



INFORMATION FOR JOB APPLICANTS

DEAR APPLICANT

Thank you for your interest in the position/s advertised by South West Regional College (SWRC) of TAFE. Enclosed for your information are:

- Job and Person Specification Form, including selection criteria
- Application Form; and
- Public Sector Standards information.

The information below will assist you in preparing your written application and to plan for the selection interview. Only those applicants who demonstrate in their written application that they competitively meet the essential requirements of the position will be considered for an interview. If you would like to find out more about the position please contact the person whose name is included in the advertisement.

To apply for an advertised position you need to send in the following:

- A completed application form, please ensure both sides are completed and the form signed;
- A current Curriculum Vita (Resume) should be attached. This should include your personal details, a summary of your previous employment history, any training courses you may have attended and any activities you may have undertaken outside work which are relevant to the position you are applying for;
- A written statement addressing the selection criteria and how you satisfy each requirement;
- The completed application should be stapled in the top left hand corner;
- Do not use bound edging, hard covers, plastic sleeves etc; and
- A **separate** application must be prepared for each vacancy applied for.
- If possible your application should be typed. If this is not possible, make sure your writing is clear and easy to read.

GENERAL INFORMATION

- Appointment is to the South West Regional College of TAFE. Starting location is as advertised; however, appointees may be directed to work at any other College site.

ADDRESSING THE SELECTION CRITERIA

The Job and Person Specification form (JPS)

A vital part of your application is your statement addressing the selection criteria. You must separately address each of the essential minimum requirements under the Person Specification and clearly demonstrate that you meet them to be eligible for shortlisting and possible interview. This usually means providing an example of your knowledge, skills, ability or experience in terms of:

- The situation relating to that specific criterion
- The task that you decided to follow or initiate
- The action you took
- And the results or outcome that followed.

The information provided within the JPS will assist you with this.

REFEREES

- Referees should be contacted for approval before listing them in your application.
- Provide names, work addresses and current contact telephone numbers for referees.

PREPARING FOR THE INTERVIEW

All interview questions will be job related, and will relate to the selection criteria for the position you have applied for. The same questions will be asked for every interviewee. To prepare yourself for the interview questions which may be asked, you should:

- Re-read your application, the Job and Person Specification form and the Selection Criteria;
- Focus on the selection criteria and think of examples of work situations where you applied the relevant skills and abilities;
- Focus on the duties of the position and think about how you would carry them out. Consider any problems you might encounter and how you would resolve them;
- If the position has a supervisory role, consider your special responsibilities as a supervisor; and
- If you have any relevant reports or other work you have done which will provide examples of your skills and abilities you should organise examples for presentation at the interview.

THE INTERVIEW

- Answer questions fully without unnecessary details.
- Where possible relate your answer to direct experiences you have had.
- Don't assume that panel members know about your suitability for the job even though you may have worked with them or because you have had previous experience in the position you have applied for.
- Feel free to ask questions of the panel.
- If other selection methods are used in conjunction with the interview you will be advised prior to the interview.

LODGING AN APPLICATION

When submitting your application, mark it "Confidential Advertised Vacancy" and unless otherwise specified in the advertisement address it to:

- **By Post** - **ETSSC Recruitment**
GPO Box 2622
East Perth WA 6001
- **By Fax** - **Recruitment Applications on (08) 9264 8708**
- **By Email** - SWTAFEapps@det.wa.edu.au Please send one email for each separate job application and state the position title and your family name in the subject field of your message. We prefer that email applications include attachments in Word or Rich Text format.

NOTE: A high number of applications are received via fax and email – please allow adequate time for fax and emails to reach our office as late applications will not be accepted.

All applications need to be received by the date and time specified in the advertisement. **Late applications will NOT be accepted.**

RECRUITMENT, SELECTION AND APPOINTMENT - PUBLIC SECTOR STANDARDS

The South West Regional College of TAFE is committed to meeting the Public Sector Standards Commission standards for Recruitment, Selection and Appointment as outlined below:

Intent:

Recruitment, Selection and Appointment relates to establishing a field of eligible people from whom the most suitable and available person is selected and appointed.

Outcome:

The most suitable and available people are selected and appointed.

Standards:

The minimum standard of merit, equity and probity is met for recruitment, selection and appointment if:

- A proper assessment matches a candidate's skills, knowledge and abilities with the work-related requirements of the job and the outcomes sought by the public sector body, which may include diversity.
- The selection process is open, competitive and free of bias, unlawful discrimination, nepotism or patronage.
- Decisions are transparent and capable of review

Who Can Apply On The Basis Of A Breach Of Standards?

An applicant can apply for a review of the selection process against a breach of any of the above standards but not on the grounds that he or she is a better applicant for the vacancy than the other applicant. All applicants for the position can expect the application of the above standards during the selection process. Claims cannot be lodged for vacancies of less than six months unless the vacancy was advertised on the basis that it could be extended, or the person appointed could later become a permanent officer.

What If I Consider A Standard Has Been Breached?

An applicant may apply to the South West Regional College of TAFE to have the selection decision reviewed. This application must be on the basis of breaching one or more of the above standards and must be received by the South West Regional College of TAFE Human Resources Branch within 10 days of the applicants receiving notification of the results of the process. The applicant must genuinely attempt to obtain feedback from the South West Regional College of TAFE in order to lodge a breach. Application forms for breach of the Recruitment, selection and appointment standard are available through the following:

- Personally from the South West Regional College of TAFE Human Resources Branch at Bunbury Campus; and
- By phone on (08) 9780 7318.

Remember, however, that the review is of ***the process not the applicant.***

What Does The Review Process Entail?

Once a review of the selection process is requested by an applicant the College has 15 days to attempt to resolve applicant's issues or forward to Office of Public Sector Standards Commission (OPSSC).

If the College is unable to resolve it then the Commissioner appoints a Conciliation and Review Officer, who clarifies the claim and seeks conciliation from both parties. The Conciliation and Review Officer reports to the OPSSC and the Commissioner makes a determination.

South West Regional College of TAFE:

- Determines how to provide relief to the claimant, where a breach has been established.
- Will give the applicant written notification and reasons why action was taken or reasons why no action was taken.

APPLICATION FOR ADVERTISED VACANCY



ADVERTISED VACANCY DETAILS

Position Title:	Position No:
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PERSONAL DETAILS

Family Name (Block Letters)	Title: eg Mr, Mrs, Dr	
Other Names:		
Address: Postcode		
Telephone Private:	Telephone Business/Mobile:	DOB:

EMPLOYMENT DETAILS

CURRENT (if applicable)			
Date Commenced	Position	Name of Employer	
PREVIOUS (if space is insufficient, additional details should be attached)			
Dates Commenced/Ceased	Position Held	Name of Employer	Reason for Leaving

REFERENCES (Names, contact address and telephone numbers of two employment referees - if applicable)

Family Name	Other Names
Contract Address (8.00am - 5.00pm)	Telephone No.
Family Name	Other Names
Contact Address (8.00am - 5.00pm)	Telephone No.

ACKNOWLEDGEMENT SLIP

Your application for Position No. has been received.

Name	
Address	
City	
	Post Code

ACADEMIC DETAILS

1. Attach certified copies of results completed and current courses
2. If qualifications obtained from an educational institution outside Australia please provide an assessment of your qualifications from the Accreditation and Recognition Division of Western Australian Department of Training.

Completed Courses:	Date Course Completed / /
Current Courses:	

SUPPLEMENTARY DETAILS

<p>HEALTH To the best of your knowledge and belief are you of sound health?</p> <p>Yes No If "NO" please give details:</p> <p>.....</p> <p>Applicants who have a health condition are invited to discuss its relevance or otherwise to their prospects for employment with the interviewing officer.</p>
<p>DISABILITY A disability or injury is NOT a barrier to the consideration of an application for employment. However, to assist in assessing opportunities for your placement in appropriate employment, please indicate:</p> <p>WHETHER YOU HAVE A DISABILITY OR INJURY LIKELY TO AFFECT YOUR WORK PERFORMANCE OR WHICH COULD RECUR OR BE AGGRAVATED BY THE TYPE OF WORK FOR WHICH YOU ARE APPLYING:</p> <p>Yes No If "YES" please give details:</p> <p>.....</p>
<p>WORKERS COMPENSATION CLAIMS A previous Workers' Compensation Claim is NOT a barrier to the consideration of an application for employment. However to assist in assessing opportunities for your placement in appropriate employment, please indicate if you have ever made a claim for Workers' Compensation.</p> <p>Yes No If "YES" please give details:</p> <p>.....</p>
<p>CONVICTIONS DO YOU HAVE ANY CURRENT CONVICTIONS FOR ANY OFFENCES FROM ANY COURT; OR ARE YOU CURRENTLY THE SUBJECT OF ANY CHARGE PENDING BEFORE ANY COURT?</p> <p>Yes No If "YES" please give details:</p> <p>.....</p> <p>A criminal record does not necessarily disqualify an applicant. If rejection of your application is considered solely because of a criminal record, you will be given the opportunity to discuss the matter fully before a final decision is made. You do not need to give details of any conviction which you have had declared spent. (Spent Convictions Act 1988)</p>
<p>PERMANENT RESIDENCY Are You an Australian Permanent Resident? Yes No</p> <p>If "NO" proof of entitlement to live and work in Australia for the period the contract is essential.</p>

I DECLARE THE ABOVE STATEMENTS TO BE TRUE IN ALL RESPECTS. I ACKNOWLEDGE THAT ANY STATEMENT WHICH IS FOUND TO BE FALSE OR DELIBERATELY MISLEADING WILL MAKE ME, IF EMPLOYED, LIABLE FOR DISMISSAL.

Date/...../..... Signature

ADDITIONAL INFORMATION IN SUPPORT OF THE APPLICATION SHOULD BE ATTACHED