



## Applicant Information Pack

Thank you for your interest in the advertised vacancy within the Department of Housing and Works. To provide you with every chance of success we have provided some guidelines to help you along with your application and details of the next steps in the process.

### Eligibility to apply

It is your responsibility to ensure that you are eligible to apply for the advertised position.

Below is a guide to eligibility:

| <b>Residency Status</b>   | <b>Permanent Positions</b> | <b>Contract Positions</b> |
|---|----------------------------|---------------------------|
| Australian Citizens and Australian Permanent Residents                                | <b>Yes</b>                 | <b>Yes</b>                |
| New Zealand Citizens with Unrestricted work rights (e.g. Special Category VISA [SCV]) | <b>Yes</b>                 | <b>Yes</b>                |
| Temporary Residents with a valid Working Visa   | No                         | <b>Yes</b>                |
| Temporary Residents without a valid Working Visa                                      | No                         | No                        |

If you are unsure of your eligibility, it is important that you confirm your particular work rights with the Australian Department of Immigration and Border Protection [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)

### Application Guidelines

Being an innovative organisation, we use different methods of assessing your suitability for an advertised position. Please ensure that you read and follow the Applicant instructions within the job advertisement carefully to determine the appropriate content for your application.



## **Step 1 – Preparing your application**

### **Update your CV**

Your CV should be as up to date as possible, with your most recent work history and relevant information.

It should include:

- Your name, address, contact telephone number and valid email address;
- a comprehensive outline of your relevant work history, experience and achievements;
- qualifications and relevant training courses completed; and
- two recent work-related referees for the selection panel to contact.

### **Things to remember:**

- Please ensure that your letter addresses the application instructions in the “How to Apply” section. If the advert requests only a covering letter, please include details of your experience, skills and suitability for the role.
- Read the Job Description form (JDF) thoroughly and contact the person listed in the advert if you require further job-related information.
- Be clear and concise in your statements and provide evidence to support your claims.
- You may wish to use a formula such as the SAO approach (Situation, Action, and Outcome) to demonstrate to the panel that you meet the Essential Work Related Requirements.

## **Step 2 – Lodging your application**

- Remember to check the closing date and time as incomplete or late applications will not be accepted.
- Your application must be submitted online via as per the instructions in the advertisement.
- Once you have selected ‘Apply for job’, you will be required to complete the online application form, please ensure that you enter your details correctly.
- As part of the selection process, you are required to provide current contact details for two nominated referees (one of which needs to be your current manager/supervisor). Your referees must be able to comment on your work performance relevant to the role, from a supervisory level. Remember to remind your referees if you are applying for a job, so that they are prepared to provide feedback if and when required.
- Ensure your attachments have been uploaded in the correct file format (MS Word (.doc) or PDF file formats only) as the onus is on you to ensure it is lodged correctly.
- Once you have successfully applied for the position, you will receive an email confirmation, please ensure that you keep this email for reference. The email will specify any attachments that were submitted with your application. Please ensure that you check that all the correct attachments are listed.



- If you don't receive a confirmation email within 24 hours or are experiencing difficulties in lodging your application online, please contact the Recruitment team on (08) 6557 8111 where one of our People Services Officers will assist you.
- We strongly support diversity and inclusion, encouraging applications from Aboriginal and Torres Strait Islander people, women, people with disability, young people, and people from culturally diverse backgrounds. We welcome you to have a confidential discussion with the panel chair if you require any accommodations in order to participate fully in our recruitment process.

### **Step 3 – What happens next?**

- Applications are assessed and shortlisted by a selection panel, based on the work requirements for the position.
- If you are shortlisted, you will be contacted by the panel to discuss the next steps of the process. This may include virtual assessment methods.
- If you are not shortlisted, you will be advised of the outcome at the conclusion of the process and given the opportunity to seek feedback about your application. This information may be valuable to you when you are looking for future job opportunities.
- If you feel that the selection process has in any way not complied with the public sector principles of merit, equity, interest and transparency, you may request a review of the selection process under the Public Sector Standards in Human Resource Management – Employment Standard. For more information about the Standards, please visit the Public Sector Commission website at [www.publicsector.wa.gov.au](http://www.publicsector.wa.gov.au)

### **Criminal Records Screening**

The Department of Housing and Works has a criminal screening policy which will require you to provide a 100-point identification check and undertake a criminal records screening clearance prior to recommendation for appointment to one of our positions.

**Good luck with your application!**