

<b>Title:</b>	<b>Pre-Recruitment - Applying For Positions Within DPC - Info Sheet</b>
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Thank you for showing interest in a position in the Department of the Premier and Cabinet (DPC). The following information has been put together to provide you with an overview of the recruitment and selection process for DPC.

To be appointed, you will need either to be an Australian resident, or hold a work permit for the duration of the position. **Applicants not currently employed by the SA Public Sector will need to complete an employment declaration.** For further information please refer to the contact person listed in the advertisement .

**Before you start your Application:**

- Contact the contact person appearing on the advertisement to seek any clarification.
- Obtain and read the Position Description.
- Access the Department's internet site at <http://www.premcab.sa.gov.au/>
- Discuss with your referees how well you match the requirements of the job.
- Note the **type of application** that has been requested in the advertisement, this could be either –
  1. **A covering letter**, a maximum of 2 pages in length that clearly outlines how your experience and knowledge fit the selection criteria; **and a current Resume.**

**Or**

2. **A statement addressing each of the selection criteria** within the essential and desirable attributes section of the Position Description. This statement should demonstrate how your skills, experience and knowledge fit the selection criteria; **and a current Resume.**

**The Position Description** describes the degree of competency a person doing the job will need:

- 'knowledge of' means that you understand the requirement, the legislation etc.
- 'demonstrated' or 'proven' means that you have actually performed the activity or used the skill in the past.
- 'thorough', 'sound' or 'high level' indicates that you have an advanced level of skill, knowledge or experience.

**The application** is an opportunity for you to demonstrate your personal attributes, including employment skills, experience and knowledge. Additionally you may include any transferable skills, knowledge and experience you have gained in non-employment activity, eg. community service organisations, social and recreational clubs, etc.

When writing your application:

- be clear, concise and factual – in the format requested by the advertisement.
- include any pertinent supporting documentation (eg proof of qualifications) if required;
- proof-read your documents and check your spelling.

**A technique** that may assist in structuring your application is the 'CARE' model. Keep these points in mind when composing the paragraphs of your covering letter or the statement addressing the selection criteria. Explain the:

**Context** – The situation.

**Actions** – What you did.

**Results** – What was achieved.

**Evaluation** – Summary of what you learned.

**Your resume** should, at a minimum, show your:

- name, address and telephone contact numbers (work and home);
- education details;
- employment history (focussing on the most recent and relevant) and other applicable experience;
- three current referees' details (including their names, position titles, addresses and telephone numbers). If possible, include your current manager/supervisor.

**The closing time** for applications is usually indicated in the advertisement. If special circumstances prevent you from submitting your application by 5 pm on the closing date, you may contact the contact person before the closing date to ask if an extension is possible. They can apply discretion to the closing time only if operational requirements allow and your circumstances are reasonable.

**Submission of applications** is not yet available online within DPC. However the advertisement may allow or encourage an email form of submission. If this is not the case, a hard copy original with a number of photocopies is usually requested in the advertisement.

**Qualifications** - The SA Government offers a service that gives a comparative assessment of overseas qualifications against the Australian educational system. If you have relevant academic or technical qualifications gained overseas, contact the Overseas Qualifications Officer on telephone (61 8) 8226 6555 or refer to the Overseas Qualifications Assessment Service page on the Immigration SA website (find this under the services heading).

**The Selection Process** - Applications received by the closing time will be examined and evaluated by a selection panel. Applications that do not convince the selection panel of your ability to meet the essential selection criteria outlined in the Position Description may not be considered further.

You will likely receive a letter:

- indicating your application has been selected for further consideration, details of any interview or other selection techniques will then be provided to you.
- or
- advising your application has been unsuccessful. It will also indicate how you can seek feedback.

**Appeal rights** for recruitment and selection are available in only specific circumstances. However, it should be noted that while grounds for appeal may include nepotism or patronage (favourable treatment), an improper or seriously flawed selection process, or ineligibility of the nominated employee. Believing yourself to be more meritorious or worthy than the nominated applicant is not grounds for appeal.