



Graduate Development Program 2021 Application Guide

Application guide for graduates

Thank you for your interest in our graduate development program. Please read this entire document carefully. If you have any questions about the application process, please contact Julie Bassett, Manager – Business Capability on 9264 5107.

Please allow sufficient time to complete this process, as applications cannot be accepted after the closing date and time.

The Department of Education is an equal opportunity employer and encourages people with disability, Aboriginal and Torres Strait Islander people and persons from culturally diverse backgrounds to apply.

The following actions are required to complete your application:

1. Read the attachments to the advert and prepare your documents in advance
2. Click on “Apply for job” button on the job advertisement and answer a few application questions, including referee details
3. Upload your:
 - a. Current CV including contact details for two (2) referees (one being supervisory). This needs to be in Word or PDF format. It is important to tell us about the different facets of your experiences to date, so please include your work experience, extra-curricular involvement, achievements, associations and any leadership roles.
 - b. University academic transcripts, showing your name, the university, degree title, year completed, course weighted average or equivalent, subjects and grades. Your degree transcript must show completion between July 2018 and July 2020.
 - c. Proof of eligibility to work in the WA Public Sector - either your Australian passport, Australian citizenship, permanent residency visa or temporary visa.
 - d. A two-page written submission that includes:
 - An introduction of who you are and why you would like to work for the Department of Education.
 - An outline of how your personal strengths and experience may apply to work within the Graduate Development Program.
 - A one-page summary describing a team project or assignment you have been involved in. Outline your role in that team. Tell us how you used your research and analytical skills, prioritised your time, worked through problems that arose and used your communication skills to achieve results and complete the project.

Thank you for applying for this position. You will be advised if you are selected for further assessment. Feedback is available at your request after the process is complete.

We wish you every success.

More information

For more information about the Graduate Officer roles, or feedback after the process is complete contact Julie Bassett, Manager Capability Building, on T: 9264 5107 or E: julie.bassett2@education.wa.edu.au