



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

The Department is Western Australia's largest employer with approximately 45,000 staff in nearly 800 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.

### **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. All necessary information 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 the Australian Criminal Intelligence Commission, an Australian Government agency that facilitates the provision of criminal record information to accredited agencies. A 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 ten (10) working days of receipt of the advice. The request will be treated confidentially and should be addressed to the Executive Officer, Screening Committee of the Department of Education. A thorough review will be conducted and the applicant notified in writing of the result.

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

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

## Working with Children

A successful applicant for any position 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 WWCC, please visit: [www.workingwithchildren.wa.gov.au](http://www.workingwithchildren.wa.gov.au)

## Teaching Registration

A successful applicant to a teaching or school administrator position 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)

## Application Requirements

To apply for a vacancy, applicants must provide:

- a Curriculum Vitae (**CV**);
- a **Covering Letter** (if requested); and
- details for two **referees**

Your **CV** should outline your employment history and educational qualifications. For each position occupied, it is recommended you highlight specific roles or responsibilities you've completed that relates to the advertised vacancy. You can also highlight 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.

Always refer to the advertisement, or if in doubt, contact the panel for their specific requirements.

A '**Covering Letter**' (*where requested*), should provide an overview of your experience, skills and abilities in relation to the position. You must ensure you address the content of the advertisement, the job description (for school administrator positions), selection criteria and the school context when preparing your covering letter. As a guide, your covering letter should be approximately two to three pages in length.

Always refer to the advertisement, or if in doubt, contact the panel for their specific requirements.

You will be asked to provide the contact details of two professional **referees**. Please ensure that:

- one of the referees nominated is your current supervisor;
- you include their name, address, phone number and email contact details for each referee; and
- you have this information ready to submit in your online application.

We recommend that you advise your 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 any 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)

One of the features of the job board is the ability to create your own profile, which you can use to store your details and any attachments so that you can use them each time you apply for a vacancy. It also allows you to create an email alert that will notify you when a vacancy matching your search criteria is advertised, as well as view any application you are currently working on or have submitted.

Further information on how to apply online, set up a user profile and email alert, is available via [www.jobs.wa.gov.au/tips-using-search](http://www.jobs.wa.gov.au/tips-using-search).

## **Submitting your Application**

You can apply online by clicking on the 'Apply for Job' button at the top or bottom of the advertisement.

If you have not created a profile, we recommended that you have all of your information, referee information and any documentation requested (e.g. CV and covering letter) ready to attach, prior to clicking on the 'Apply for Job' button. You will be asked to enter all information & attach your documents. Allow yourself enough time to complete this process.

Your CV, Covering Letter and any other 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

**IMPORTANT:** Uploading the following will prevent the selection panel from viewing your attachments

- Publisher, Zip or password protected files
- Text within your application that has been extracted off the internet. If it contains "hidden text" or non-printable characters, your application will appear as incomplete. Please convert these documents to PDF prior to uploading.

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, prior to the advertisement closing, please call

**Schools Recruitment on (08) 9264 4127 or Principal Recruitment on (08) 9264 8317**

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.**

We strongly recommended that you start your application submission early to ensure you have enough time to answer the questions and attach the appropriate documents prior to the closing time & date.

## **The Assessment Process**

After applications have closed, members of the selection panel will assess applications and shortlist the most competitive people. Every effort is made to ensure the process happens as quickly as possible. To check on the progress of this, 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, you should make yourself available for this. 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 panel will prepare a report detailing the process and the recommended applicant/s. Once this is completed, you will be notified of the outcome. At this time you will also be provided with a person that you can contact to 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 Instruction No 1 - 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

These regulations enable any applicant who has been adversely affected by a selection decision to make a claim for breach of standard upon completion of the process.

All applicants are 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) full working 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) or by contacting the Workforce Policy and Coordination Directorate on (08) 9264 5081.

A formal breach application may be lodged with the Workforce Policy and Coordination Directorate by email on [WorkforcePolicy.breachclaim@education.wa.edu.au](mailto:WorkforcePolicy.breachclaim@education.wa.edu.au)

An applicant 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 within the advertisement and through associated attachments. If you would like to access school information to help you prepare your application and/or prepare for interview, please visit Schools Online at [www.education.wa.edu.au](http://www.education.wa.edu.au)

If you have a query regarding an advertised vacancy, phone the contact person named in the advertisement.

For further information on the recruitment, selection and appointment process please telephone the relevant recruitment team within the Staff Recruitment and Employment Services Directorate on:

Principal positions	(08) 9264 8317
Other School Administrator, teaching and support staff positions	(08) 9264 4127

**Good luck with your application!**