e.g. Department of Biodiversity, Conservation and Attraction website, WA Job board *Kimberley Echo* newspaper, *West Australian* newspaper, etc:

|  |  |  |
| --- | --- | --- |
| \*\*\*\* | First saw job advertised: |  |

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| --- | --- | --- |
| **VACANCY DETAILS** | Position title:  |  |
| Position number: |  |

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| --- | --- | --- |
| **PERSONAL** **DETAILS** | Title: | [ ]  Mr [ ]  Ms [ ]  Dr [ ]  Mrs [ ]  Miss [ ]  Professor |
| First and middle names: |  |
| Family name:  |  |
| Preferred name: |  |
| Postal address: |  |
| Preferred phone no: |  |
| Alternative phone no: |  |
| Email address: |  |
| Email consent: | I agree that the email address supplied above may be used for all correspondence [ ]  Yes [ ]  No |

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| --- | --- | --- |
| **EMPLOYMENT****DETAILS** | Name of current agency/employer: |  |
| Are you currently employed in the WA public sector? | [ ]  Yes [ ]  NoIf ‘Yes’, please complete the remainder of the this section below: |
| Employment status:  | [ ]  Permanent [ ]  Fixed-Term [ ]  Casual  |
| Classification level:  |  |
| Award: |  |

|  |  |  |
| --- | --- | --- |
| **TERMINATION****INFORMATION** | Have you ever taken a redundancy or voluntary severance payment from the WA public sector?  | [ ]  Yes [ ]  NoIf ‘Yes’, please indicate the re-entry date in your letter of redundancy/ severance below: |
| Re-entry date:  |  |

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| --- | --- |
| **REFEREES****(PROVIDE TWO)**  | We ask that you provide referee details with your application. However, if this is not possible, please provide the necessary details at interview (if short listed) or upon request.  |
| Name: |  | Position title: |  |
| Relationship to you: |  | Organisation: |  |
| Daytime phone no: |  | Email address: |  |
| Name: |  | Position title: |  |
| Relationship to you: |  | Organisation: |  |
| Daytime phone no: |  | Email address: |  |

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| **ELIGIBILITY FOR APPOINTMENT** | To be eligible for permanent appointment to the WA public sector it is essential that you are an Australian citizen or have permanent resident status in Australia. To be eligible for a fixed term appointment it is essential that you have documentary evidence of your entitlement to live and work in Australia for the duration of the fixed term contract being advertised.**Note**: If you are an international applicant/and/or not currently eligible to work in Australia, please visit the International and interstate applicants page on our website at [www.dbca.wa.gov.au](http://www.dbca.wa.gov.au). This includes information on how it might be possible for you to become eligible to work in Australia for this department. |
| Please indicate your current eligibility to work in Australia: | [ ]  Australian citizen [ ]  Permanent resident [ ]  Have a current working visa for the duration of the position[ ]  Have a current working visa, but not for the duration of the position[ ]  Would need to obtain a working visa to be appointed to the position.If you have a working visa, please indicate the expiry date below:  |
| Working visa expiry date: |  |

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| **APPLICANT SURVEY QUESTIONS** | The following information will assist us to measure how well we are meeting diversity and recruitment targets. *However, you do not have to answer them if you do not wish to do so.*   |
| Gender: | [ ]  Male [ ]  Female |
| Date of birth: |  |
| Are you a Noongar person? | [ ]  Yes [ ]  No |
| Country of birth: |  |
| Language(s) spoken at home: |  |
| Have you ever been involved with Bush Rangers WA? | [ ]  Yes [ ]  NoIf ‘Yes’, please indicate below year(s) involved e.g. 2007 - 2010 |
| Year(s) involved: |  |

|  |  |
| --- | --- |
| **DECLARATION** | \*I declare the above statements to be true in all respects. I acknowledge that any statement which is found to be false or deliberately misleading will make me, if employed, liable for dismissal.I understand that appointment to the Department of Biodiversity, Conservation and Attraction is conditional upon the provision of an acceptable proof of identity and evidence of entitlement to live and work in Australia for the duration of employment.  |
| Signature: Date:   |

\*Applicants who subsequently become aware that information they have provided is false or misleading should immediately bring this to the attention of the selection panel.

**Remember to attach additional information in support of your application for employment (e.g. letter/statement addressing selection criteria, where requested, and resume).**

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