

Information for Applicants

Thank you for your interest in working for the Department of Sport and Recreation.

A Job Description Form (includes duty statement and selection criteria) and an Application Form are enclosed. Please note the following information:

To be eligible for **permanent appointment** to the WA public sector it is **essential** that you have **permanent resident** status in Australia.

To be eligible for a **fixed term appointment** within the WA public sector you must have **documentary evidence of your entitlement to live and work in Australia** for the period of the contract.

For more information on the Department of Sport and Recreation, visit our web site, www.dsr.wa.gov.au

OUR RECRUITMENT AND SELECTION PROCESS

The Department of Sport and Recreation is committed to meeting the Public Sector Standard on Recruitment, Selection and Appointment that is detailed in **Appendix 1**.

All applicants can expect that the compliance requirements of this standard will be adhered to throughout the selection process.

Our process helps us to be fair and equitable in our recruitment decisions and helps you to know we are meeting the public sector standards in human resource management.

If you feel your application is not being fairly dealt with, you have the right to request a review of the process. **Appendix 2** explains how you can make a request for review.

Key steps in the recruitment process include:

1. The Selection Panel assesses applications against the selection criteria and invites short listed applicants for interview.
2. Interviews are conducted.
3. Referee checks undertaken.
4. Selection report prepared.
5. All applicants notified.

POLICE CLEARANCE

The Department of Sport and Recreation requires all positions (paid and volunteers) to obtain a National Police Certificate prior to commencement of employment or voluntary work with the Department Sport and Recreation.

SUBMITTING YOUR APPLICATION

If you are applying for multiple positions please submit a **separate application and Curriculum Vitae for each position**.

Your application should include the following:

1. Completed Application for Advertised Vacancy Form;
2. Covering letter expressing interest;
3. Statement addressing all aspects of the selection criteria:
 - treat each criterion separately
 - explain how you meet the criteria
 - include examples of events or projects where you have used the specific skill/knowledge;
4. Your Curriculum Vitae should provide the following information:
 - List of academic and/or professional training.
 - Description of your work experience and skills acquired starting with the most recent.
 - Major accomplishments at work.

5. Referees:

The panel will ask your referees how well they think you meet the requirements of the job. You should always advise your referees of the position and selection

criteria required before nominating them in your application;

6. Photocopy(s) of your formal qualifications.

- Applications should be stapled at the top left-hand corner.
 - Please do not submit in plastic or cardboard folders.

LODGING YOUR APPLICATION

It is the applicant's responsibility to ensure that their application is received by the Human Resources section of the Department of Sport and Recreation by the advertised closing time and date.

Advertisements for vacancies are governed by the Industrial Relations Act (1979).

Late applications will not be accepted under any circumstances.

Applications are to be lodged as follows:

By fax:
(08) 9492 9848 (*secure fax*).

By email:
hrrecruitment@dsr.wa.gov.au

By mail:
"Confidential Job Application"
Human Resources Officer
Department of Sport and Recreation
PO Box 329
LEEDERVILLE WA 6903

Pro forma applications **will only be accepted by prior negotiation with the Manager, Human Resources** and only under exceptional circumstances.

PROGRESS OF YOUR APPLICATION

Once applications have closed, Human Resources send all the applications to the Selection Panel. The panel will contact you directly if you have been selected for interview.

Please note: The selection process can take some time.

ADVICE TO APPLICANT

The following information is provided to assist you with your application. It is designed to indicate the expectations of the selection panel.

ADDRESSING THE SELECTION CRITERIA

Your response to the Selection Criteria is a very important part of your application.

It is very important that you address the Selection Criteria to assist the panel with an assessment of your experience, skills and qualifications in relation to this position, as this is an integral part in determining those applicants competitive for interview.

Make sure you explain how your experience and skills relate to the Selection Criteria for the position.

It is **strongly** recommended that you use each selection criterion as the heading and outline your relevant claims and experience separately against each criterion.

It is helpful if the information you provide is clear, relevant and presented so that the selection panel can readily assess your claims.

Some further points:

- Do not present an over-long, rambling application, as the importance of your arguments may be lost (especially if written communication skills are a selection criterion!)
- Do not forget that it is up to you to present an application that will convince the selection panel that you should be granted an interview.
- Before adding any attachments, consider carefully whether they really add anything of value to your application in demonstrating your ability to meet the criteria.
- Keep a copy of your application. It will be useful for reference should you be short-listed for interview, or for future applications.

PREPARING FOR AN INTERVIEW

The following hints will help you prepare for an interview:

- Interview questions will always relate to the selection criteria and the same questions are asked of each applicant.
- Re-read the job description and think of examples of situations where you have applied the relevant skills and abilities.

- Think about the duties and how you would carry them out. Think about possible problems and how you would resolve them.
- If the position has a supervisory role, give some thought to the special responsibilities of being a supervisor and how you would carry them out.
- If you have any relevant reports or documents you have prepared which provide examples of your skills and abilities, arrange to present these at the interview.

THE INTERVIEW

Dress as you would for work – neatly and appropriately for the job. Usually there will be three people on the panel.

During the interview:

- Do not assume panel members know about your suitability even if you have worked with them in the past.
- Take your time to answer each question. The panel will appreciate a well thought out answer even if you take a few moments to prepare.
- Feel free to ask the panel any questions relevant to the position or the organisation.

Panel members will make notes as you are talking to help them accurately recall information when reaching a decision. They may ask you for further information for clarification.

FEEDBACK

All applicants, regardless of whether they were granted an interview, are encouraged to seek feedback on their performance for future reference. Feedback is generally obtained from the Chairperson but may also be provided by another panel member.

You will be sent a letter advising the result of the selection process. Should you wish to seek feedback the letter will also provide the name and telephone number of the person to contact.

Please note that even if you were not selected for an interview, you will not usually be advised that your application was unsuccessful until interviews have been conducted and a recommendation has been made. This delay in notification is necessary to ensure that all applicants are provided with the opportunity to apply for a review of the process, as provided for in the Public Sector Management (Review Procedures) Regulations 1995.

FOR FURTHER ASSISTANCE, ADVICE OR INFORMATION

Please contact the Human Resources Officer on (08) 9492 9844.

Recruitment, Selection and Appointment Standard

Outcome

The most suitable and available people are selected and appointed.

The Standard

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 process is open, competitive and free of bias, unlawful discrimination, nepotism or patronage.
- Decisions are transparent and capable of review.

**RECRUITMENT, SELECTION AND APPOINTMENT STANDARD
EXPLANATORY NOTES**

The Explanatory Notes are a guide and are not part of the Recruitment, Selection and Appointment Standard.

<p>Application The Standard applies to all recruitment, selection and appointment transactions in the public sector, including entry-level and contracts of service.</p> <p>The Standard does not apply to the filling of a vacant job by transfer, redeployment, secondment or temporary deployment (acting).</p> <p>Work-Related Requirements of the Job The work-related requirements are often referred to as selection criteria. Whatever they are called, the Standard does not limit the number or type. Preferably, they should be kept to a minimum, be relevant and avoid jargon. The aim is to increase the quality and range of applicants according to the employing authority's business needs.</p> <p>Diversity The outcome sought is a workforce able to deliver appropriate services to diverse customers. Employing authorities are encouraged to use recruitment approaches that achieve this.</p> <p>Advertising The Standard requires an open and competitive selection process. The purpose of advertising is to encourage the most appropriate people to apply. It should not be used to discourage potentially suitable candidates.</p> <p>The Standard does not impose restrictions about where and how positions are advertised. Decisions about advertising must be transparent and capable of being judged reasonable.</p> <p>Selection Methods Employing authorities can use a variety of selection methods provided they comply with the Standard. The selection techniques used depend upon the work related requirements and the range of applicants.</p> <p>Shortlisting The Standard does not require applicants to include in their application specific headings for each of the work related requirements of the job. Applicants need to provide sufficient information for the employing authority to easily assess their suitability.</p>	<p>Confidentiality Information produced during the recruitment, selection and appointment process is kept in trust and divulged only to those with a need to know, with due regard to the requirements of the <i>Freedom of Information Act 1992</i>.</p> <p>Review Long descriptions or verbatim transcripts of a process are not necessary, provided an independent person can follow what took place.</p> <p>Public Sector Management (Breaches of Public Sector Standards Regulations) 2005</p> <p>Once a reviewable selection decision is made, the Regulations require employing authorities to notify unsuccessful applicants that they may make a breach of Standard claim, and how that claim may be made. 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.</p> <p>Once a breach claim has been lodged against the Recruitment, Selection and Appointment Standard, an appointment to a position cannot be made unless:</p> <ul style="list-style-type: none"> • That vacancy relates to selecting a person to form part of an appointment pool and the conditions for being able to appoint from a pool have been met; or • Until the claim is finalised in accordance with the regulations. <p>Refer to the OPSSC website for the Agency Guide, Claimant's Guides and the link to the Regulations at www.opssc.wa.gov.au</p> <p>Obligations The Standard does not override specific requirements applicable to the recruitment, selection and appointment process in the public sector, which may include:</p> <ul style="list-style-type: none"> • Clearance requirements of the <i>Public Sector Management (Redeployment and Redundancy) Regulations 1994</i>. • Approved procedures under the <i>Public Sector Management Act 1994</i>. • Record retention e.g. as specified by the State Records Office in the General Disposal Authority for Human Resource Management Records see www.sro.wa.gov.au • Section 64(4) of the <i>Public Sector Management Act 1994</i>.
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Claimant's Guide

OPSSC

Office of the
Public Sector
Standards
Commissioner

Breach of Standard Claims

WHAT IS A BREACH CLAIM?

Breach claims allow you to seek redress if you believe a decision by a public sector agency has breached a Human Resource Management Standard and you have been adversely affected by the breach.

The Commissioner for Public Sector Standards sets the Standards and public sector agencies must comply with them.

(The Regulations that govern the process for making a breach claim are the *Public Sector Management (Breaches of Public Sector Standards) Regulations 2005*)

The Standards

Breach claims can be made about the following Standards:

- Recruitment, Selection and Appointment
- Temporary Deployment (Acting)
- Transfer
- Secondment
- Performance Management
- Grievance Resolution
- Redeployment
- Termination

HOW DO YOU LODGE A CLAIM?

Deciding to lodge a claim

Speak to the agency first

Ask the agency for information about how and why the decision was made. This information may help you to understand the process used and the reasons why the agency made its decision.

Decide if you can make a claim

Once a final decision is made you can lodge a claim if you consider that :

- The agency has breached a public sector standard, and
- You have been adversely affected by the breach.

There are some situations (such as short-term vacancies) where you cannot lodge a claim. You should check whether you are eligible to lodge a claim with the agency that made the decision.

How and when to lodge a claim

You must lodge a claim in writing with the agency that made the decision. It must include:

- Why you believe there is a breach.
- How you have been adversely affected by it.

You should also include any information or documents you have to support your claim.

You must lodge a claim by the required timeframe

- For **Recruitment, Selection and Appointment and Grievance Resolution** the agency will write to you giving their decision and the **final date** to lodge a claim.
- For **other Standards** you have **10 working days** from when you become aware of the decision or **30 working days** after the decision was made, **whichever occurs first**.

In special circumstances the Commissioner may approve lodgement of a claim after the required time or before a final decision is made.

MORE INFORMATION

You can visit our website at www.opssc.wa.gov.au or contact the OPSSC on **9260 6600** or toll free on **1800 676 607**.

It is important to understand that OPSSC staff cannot provide you with an opinion about whether your claim is likely to succeed. Only the Commissioner can make a determination at the end of the breach claim process.

WHAT DOES THE AGENCY DO?

When you lodge your claim, the agency may contact you to explain their decision or to try to resolve your concerns. If you consider the explanation or action resolves your claim, you can withdraw your claim by writing to the agency.

Agency refers your claim to the OPSSC

If you do not withdraw your claim, the agency must forward your claim to the Office of the Public Sector Standards Commissioner (OPSSC) within 15 working days after you lodged the claim.

WHAT DOES THE OPSSC DO?

The OPSSC will check if your claim is in its jurisdiction. If it is, the OPSSC will appoint an impartial conciliation and review officer.

Initial Contact

The Conciliation and Review Officer will contact you to clarify your claim. They will also invite you and the agency to conciliate your claim.

Conciliation

Conciliation is a process where the conciliation and review officer encourages you and the agency to discuss your claim and reach agreement on how to resolve it. If this happens you will both sign an agreement and the claim is concluded.

If conciliation is not possible, your claim will proceed to a review and a determination will be made by the Commissioner.

Review

The conciliation and review officer will review the facts and circumstances of your claim as they relate to the Standard and provide a report to the Commissioner. The review may include:

- Asking you or the agency for information
- Interviewing you and other relevant people
- Considering information and documents from you, the agency or any other source.

Commissioner's Determination

The Commissioner will make a determination based on the report and any other relevant information that:

- Your claim is dismissed
- A breach of the Standard has occurred

The Commissioner will write to you and the agency giving the decision and reasons for it.

Commissioner Recommends Action

Where a breach is found, the Commissioner recommends action to be taken by the agency to correct the breach. This will vary depending on the circumstances. Examples may include:

- Starting a process again from the start.
- Starting a process again from the point where a flaw occurred.
- Changes to the agency's policies, or practices.

The Commissioner cannot recommend that you are a better person for a job than another applicant and that you should be appointed to a position.

Note : When conducting a review the Conciliation and Review Officer will not use any information that they consider is confidential because it was provided by you or the agency for the purposes of conciliation.

HOW CAN YOUR CLAIM BE FINALISED?

- You withdraw your claim;
- You sign a conciliated agreement form;
- The Commissioner dismisses your claim;
- The Commissioner finds a breach and recommends action to be taken; or
- Your claim lapses because the Commissioner considers you are not participating (before this decision you will be informed that your claim may lapse and given 5 days to respond)

The [Public Sector Management \(Breaches of Public Sector Standards\) Regulations 2005](#) and Claimant's Guide can be accessed by visiting the Office of Public Sector Standards web-site on www.wa.gov.au/opssc/.

Application for Vacancy

January 2006

ADVERTISED VACANCY DETAILS

POSITION TITLE	POSITION NUMBER
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PERSONAL DETAILS

SURNAME (BLOCK LETTERS)	OTHER NAMES	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr
ADDRESS		POSTCODE
TELEPHONE Private	Business	DATE OF BIRTH / /

CITIZENSHIP		
Are you an Australian Citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
IF 'NO' PLEASE ANSWER THE FOLLOWING QUESTIONS:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you been granted permanent residence?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you applied for Australian Citizenship?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If 'Yes', date of application / /

EMPLOYMENT DETAILS

Are you currently employed in the WA Public Sector?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Name of organisation you are currently employed with:	_____		
If Public Sector, please state your current employment status:	<input type="checkbox"/> Permanent <input type="checkbox"/> Contract <input type="checkbox"/> Redeployee <input type="checkbox"/> Other _____		
IF PERMANENT PUBLIC SECTOR, PLEASE STATE YOUR SUBSTANTIVE CLASSIFICATION AND POSITION:			
TITLE	DEPARTMENT	LEVEL	POSITION NO.
IF EMPLOYED ON A CONTRACT BASIS PLEASE ANSWER THE FOLLOWING QUESTIONS:			
Were you initially appointed as a Level One Officer?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If "Yes", have you sat and passed the Public Service Entrance Exam?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If 'Yes', please state year (most recent)	_____		
IF YOU HAVE SAT THE PUBLIC SERVICE EXAM, PLEASE ATTACH A COPY OF YOUR RESULTS FROM THE PUBLIC SECTOR MANAGEMENT OFFICE.			

Signature Applicant	of _____	Date _____
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PLEASE COMPLETE DETAILS OVERLEAF

ACKNOWLEDGEMENT SLIP

(Please complete if verification of receipt of your application is required)

Your application for the position of _____ has been received.

Name of Applicant _____

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

SURNAME (BLOCK LETTERS)	OTHER NAMES	
CONTACT ADDRESS (8.00 am – 5.00 pm)		TELEPHONE/EXT
SURNAME (BLOCK LETTERS)	OTHER NAMES	
CONTACT ADDRESS (8.00 am – 5.00 pm)		TELEPHONE/EXT

ACADEMIC DETAILS

1. Attach copies of results completed and current courses.
2. If qualifications obtained from an education institution outside Australia please provide an assessment of your qualifications from the Secondary Education Authority (Secondary qualifications), Education Department (Tertiary qualifications) or TAFE (Technical qualifications).

COMPLETED COURSES	DATE COURSE COMPLETED
.....
CURRENT COURSES	
.....	

OTHER DETAILS (must be completed)

HEALTH

To the best of your knowledge and belief are you of sound health?

Yes No If "NO", please give details

Applicants who have a health condition are invited to discuss its relevance or otherwise to their prospects for employment with the interviewing officer.

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:

Yes No If "YES", please give details.....

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? YOU DO NOT NEED TO GIVE DETAILS OF ANY CONVICTION WHICH YOU HAVE HAD DECLARED SPENT (SPENT CONVICTIONS ACT 1988).

Yes No If "YES", please give details.....

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.

I DECLARE THE ABOVE STATEMENTS TO BE TRUE IN ALL RESPECTS. I ACKNOWLEDGE THAT ANY STATEMENT THAT 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.