



GRADUATE PROGRAM APPLICATION GUIDE

Thank you for your interest in our Graduate Development Program. This guide will assist you with the selection process. It is important that you follow the information within this guide when preparing and lodging your application.

HOW TO APPLY

Stage 1 - Job Application

Our application process is open from 24 March 2025 to 7 April 2025 (8am AWST). Please read the advert carefully before applying for the position. Applications need to be made via the WA Government Jobs Board (JobsWA). Please allow enough time to upload your application as late/pro forma applicants will not be accepted.

You will be required to upload the following documents:

- CV (and list two work related/ university references); and
- Copy of your recent academic transcript.

At the online application form stage, you will also be asked to provide the following information:

- Reason for applying.
- Residency information – Although preference will be given to applicants who are Australian permanent residents or Australian/New Zealand citizens, we may consider applicants who possess temporary working visas. Temporary working visas must allow you to reside and work full time in Australia for the term of the program. You will be required to provide documentation of your visa including an upload of your current visa.
- Choose your discipline (only for Engineering roles).

RECRUITMENT PROCESS

Stage 2 - Online Testing

Applicants who are competitive and meet the requirements of the advertised role will be invited to attend online testing. Online testing will occur between 10 April to 14 April. These tests are designed to measure a number of attributes and will help us to assess your suitability for the role. Please note that the assessment must be completed online, through a compatible web browser (Edge, Safari, Chrome, Firefox).

Stage 3 – Interview

Upon successful completion of the assessments and if shortlisted, you will get the chance to learn more about PTA's program and have the opportunity to meet your potential Rotation Supervisor and Graduate Coordinator at an interview in the first half of May 2025. Reference checks and PTA Integrity Screening will also be conducted following interviews.

POST RECRUITMENT PROCESS

Stage 4 – Notification to applicants

Applicants who are offered a place in our Graduate Program will be notified formally via email. Notifications to unsuccessful applicants will also be sent out via email. These notifications will occur in early June.

Stage 5 – Formal Offers/ Pre-employment checks

There are a number of pre-employment checks that are undertaken prior to your commencement in the Graduate Development Program. Formal Offers are made in mid-June. The offer letter states that your commencement with the Graduate Program is subject to a successful PTA medical and a national police check. These checks will be carried out in late 2025.



GOOD LUCK WITH YOUR APPLICATION!

