



# 20 | **GRADUATE** 25 | **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 26 February and close 25 March 2024 at 10am (AWST).**

There are four parts to the written application:

**Part one:** Graduate Application Checklist

**Part two:** Resume

**Part three:** Academic transcript

**Part four:** 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.**

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

## Part one – Graduate Program Application Checklist

For your application to be eligible for assessment for the 2025 Graduate Program, all paperwork must be submitted. Please complete the Graduate Program Application Checklist to ensure this requirement is met.

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## Part two – Resume (2-3 pages maximum)

Include a copy of your resume that details your:

- Reason for applying
  - Education
  - Employment history and responsibilities
  - Interests
  - Achievements
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## Part three – 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)

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## Part four – Eligibility

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

- Australian birth certificate
  - Australian citizenship certificate
  - Australian passport
  - Permanent residency visa
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## How to lodge your application

Ensure you have completed all requirements of the application:

- Graduate Application Checklist
- Resume
- Academic transcript
- Eligibility

**Applications must be lodged by 10am (AWST) on 25 March. Late applications cannot be accepted.**

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## To apply

### Online - [Jobs.wa](https://www.jobs.wa.gov.au)

- Click on the 'Apply for Job' button on the advertisement at [Jobs.wa](https://www.jobs.wa.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.

### For additional information

**Visit:** [WA.gov.au](https://www.wa.gov.au)  
**Email:** [gradinfo@finance.wa.gov.au](mailto:gradinfo@finance.wa.gov.au)  
**Telephone:** Diana Morellini, Senior Consultant, on 08 6551 1071