

*The department acknowledges the Aboriginal peoples of Western Australia as the traditional custodians of this land and we pay our respects to their Elders, past and present.*

# APPLICANT INFORMATION PACK

## Are you eligible to apply?

To be eligible for a permanent appointment in the public sector, all applicants must provide evidence of Australian/New Zealand citizenship or permanent residency status in Australia.

To be eligible for a temporary appointment (fixed-term contract) with the public sector, applicants must provide evidence of work entitlements to live and work in Australia for the contract period.

Evidence of your eligibility will need to be provided prior to appointment.

## The Selection Process

Each position's recruitment and selection processes are unique and may include differing selection methodologies. The Department of Fire and Emergency (DFES) is required to undertake recruitment and selection processes that are compliant with the following four principles as outlined in the [Employment Standard](#);

### Merit principle

- The extent to which the person has the skills, knowledge and abilities relevant to the work-related requirements and outcomes sought by the public-sector body; and
- If relevant, the way in which the person carried out any previous employment or occupational duties.

### Equity principle

- Employment decisions are to be impartial and free from bias, nepotism and patronage.
- For secondment the employee consents.
- For transfer employment conditions are comparable.

### Interest principle (applies to secondments, transfers and acting)

- Decisions about an employee's secondment, transfer or acting take account of the employee's interests and the work-related requirements of the relevant public-sector body.

### Transparency principle

- Decisions are to be transparent and capable of reviews

## Step 1: Preparing your application

All applicants must read the job advertisement before applying. Applicants can contact the person in the advertisement for additional information about the role and the Workplace.

This information should help applicants decide if they can meet the selection criteria and role responsibilities of the role.

Job applications usually include:

### Written application.

Refer to the job advertisement for instructions and details on what information should be included.

The advertisement may ask applicants to address specific selection criteria requirements and outline suitability for the role. Applicants should draw on their own experiences and describe relevant and/or transferable skills and abilities related to the position. Applications should contain examples from previous work history that best illustrate skills and abilities related to the role.

For tips on how to structure your application, visit [Applying for an Australian Public Service job: cracking the code](#).

### A current up to date Curriculum Vitae (CV)

Applicant's CV should focus on information relevant to the job they are applying for and include details of work experience, skills, education and training.

### Details of two referees

Nominated referees should be able to validate applicants' skills and experiences to fulfil the position requirements outlined in the advertisement.

Applicants should speak with referees before nominating them as referees could be contacted at any stage during the recruitment process.

### Overseas Qualification

If qualification has **not** been completed in an Australian Institute, you will need to obtain an Overseas Qualification assessment.

This is currently a free service and only available to WA residents; the application process is entirely online at <http://www.migration.wa.gov.au/services/overseas-qualification-unit>

For further queries, please contact the Overseas Qualification Unit, Department of Training and Workforce Development on (08) 9224 6540 or email [migration@dtwd.wa.gov.au](mailto:migration@dtwd.wa.gov.au)

Please note that this will not disadvantage you in the shortlisting process. All other requirements will be assessed, and you will be rated accordingly.

Confirmation of a suitable qualification will need to be provided prior to appointment.

## Step 2: Submitting your application

Applicants need to ensure that they have the following documents ready to be attached to their online application:

- A written response as outlined in the job advertisement.
- Current resume.
- Details of two work-related referees.
- If applicable, copies of qualifications (including any relevant overseas assessment and an official English translation and equivalency letter).
- Any other evidence/documentation as requested within the advertisement.

Applications must be submitted through the Jobs WA website [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au) (via the 'Apply Now' button in the advert).

**Do not** send your application to the **contact person** in the advertisement.

If you are having issues with lodging your application via the Jobs WA website, please email the Recruitment and Support Services team by emailing [jobs@dfes.wa.gov.au](mailto:jobs@dfes.wa.gov.au)

Remember to check the closing date of the vacancy, which is stated on the advertisement, as the onus is on you to ensure your application is lodged correctly with all attachments prior to the vacancy closing date and time.

DFES is an equal opportunity employer and as such reasonable adjustments may be implemented to ensure that all applicants can compete equally. These adjustments may include but are not limited to car park accessibility, making information accessible in alternative formats and/or accommodating an assistance dog in the workplace. If you require reasonable adjustment, please share this information on your application form or notify the contact person in the advertisement. All requests will be considered to ensure a fair and inclusive recruitment process is undertaken.

**Applications will not be accepted after the specified advertisement closing date and time.**

## Step 3: Preparing for your interview

After the advertisement has closed, the selection panel will assess all applications received against the requested information in the advert.

If successful in the next stage of the recruitment process, applicants may be invited to an interview where they will be asked to respond to a series of questions that demonstrates their relevant skills and experiences relating to the role.

It is recommended you:

- Re-read the advertisement and the job description form (JDF) to familiarise yourself with the selection criteria requirements and role responsibilities.
- Think of examples where you have applied relevant skills and abilities in a similar role or situation.
- Consider how you would undertake the role and address problems you may encounter.
- If appropriate, provide copies of your work that demonstrate your skills but make sure you don't breach any confidentiality arrangement with your current employer.
- Ensure that you are on time.
- Dress appropriately.
- Don't assume the panel members know about your suitability if you have worked with them before. You must demonstrate your suitability.
- Make sure you listen to the question and take your time to answer.
- Present your responses clearly and concisely and relate them to your past/current work-related experiences.
- Make sure you ask for clarification if required.

Other assessments may also include case studies, online or written test/s or give a presentation.

It is always recommended to research where the interviews will be held, know where to go and be on time.

If you are running late, please phone the contact person that sent you the interview invite.

You may also be required to meet a number of pre-requisites for positions of a specialist nature. The JDF supplied will outline if any of these stipulations apply.

Any relocation costs associated with the appointment to positions may be the responsibility of the successful applicant.

### At the interview

Interviews may have a set reading time before the actual interview. During this time, applicants will be provided with interview questions to prepare responses. Applicants need to demonstrate their ability to undertake the duties by providing examples of relevant skills and experiences.

During the interview, if you require any adjustment or don't understand the question, please advise the panel and they may be able to make suitable arrangements.

You may also bring additional notes and refer to them during the interview process to assist you responding to the questions.

## Step 4: What happens next

The panel may contact the applicant's referees at any time during the selection process to validate claims made during the written and/or interview stages.

The panel will prepare an overall recommended selection report to the delegated authority based on all information gathered during the assessment stages.

All applicants will be formally notified of the outcome on their application via email.

### Feedback

All applicants will have the opportunity to seek feedback on their application at the end of the selection process. Applicants are encouraged to phone the nominated panel member to receive feedback. The information you obtain via this feedback may be valuable for future job applications.

### Breach Period

The *Public-Sector Management (Breaches of Public Sector Standards) Regulations 2005*, allows all applicants to lodge a breach claim if they consider the *Commissioner's Instruction: Employment Standard* has been breached and have been adversely affected.

A Breach of Standards claim cannot be lodged on the assessment of an application but rather it addresses if the claimant feels the Employment Standard has been breached.

You will have four (4) working days from the date you were advised of the outcome of that selection process. Before lodging a breach, it is suggested that you first raise your concerns with the person listed in your notification email as being contactable for feedback.

If you wish to find out more information about the Public-Sector Employment Standard that relates to the recruitment, selection and appointment process, please click [here](#), or you can refer to the Public Sector Commission website [Breach of Standard claims \(www.wa.gov.au\)](http://www.wa.gov.au)

### After the Breach Period has closed.

If there were no lodgements, the hiring manager will contact the successful applicant to organise a suitable commencement date. An employment offer will then follow through the department's online onboarding system.

All non-government employees appointed to a DFES position will be required to undertake a National Police Check.

Good Luck with your application!

# OUR VALUES

**OUR VALUES**

**TEAMWORK**  
We are strongest when we work together. We value the skills and attributes each person brings and the role they play.

**TRUST**  
We rely on each other. We always treat each other with respect and act with integrity.

**LEADERSHIP**  
We encourage people to lead through action and attitude. We nurture leadership in ourselves and our communities.

**COMMITMENT**  
We are dedicated to getting the best outcomes for our community. We go above and beyond to be prepared for the unexpected.

DFES  
Department of Fire and Emergency Services