



Government of Western Australia
Department of Finance



GRADUATE PROGRAM 2024

Application Guide

How to apply for the
Finance Graduate Program

Graduate Program Application Guide

This is your guide to preparing an application for the Department of Finance's Graduate Program.

Your application is the first formal assessment used during the selection process. It is important that you follow these guidelines when preparing and lodging your application.

Applications that do not follow the guidelines will not be considered for an interview.

**Applications open
27 February and
close 24 March
2023 at 3pm
(AWST)**

There are five parts to the written application:

- Part 1** Graduate Application Checklist
- Part 2** Cover Letter
- Part 3** Resume
- Part 4** Academic Transcript
- Part 5** Eligibility

This guide provides information about the requirements for each part and how to lodge your application. All parts must be submitted at the same time by the closing date. All guidelines must be followed to be considered for an interview.

The selection panel will use the attributes listed below to assess the suitability of applicants. You do not need to address these attributes separately in your covering letter (see part two of this guideline for information about the covering letter).

- Research skills
- Written communication skills
- Initiative
- Conceptual and analytical skills
- Oral communication and interpersonal skills
- Teamwork skills

Part 1 Application Checklist

For your application to be eligible for assessment for the 2024 Graduate Program, all paperwork must be submitted. Please complete the Graduate Program Application Checklist to ensure this requirement is met.

Part 2 Cover Letter

Submit a covering letter of **no more than two pages** outlining how you would demonstrate the Finance's values in the context of:

1. Working at Finance, and
2. Choose the appropriate scenario that best helps demonstrate each value for you. (In total you should have four value headings with four different scenarios).

- University Work Travel Sporting activities/hobbies
 School Family Friends University

Finance Values	Example
Clarity We are clear on our purpose, our role and how we support others.	<ul style="list-style-type: none">• Someone who values the needs of colleagues and customers and asks for clarity if they don't understand what they are being asked to do.• Someone who is clear in their responses and doesn't dismiss feedback when they are not understood.
Empathy We listen, understand, and respect other perspectives.	<ul style="list-style-type: none">• Someone who is respectful, honest and appreciates that people have diverse cultures, backgrounds and needs.• Someone who seeks different perspectives and helps support a kind, safe and supportive environment.
Growth We learn, develop, inspire and improve in a changing environment.	<ul style="list-style-type: none">• Someone who is curious and keen to keep learning and growing throughout their life.• Someone who looks for new ways to do things and learns from their mistakes.
Collaboration We value each other's contributions and create better outcomes when working together.	<ul style="list-style-type: none">• Someone who works well in a team environment and shares ideas and information willingly with others.• Someone who seeks and gives feedback where appropriate and supports others as they work together to meet our customers' needs.

Part 3 Resume

Include a copy of your resume that details your education, employment history, responsibilities, interests, and achievements (3 pages maximum).

Part 4 Academic Transcript

Include a copy of your academic record clearly showing:

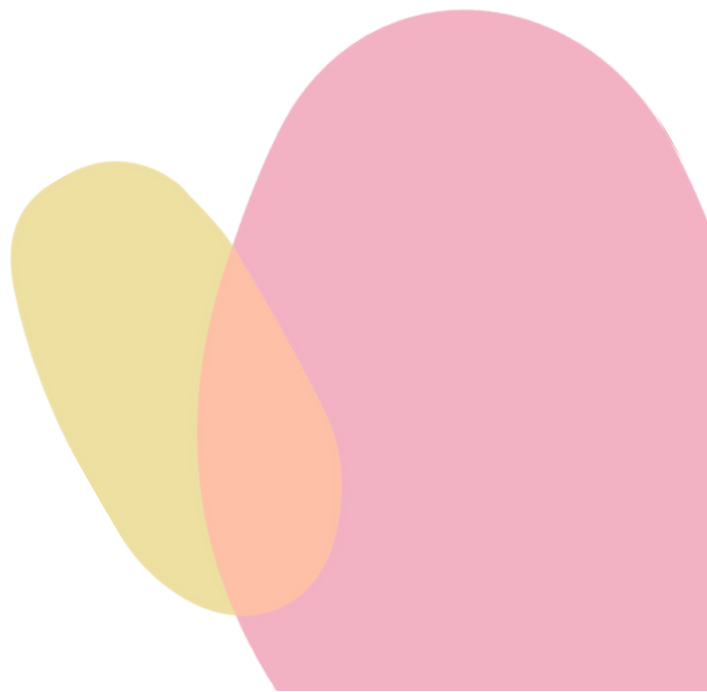
- Units studied
- Grades obtained in those units
- Overall course weighted average in a percentage

(If you have not completed your degree, show the above to date including your name, university details and your university ID).

Part 5 Eligibility

To be eligible to apply, you must submit a copy of one of the following:

- Australian birth certificate
- Australian passport
- Australian citizenship certificate
- Permanent residency visa



How to lodge your application

Applications must be lodged by 3pm (AWST) on 24 March. Late applications cannot be accepted.

Ensure you have completed all requirements of the application:

- Graduate Application Checklist
- Covering Letter
- Resume
- Academic transcript
- Eligibility

To apply

Online (preferred method)

- Click on the 'Apply for Job' button on the advertisement at jobswa.gov.au
- Only files in Word or PDF format will be accepted. Zipped files cannot be accepted.
- Leave plenty of time to submit your application and allow for system outages.

Post

Send your application to:

Recruitment Team - Finance 2024 Graduate Program
Locked Bag 41
Cloisters Square WA 6850

Mailed applications must be received by 3pm, 24 March 2023 (AWST). It is recommended that mailed applications be sent via registered post as no responsibility is taken for unregistered mail.

Contact details

For additional information:

[WA.gov.au/Finance](https://www.wa.gov.au/Finance)

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