



Summer Vacation Applicant Information

Come work with us at WA Department of Treasury!

Our Summer Vacation Program is a structured learning and development program that runs for 6 weeks from 6 January 2020 to 14 February 2020. The Program is targeted at students in their second and last year of study and presents a great opportunity to experience Treasury before applying for the Treasury Graduate Program.

Program Highlights

- ▶ Valuable work experience in a Treasury business unit and understanding of the workings of a central government agency
- ▶ Exposure to high-profile Government projects whilst building a range of professional networks
- ▶ Extensive support network comprising supervisors, colleagues and a buddy as part of the Treasury's Young Professionals Program
- ▶ Attractive salary, working conditions and vibrant Perth CBD location

Before applying, we strongly encourage you to read the information in the job advertisement, the Role Statement and the Level 1 Capability Framework for the best chance of success with your application.

If you require more information about the position, please contact Michelle Moss, Human Resource Consultant at recruitment@treasury.wa.gov.au.

For more information about the recruitment process, please email recruitment@treasury.wa.gov.au

Please note that under no circumstances late or pro forma applications will be accepted.

Application Dates and Process

Applications Open: 15 October 2019

Applications Close: 1 November 2019 (9.00pm WST)

Interviews: 8 November 2019

Successful Applicants Notified: 18 November 2019

Summer Vacation Program Commencement: 6 January 2020

Step 1: Online Application Form

Complete the online application form through www.jobs.wa.gov.au by clicking the 'Apply for Job' button on the advertisement. You will be asked to answer a number of questions which will determine your suitability for the program.

You will need the following documents to upload to the online application form.

- ▶ your resume (no more than 2-3 pages)

- ▶ attach a 1 page Word or PDF cover letter describing why you are interested in Treasury's vacation employment program and how you think you align to Department of Treasury's values of innovative thinking, committed people and working collaboratively
- ▶ proof of Australian permanent residency or Australian citizenship
- ▶ a copy of your most recent academic results which demonstrates an academic status of good standing

If you don't provide the above required documentation with your application, you will not meet the eligibility requirements and will not proceed to the next step in the recruitment process.

Step 2: In-Person Interview

The in-person interview will be approximately 20 minutes in duration, and you will be asked a series of questions about your current studies, any current or previous work experience and questions around Treasury values.

If after interview, you are found suitable, Treasury will contact your two nominated referees who will provide referee reports to verify your capabilities. You will also be emailed a link to complete a Criminal Record Screening. Treasury will conduct a criminal screening process from an online consent form that you will be sent if you are shortlisted for interview. Results from the screening may affect whether fixed term appointments are offered and will be treated with full confidentiality.

Step 3: Notification to Applicants

First round offers will be made by 18 November 2019 to successful applicants pending a minimum of 4 working day breach period.

If you have been unsuccessful in the process, you will be emailed and given the opportunity to seek feedback after the conclusion of the recruitment process. You will also receive notification of the breach process and should you believe that the Public Sector Employment Standard has been breached, you have 4 working days to apply for a '[Breach of Standard](#)' claim.

We wish you the best with your application and look forward to the opportunity to welcome you to Treasury. For more information about a career with Treasury, visit www.treasury.wa.gov.au/careers