



## Information for Applicants

### Thank you for your interest in employment with the Department of Education

The Department is Western Australia's largest employer with approximately 42,000 staff in nearly 900 worksites across the State. It offers attractive remuneration, excellent conditions, human resources practices that assist in balancing work and private life, and a strong commitment to staff development through varied professional learning opportunities.

Our recruitment processes are designed to attract the highest quality field of applicants possible from which the most suitable and available people will be selected.

The Department is committed to the achievement of a diverse workforce and encourages applications from Aboriginal and Torres Strait Islanders, people from culturally and linguistically diverse backgrounds and people with disabilities. A diverse workforce is paramount to achieving substantive equality for outcomes.

### Eligibility to Apply

It is important to check carefully the essential selection criteria to make sure you have the skills and qualifications required for the position.

Permanent residency is also a prerequisite for appointment as a permanent staff member. Non-permanent residents are eligible only for fixed-term appointments.

#### Teaching Registration

Successful applicants to teaching or school administrator positions must be eligible for, or registered with the Teachers Registration Board (TRB). For information about eligibility or the registration process please telephone TRB on (08) 9230 0600 or visit [www.trb.wa.gov.au](http://www.trb.wa.gov.au)

#### Criminal Record Check

It is Department of Education policy that any person recommended for appointment will be required to achieve a satisfactory criminal record check before their appointment is confirmed. Necessary forms will be provided to the recommended applicant for the position when they receive their recommendation letter. The recommended applicant will be required to complete a consent form and meet the cost for the check to be conducted.

Existing employees who have received confirmation of their criminal record check clearance undertaken by the Department previously are considered to have met this requirement.

The Department's criminal record checks are conducted through CrimTrac, an Australian Government agency that facilitates the provision of criminal record information to accredited agencies.

Previous criminal conviction or pending charges will not necessarily preclude employment.

People affected by the result of an adverse criminal record check may request a review of the decision in writing within five working days of receipt of the advice. The request will be treated confidentially and should be addressed to the Criminal

Record Check Policy Officer of the Department of Education. A thorough review of the evidence will be conducted and the applicant notified in writing of the result.

Further information about criminal record checks can be found at [www.det.wa.edu.au/screening](http://www.det.wa.edu.au/screening)

All information obtained from a criminal record check is maintained under the strictest confidence.

### **Working with Children**

Successful applicants for any positions based at a school location will require a Working With Children Check (WWCC) in accordance with the Working with Children (Criminal Record Checking) Act 2004. Successful applicants who do not currently hold a valid WWCC will be required to obtain one on commencement.

For further information about Working with Children Checks please visit: [www.det.wa.edu.au/screening](http://www.det.wa.edu.au/screening)

## **Application Requirements**

To apply for a vacancy, applicants must provide:

- a Curriculum Vitae (CV);
- a Covering Letter (if requested); and
- two referees.

The CV should outline an applicant's employment history and educational qualifications. For each position occupied, it is recommended applicants highlight specific roles or responsibilities they completed which relate to the advertised vacancy. Applicants could also highlight staff training and development sessions, and any skills or experience which relate specifically to the vacancy. Although there is no specific length required for your CV, it is recommended that you limit this to between four and five pages.

If a 'Covering Letter' is requested, it should provide an overview of an applicant's experience, skills and abilities in relation to the position. Applicants must ensure they address the content of the advertisement, the job description (for school administrator positions), selection criteria and school context when preparing their covering letter. As a guide, your covering letter should be approximately two to three pages in length.

When submitting your application online, you will be asked to provide personal and contact details, including contact details of two professional referees.

Please ensure that:

- one of the referees nominated is your current supervisor;
- you include the name, address and contact details (email and telephone number) for each referee; and
- you have this information ready as you will not be able to submit your application online without providing these details.

Applicants are also advised to inform their referees that they may be contacted, and provide them with the details of the vacancy. Referee comments may be used by Selection Panels to validate applicant claims.

## **Applying Online**

Applications must be submitted online via:

- the WA Government jobs board ([www.jobs.wa.gov.au](http://www.jobs.wa.gov.au)) for all vacancies; or

One of the features the job boards offer is the ability to create your own profile, which can be used to store your details (including attachments) so that you can use them each time you apply for a vacancy. It also allows you to establish email alerts that will notify you each time a vacancy matching your search criteria is advertised, as well as view applications you are currently working on or have submitted.

Further information on how to apply online, including how to set up a user profile and email alert, is available via the advertisement's attachments, or via the 'Hints & Tips' on the JobsWA Jobs Board ([www.jobs.wa.gov.au](http://www.jobs.wa.gov.au)).

## Submitting your Application

Applicants apply online by clicking on the “Apply for Job” button at the top or bottom of the advertisement screen.

If you have not created a profile, it is recommended that you have your application (e.g. CV and covering letter) addressing the position specific requirements (e.g. content of the advertisement, the job description (for school administrator positions), selection criteria and school context) complete and ready to attach, prior to clicking on the “Apply for Job” button. You will then be asked a range of questions and then to attach your documentation, so it is recommended you allow enough time to complete this process.

Please note that your CV, Covering Letter and any additional attachments must be less than 2MB each, with a maximum combined size of 8MB. It is also recommended that attachments be in one of the following formats:

- MS Word
- MS Excel
- Adobe PDF
- JPEG
- GIF

*(Please note: we recommend you do not upload Publisher, Zip or password protected files as this can prevent the selection panel from viewing your attachments)*

Only online applications lodged through the WA Government jobs board ([www.jobs.wa.gov.au](http://www.jobs.wa.gov.au)) website will be accepted. Emailed and posted applications will not be accepted.

Once you have applied for a vacancy online, you will receive:

- an online receipt indicating the date and time that your application was submitted; and
- an email confirming that your application has been received.

If you do not receive either of the above, or if you have attempted to apply online and experienced technical difficulties, please call (prior to the advertisement closing);

**Schools Recruitment on (08) 9264 4127 or Principal Recruitment on (08) 9264 8503**

A log is kept of all attempts to apply online and a Recruitment Officer will then be able to investigate the issue.

## Closing Date

Advertisements for vacant positions are governed by State legislation including the *Public Sector Management Act 1994*. The closing time and date is specified in the advertisement.

**UNDER NO CIRCUMSTANCES CAN PROFORMA, EMAILED OR LATE APPLICATIONS BE ACCEPTED.**

It is strongly recommended that you start your application submission early to ensure you have enough time to answer the questions and attach the appropriate documents.

## The Assessment Process

After applications have closed, members of the selection panel assess applications and shortlist the most competitive people. Every effort is made to ensure the process happens as quickly as possible. To check the progress of the selection process, please phone the contact person named in the advertisement.

The panel may use a variety of methods to gather information about your suitability. This usually is an interview; however, other methods may be used, including:

- feedback from your referees
- examples of previous work (e.g. a written report)
- giving a presentation
- aptitude or ability tests
- work/skills based exercises (e.g. computer based activities)

Where an interview forms part of the assessment process, applicants should make themselves available for interviews. Where it is not possible to interview face-to-face, a telephone interview may be possible, however this will be at the discretion of the panel.

Questions asked at interview will relate to the work-related requirements of the position. The same questions will be asked of each applicant although questions seeking clarification or expansion may differ.

When a selection process is finalised, the selection panel will prepare a report detailing the process and the recommended applicant/s. Once this is completed, you will be notified of the selection outcome. At this time you will also be provided with a person with whom you can seek feedback on your application and assessment. You are encouraged to seek feedback as it can assist you in preparing future applications.

## Commissioner's Instructions – Employment Standard

Public sector agencies are required to comply with the *Commissioner's Instructions – Employment Standard* which can be found at [www.publicsector.wa.gov.au](http://www.publicsector.wa.gov.au). The minimum standards of merit, equity and probity to be complied with by an employing authority when filling a vacancy are:

- a proper assessment matches a candidate's skills, knowledge and abilities with the work-related requirements of the job and the outcomes sought by the public sector body, which may include diversity;
- employment decisions are impartial and free from bias, nepotism or patronage;
- decisions are transparent and capable of review

Regulations enable applicants who have been adversely affected by a selection decision to make a claim for breach of standard upon completion of the process.

Applicants will be provided with information regarding the closing date for breach applications at the conclusion of the selection process. The Department's breach period is four (4) days from the date of outcome notifications. Further information about this can be found at [www.publicsector.wa.gov.au](http://www.publicsector.wa.gov.au)

A formal breach application may be lodged with:

Private and Confidential  
Labour Relations Directorate  
Department of Education  
Locked Bag 40  
East Perth WA 6892

Applicants must specify which area of the above standard has been breached in relation to the recruitment, selection and appointment process.

## Further Information

Information regarding advertised vacancies is available in the advertisement and associated attachments. Applicants wishing to access school information to help them prepare their application and/or prepare themselves for interview, should visit Schools Online at [www.det.wa.edu.au](http://www.det.wa.edu.au)

Queries regarding advertised vacancies should be directed to the contact person stated in the job advertisement.

For further information on the recruitment, selection and appointment process please telephone the relevant recruitment team within the Education and Training Shared Services Centre on:

Principal positions	(08) 9264 8503
Other School Administrator, teaching and support staff positions	(08) 9264 4127

**Good luck with your application!**