



# JOB APPLICATION PACK



[northregionaltafe.wa.edu.au](http://northregionaltafe.wa.edu.au)

# About North Regional TAFE

At North Regional TAFE we want to see businesses and communities thrive. Our mission is to provide access to lifelong, flexible, and high-quality learning pathways for individuals, industry and communities that facilitate real employment outcomes. To succeed in this, it is vital we have a strong team of employees focused on putting the student at the center of everything we do.

## Connect with Us

Website: <https://www.northregionaltafe.wa.edu.au/>

Facebook: <https://www.facebook.com/NorthRegionalTAFE/>

## Eligibility to Apply

Please ensure you refer to the Other Conditions and Eligibility of the job advertisement, particularly the following:

For permanent appointments, applicants must provide evidence of:

- Australian Citizenship or permanent residency status in Australia; or
- Special Category Visa with unrestricted stay and work rights for New Zealand citizens.

For fixed term appointments, applicants must provide evidence of:

- Australian Citizenship or permanent residency status in Australia; or
- entitlement to live and work in Australia for the duration of the fixed-term appointment (i.e. a working visa).

## Nationally Coordinated Criminal History Check

North Regional TAFE requires all employees to consent to the Department of Education's Nationally Coordinated Criminal History Check (NCCHC).

All prospective employees must provide evidence of an application or a clearance stating a Screening Clearance Number (SCN) before commencing employment with NRT.

## Working with Children (WWC) Check

A WWC Check is required by a person if they engage in certain paid or unpaid work with children, described as 'child-related work' under the WWC Act.

All Lecturing positions and select non-lecturing positions are required to obtain a WWC. If you require further information, please contact [recruitment@nrtafe.wa.edu.au](mailto:recruitment@nrtafe.wa.edu.au).

## Recruitment Methods

**Single vacancy:** Single vacancy recruitment processes are utilised to fill a single vacancy at NR TAFE. Applicants deemed suitable but not recommended in a single vacancy process may be offered employment to other similar vacancies, should they arise, for a period of 12 months from the initial appointment.

**Recruitment pool:** Recruitment pool processes are used to create a pool of suitable applicants who are available for appointment to positions that arise for the duration of the pool process. Recruitment pools are used in situations where multiple vacancies are anticipated to be filled for the duration of the pool process. Being deemed suitable in a pool process is not a guarantee of employment.

## How to Apply for the Job

### Application Requirements

Please note, applications must be received prior to the closing time. For example, if the advertisement closes at 4:00pm, applications received at or after 4:00pm will not be accepted.

The Application Requirements will be listed in the 'How to Apply' section of the job advertisement.

To apply for a vacancy, applicants may be required to provide the following:

#### Curriculum Vitae (CV).

##### Your current resume should include:

- personal contact details, including your email address.
- education and training history, including qualifications you have which are relevant to the role.
- paid and unpaid work history, including community and volunteering roles which are relevant to the role.

#### Covering Letter

A 'Covering Letter' should provide an overview of your experience, skills, and abilities in relation to the position. As a guide, your covering letter should be approximately one to two pages in length.

#### Details for at least two referees.

You will be asked to provide the contact details of two professional referees. One of the referees nominated needs to be your current or previous supervisor. 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.

For further application assistance please contact Jobs & Skills WA on:

Website: [Jobs and Skills WA](#)

Phone: 13 64 64

## Qualifications

Please ensure that you attach \*certified copies of relevant tertiary/industry/trade qualification(s) and/or any required license(s) necessary to perform the role as determined by the College.

The College will seek to verify documents provided by the applicant with the issuer of the qualification/licence/registration during the shortlisting stage of the recruitment process.

All overseas qualifications will need to be assessed for Australian equivalency. If you have an overseas qualification and would like to submit your evidence for review and equivalency, please contact the Overseas Qualifications Unit:

(\* Certified Copy – a copy of an original document, which has been acknowledged as sighted by a Justice of the Peace, Commissioner of Declaration, Public Servant or Police Officer. The original document must be sighted prior to acknowledging the copy as a 'true' copy of the original.)

Website: [Overseas Qualifications Unit \(OQU\) | Migration WA](#)

Email: [oqu@dtwd.wa.gov.au](mailto:oqu@dtwd.wa.gov.au)

Phone: +61 8 9228 6540



## Submitting your application

Applications must be submitted online via the WA Government jobs board [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au)

When applying online you can attach up to 8MB in documents of MS Word, MS Excel, Adobe PDF, JPEG or GIF formats. 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:

TSES Recruitment on (08) 9203 3735 or NRT Recruitment Team (08) 9159 6771.

## Shortlisting

Applications are assessed by a selection panel. The panel will assess all applicants based on their submitted documentation and qualifications. The panel will shortlist the most competitive applicants, who will be contacted by phone and/or email to advise of further assessment.

## Further assessment

The selection panel will use a range of methods to conduct further assessment of applicant suitability, including but not limited to formal interviews and reference checks. Should you be contacted for an interview you will be provided with a date, time and location for your interview, as well as any additional information relevant to the interview.

## Outcome notification

The selection panel will consider all information from the process to determine which applicant (or applicants in a pool process) best meet the job requirements. All applicants will receive an outcome notification of the decision. Applicants will also be advised of the Breach of Standards process. Further information regarding Breach of Standard Claims can be located on the Public Sector Commission website. Outcome notifications will include contact information for applicants seeking feedback. All applicants are encouraged to seek feedback on their application, regardless of their outcome.

## Offer of employment

The selection panel will consider all information from the process to determine which applicant (or applicants in a pool process) best meet the job requirements. All applicants will receive an outcome notification of the decision. Applicants will also be advised of the Breach of Standards process. Further information regarding Breach of Standard Claims can be located on the Public Sector Commission website. Outcome notifications will include contact information for applicants seeking feedback. All applicants are encouraged to seek feedback on their application, regardless of their outcome.

## North Regional TAFE

 1300 996 573

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