



Job Application Package

This job application package has been designed to guide you through the recruitment and selection process and assist you in preparing and submitting your application.

APPLYING FOR A POSITION

Eligibility

1. Eligibility to work in Australia

To be eligible for a **permanent** appointment to a position with Governor's Establishment it is essential that you are an Australian Citizen or have permanent resident status in Australia.

To be eligible for a **fixed term** appointment it is essential that you have documentary evidence of your entitlement to live and work in Australia for the duration of the fixed term contract.

2. Criminal Screening

Successful applicants for positions with the Department will be requested to provide a National Police Certificate (less than six months old). A previous criminal conviction or pending charges will not necessarily preclude employment but will be taken into account in assessing suitability for employment with the Department.

3. Application Checklist

When applying for the position, please ensure you have the following:

- An active email account
- Proof of any formal qualifications

How to Apply

1. Read all the job information

We strongly recommend that you read the job advertisement, the Job Description Form and this Job Application Package before preparing and submitting your application.

If you are still unclear about the position or the recruitment process after you have read all the information, we encourage you to speak with the contact person listed in the job advertisement to learn more about the position, the team and the agency.

2. Preparing your application

Your application is very important as it will determine your progression to the next stage of the selection process. It is important you read the advertisement carefully as instructions may vary depending on the nature of the vacancy advertised. The 'How to Apply' section of the job



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advertisement clearly outlines what documents you need to provide to apply for this position. This will generally include:

- *Employment Application Form*
- *Covering Letter*
- *A comprehensive resume/CV*

Your resume should be up to date and should focus on information that is relevant to the job you are applying for. Please include, as a minimum, your basic personal details, details of your work history and experience, and details of your education, academic qualifications and professional training.

Your resume or CV should contain the contact details of two (2) recent referees from your current or a previous employer who have supervised or managed you and who are able to comment on your skills, abilities and work performance relevant to the job you are applying for. It is preferred that one of your nominated referees is your current line manager. It is recommended that you contact your referees to seek their agreement prior to nominating them. Referee reports from colleagues or clients are not considered appropriate referees.

- *A statement addressing the selection criteria*

The job advertisement will let you know if there is a requirement to provide a statement addressing the selection criteria. It is important that you provide whatever has been requested within the specified page limit. If you are not required to provide a statement addressing the selection criteria you can still opt to provide a separate statement along with your cover letter and resume or CV.

The selection criteria are the knowledge, skills, abilities and competencies that are necessary to successfully undertake the duties of the position. All essential work related requirements will be assessed at some stage during the selection process. Desirable selection criteria are not essential but can be provided if they are fulfilled.

Please note that your CV, Covering Letter and any additional attachments should be saved in .doc or .pdf format (Applications in other formats that cannot be opened will not be assessed).



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3. Submitting your application

Our preferred option is for applications to be delivered by the following methods:

Email: To accounts@govhouse.wa.gov.au. Please include the position title and number in the subject line.

Post: Governor's Establishment

Attention: HR Officer
(confidential) Government House
St Georges Terrace
PERTH WA 6000

It is your responsibility to ensure your application is received by the nominated closing time and date. **Late and pro-forma applications will not be accepted.**

4. Withdrawing an application

To withdraw your application please email the address above or call Human Resources on (08) 94299183 stating the Vacancy Reference Number and Position Number. Include your full name, address, contact telephone number and email address. We will confirm in writing the receipt of your advice to withdraw your application.

Further Information

Information regarding advertised vacancies is available in the advertisement and associated attachments. Applicants wishing to access further information about the Department to help them prepare their application and/or prepare themselves for interview, should visit <https://www.govhouse.wa.gov.au>.

Queries regarding advertised vacancies should be directed to the contact person stated in the job advertisement.

THE SELECTION PROCESS

Each process may vary slightly depending on the job. Below is a general outline of what you may expect when applying for a position.

1. Applications are assessed

The selection panel will assess each application and agree on a list of the most competitive applicants based upon each applicant's ability to demonstrate how they meet the work related requirement outlined in the advertisement. These applicants will be invited for further assessment. Due to the volume of applications received for positions, you will only be contacted if required to attend an interview.



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2. Further assessment is conducted

The selection panel may use a variety of methods to assess shortlisted applicants' suitability for the position. In most cases, a formal structured interview is conducted. These interviews provide an opportunity for the selection panel to ask you questions relating to your skills and experience relevant to the work related requirements.

3. Applicants are Notified

Unsuccessful applicants will be notified in writing. Shortlisted applicants will be contacted to provide a National Police Clearance and specific pre-employment requirements will be verified prior to an offer of employment being confirmed.

Some applicants may be unsuccessful but may have been assessed as suitable. These applicants will be notified that they have been found suitable and may be considered for appointment to similar vacancies arising during the six months following the completion of the recruitment and selection process.

4. Successful applicant is given a formal offer of employment

The most suitable applicant is given a formal offer of employment. If this offer is accepted, a member of the Governor's Establishment's Human Resources team will contact the successful applicant to commence the induction process.

WE LOOK FORWARD TO RECEIVING YOUR APPLICATION