



## INFORMATION FOR JOB APPLICANTS

Preparing Your Written Application  
Preparing for Interview  
Referee Checks

Dear Applicant

Thank you for your interest in a position at Pilbara TAFE. This information is designed to provide you with information which will assist you in putting together your application, preparing for interview and providing referee reports.

The process of selecting a person for a position involves three steps:

- consideration of your resume/curriculum vitae;
- interview;
- referee check.

Information to assist you with each of these three steps is outlined herein.

### **Preparing your application.**

To apply for positions at Pilbara TAFE you simply need to:

- submit a current Resume/Curriculum Vitae (CV)
- attach copies of relevant qualification/certificates
- attach relevant documents in order to address the selection criteria

Your CV will be used by the panel to assess your previous experience relevant to the position being advertised. For your own benefit you should ensure your CV is up to date with the latest employment details. Your CV should include your personal details, summary of your previous employment history, and training courses you may have attended and any activities you may have undertaken outside work which are relevant to the position for which you are applying.

You can highlight within your CV the positions you have held and/or the duties performed that you feel are most relevant to the position for which you are applying. This will help the panel by showing your suitability for the position.

### **Preparing for the Interview**

The second step in selecting a person for a position is the interview. Only those applicants who have demonstrated their ability to meet the essential criteria for the position (as outlined through their CV) and who are most competitive will be considered for interview.

All interview questions will be job-related and the same questions will be asked of every applicant.

To prepare yourself for the interview:

- Re-read the job description form, selection criteria for the position and your CV;
- Focus on the selection criteria and think of examples of situations where you applied the relevant skills and abilities, and how you will communicate this to the panel;

- Focus on the specific duties of the position and think of how you would carry them out. It is also useful to think about any problems you might encounter and how you would resolve them;
- If you have any relevant reports or other work you have done which will provide examples of your skills and abilities, you should organise these for presentation at the interview.

**Remember:**

- Don't assume that each panel member knows about your suitability for the position, even though you may have worked with them previously or had experience in the position you are applying for. Provide full and complete answers to all questions, even if the panel is already familiar with your work.
- While it is important to give detailed answers to each question, try to avoid unnecessary details and overly long responses. Your answers should be detailed but concise and you should frame your responses in terms of direct experiences you have had, again using the 'SAO' (situation – action – outcome) approach.
- Feel free to ask questions of the panel throughout the interview. An interview is a two-way process, an opportunity for the panel to learn about you while allowing you to gather information about the organisation and what you can expect from the position.
- If other selection methods are to be used in conjunction with the interview, you will be advised prior to this.

Remember that the panel are not trying to 'interrogate' you or 'trip you up' – they are simply trying to determine if you have the necessary skills to fill the position.

**Referee Checks/Verification of Qualifications**

The final step in selecting a person for a position involves the panel checking the recommended applicant by way of referee reports. The chairperson of the panel will either arrange for your referee to fill out a report or, if shortage of time necessitates, will contact the referee by phone and obtain a verbal report.

On the application form you will be asked to provide the name and contact numbers of three referees. Where possible you should nominate as referees, only those people who are in the best position to comment on your work performance (ie current/previous supervisors, former teachers/lecturers). It is most important that you contact your referees and obtain their approval before listing them in your application. Please ensure that the phone numbers and addresses you provide are current.

Where the position requires specific licences or qualifications, these will also be verified prior to appointment. This may involve sighting original or certified copies, or contacting the awarding institution/body for confirmation.

**Lodging Your Application**

Applications **must** be received by the nominated closing date and time.

**Apply online via the WA Job Board at**  
[www.jobs.wa.gov.au](http://www.jobs.wa.gov.au)

To apply online via the WA Job Board, open up the advertisement for the chosen position and click on 'Apply for Job'. Please note that **attachments can be up to 8MB in one of the following formats: MS Word, MS Excel, Adobe PDF, JPEG or GIF formats.**

By applying online, the WA Job Board allows you to register a personal account, enabling you to store and retrieve applications for various State Government positions. All your personal

details, education and recent work history can be saved and automatically uploaded into the application form. You can also store your resume or curriculum vitae, copies of academic transcripts, cover letters, responses to related job requirements/criteria and any other relevant documents on the Job Board.

***Please do not hand deliver, mail, fax or email your application.***

All job applications for Pilbara TAFE are processed by the Education and Training Shared Services Centre (ETSSC) in Bennett St, East Perth.

Should you have any queries about lodging your application, please contact the Recruitment Team on 9264 8385.

### **Closing Date**

The closing date and time is specified in the job advertisement.

***No pro-forma or late applications will be accepted.***

Whilst applying online, applicants will be asked a number of application questions, and then to attach their relevant application documentation. **It is therefore strongly recommended that you allow ample time to prepare and submit your application online.**

### **General**

If you would like to find out more about the position you are applying for, please contact the person whose name is provided in the advertisement.

## **RECRUITMENT, SELECTION AND APPOINTMENT PUBLIC SECTOR STANDARDS**

Pilbara TAFE is committed to meeting the Public Sector Standards Commission standards for RECRUITMENT, SELECTION and APPOINTMENT as outlined below:

### **OUTCOME:**

The most suitable and available people are selected and appointed.

### **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 requirement 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 and patronage.
- Decisions are transparent and capable of review.

### **WHO CAN LODGE A BREACH OF STANDARDS?**

All applicants for positions can expect that the standards will be applied during the selection process.

A breach of standard application can only be based on the process, not the outcome. That is, it is a review of **process** (were the standards adhered to) and not on merit (claiming that one applicant is better than the other).

The following positions are not subject to breach of standard review applications:

- Expressions of interest
- Contracts of less than six (6) months duration
- Appointments made from an appointment pool (although the process for selecting or not selecting people into the pool is subject to breach of standards review).

### **WHAT IF I CONSIDER A STANDARD HAS BEEN BREACHED?**

An applicant for a position (other than those specified) may apply to Pilbara TAFE to have the selection decision reviewed by an independent reviewer. This written request must be on the basis of breaching one or more of the above standards and must be received by the Human Resources Section within four (4) days of receiving notification of the result of the process.

Please contact Human Resources for further information:

- In person at the Human Resources Section
- By phone on (08) 9159 6707 from the Manager Human Resources.

If you have any further queries, please contact:

Manager Human Resources  
PO Box 315  
KARRATHA WA 6714

Tel: (08) 9159 6707

Fax: (08) 9159 6721

Website: [www.pilbaratafe.wa.edu.au](http://www.pilbaratafe.wa.edu.au)