

Guidelines for Preparing your Application

Thank you for your interest in working at DevelopmentWA. These guidelines are designed to assist you in demonstrating your relevant skills and experience for the advertised position.

Your Application should be written clearly and succinctly and include:

1. Resume/Curriculum Vitae (CV) including:

- Personal details
- A summary of your work history
- Details of education and training qualifications and/or achievements, including studies you are currently undertaking and membership of any professional bodies, if applicable.
- Any activities you have undertaken outside work relevant to the position that you are applying for.
- A Covering Letter must be provided with your Application.

2. Response to the Success Factors (Selection Criteria)

Your application must address the Success Factors for the position. These Success Factors are outlined in the Position Description and specifies the minimum education, knowledge, skills and abilities required for the position. As an Applicant, the onus is on you to demonstrate that you meet at least the Essential Success Factors. See Tips for Responding to the Success Factors for more information.

3. Referees

- Applicants are required to nominate two referees in support of their application. (Tip: Use Referees who can comment on your experience, skills and knowledge in relation to the Success Factors).
- Provide their current details, including your prior working relationship with them, their name, work address and daytime telephone number(s).
- You should have permission from your Referees prior to listing them.

4. Closing Date

Vacancies are advertised for a specific period and close at 5pm on the closing date shown in the advertisement.

You must submit your completed Resume/CV, Cover Letter/Response to the Success Factors and any other supplementary documents before the closing date and time. **Late applications will not be accepted.**

Tips for Responding

When putting together your Application, it is mandatory to address the Success Factors outlined in the Position Description. This is to be written as an individual document, referred to as your “Response to the Success Factors” or “Statement of Claims against the Success Factors”. This document will be given to members of the Selection Panel to illustrate your relevant skills and experience.

When writing your Response to the Success Factors, you must:

- Demonstrate your ability to perform the role, using specific details and examples.
- Include an indicator of success or a result, where possible.

One way to do this is to use the **STAR** model, when answering each criterion:

Situation Provide a brief outline of the situation or setting

Task Outline what you did

Approach or Action Outline how you did it

Result Describe the outcome

Extra tips:

- For each criterion, limit your comments to approximately half a page.
- It is not necessary to address the core organisational requirements as these competencies will be assessed at interview stage.
- After drafting your Application and Response to the Success Factors, seek a second opinion on it from someone who knows your work well.
- It is important to be honest as Referees will be contacted prior to appointment.