



## **APPLICANT INFORMATION PACK**

The Insurance Commission aims to have a workforce that reflects the diversity of our customers and encourages applications from women, young people, Indigenous Australians, people from culturally and linguistic diverse backgrounds and people with disability.

### **Website Accessibility**

Our website has been designed to meet the Government of Western Australia's standard established for web accessibility: WCAG 2.0 Level AA. Refer to our website for additional information at <https://www.icwa.wa.gov.au/accessibility>.

### **Translation and Relay Services**

If you require an interpreter, contact the Translating and Interpreting Service on 13 14 50 and ask for a connection to 1300 304 054.

If you require assistance as a result of a hearing or speech impairment, the National Relay Service can assist by telephone or online at [relay.service.com.au](https://relay.service.com.au)

TTY/Voice	133 677
Speak and listen (SSR)	1300 555 727

Please [contact us](#) to make these requests.

### **Reasonable Adjustments**

We are committed to making reasonable adjustments to provide a positive, barrier-free recruitment process and supportive workplace. If you have any support or access requirements, we encourage you to advise us at the time of application and throughout the recruitment process. All information provided is private and confidential and will only be used for the purposes of providing reasonable adjustments.

The following information will assist you with the process and additional information you may be required to provide throughout the recruitment and selection process.

## **1. Your Application**

In addition to completing the online Application Questions, applicants are encouraged to submit a document containing sufficient information that you consider will demonstrate your ability to perform the duties of the role. Unless requested, please do not submit copies of certificates, qualifications, clearances, identity or right to work documentation. You may be asked to provide these at a later date.

### **Referees**

Referees may be contacted to verify your claims against the requirements of the job. It is preferable that one of your referees is a current supervisor and that all referees should be able to provide information on your work performance. It is not essential that a current supervisor be nominated where this might place your current employment at risk. However, this may limit the panel's ability to verify your claims. The panel may deem it necessary to contact someone other than your nominated referee, but the Panel will inform you before proceeding.

## **2. Selection Process**

We are committed to undertaking a thorough assessment of merit to ensure the most suitable applicant is appointed in accordance with the [Employment Standard](#) and use a variety of selection methods to achieve this.

### **Interview**

To prepare for an interview, you are encouraged to focus on the job requirements and identify

examples/situations where you have applied the relevant skills and abilities. You can take a copy of your completed application and any questions you may wish to ask the panel at the interview. You can refer to these during the interview.

### **Notification**

You will be formally notified of the outcome of your application via email, and you may seek feedback from the Chairperson of the selection panel.

### **3. Review of the Process**

Appointments are subject to the provisions of the Public Sector Management (Breaches of Public Sector Standards) Regulations 2005. These Regulations enable applicants to make a [Breach of Standard claim](#) if they believe the Employment Standard has been breached and they have been adversely affected by the breach.

### **4. Additional Information and Integrity Checks**

Applicants may be required to satisfy a range of character and integrity checks and provide additional information to assist in determining applicant suitability for the advertised position and alignment with our [Values](#).

Any offer of employment with the Insurance Commission is conditional upon the satisfactory completion of our pre-employment screening process. This includes a Nationally Coordinated Criminal History Check, Entitlement to Work in Australia Check and Verification of Qualification/s (if applicable). Additional checks relating to specific job role requirements (i.e. Working with Children Check) may also be required. In addition to the pre-employment background screening conducted by Fit2Work on behalf of the Insurance Commission, these checks may include:

- use of nominated and non-nominated referees;
- proof of qualifications;
- review of any prior disciplinary matters; and/or
- review of any information in the public domain e.g. social media.

You will not be permitted to start work if your pre-employment checks are not completed and released prior to your commencement date.

### **Disclosed Convictions**

A criminal record does not automatically exclude you from being employed. Should the criminal history check show any conviction/s, the nature and recency of the offence and the degree of risk to the Insurance Commission will be considered.

The decision to employ a person with a criminal record will be made by the Chief Executive in consultation with the Head of Human Resources.

If it is decided not to employ you because of your criminal record, you will be advised of this decision.

### **Previous and Current Insurance Commission Employees**

If you are a previous or current employee of the Insurance Commission the Divisional Manager may take into consideration sub-standard performance reviews and any misconduct or disciplinary matters.

### **Severance Payments**

If you have received a severance or redundancy payment from a Western Australian public sector agency, you will need to disclose this and provide evidence to confirm you are eligible to resume work in the State public sector before commencement.

### **More information**

For information on what we offer refer to our [Careers](#) page. Additional information on employment opportunities with the Insurance Commission can be obtained by emailing the Head of Human Resources at [hr@icwa.wa.gov.au](mailto:hr@icwa.wa.gov.au).