

## GUIDELINES FOR APPLYING FOR VACANCIES WITH THE PARLIAMENT OF WESTERN AUSTRALIA

---



Thank you for your interest in a position with the Parliament of Western Australia.

Please read the information outlined in this document when preparing your application as it will assist you in preparing a competitive application. The document also contains information about the recruitment process.

All advertised vacancies have a closing date and the onus is on the applicant to ensure their completed applications are received by the closing date and time. Late applications will not be accepted.

### Eligibility

To be eligible for a position with the Parliament of Western Australia you must have either permanent residency status in Australia, be an Australian Citizen or a New Zealand citizen with a Special Category Visa.

### Preparing your Application

The process you need to follow will be outlined in the job advertisement and may differ for each position. For example, for some positions you may need to address the job related requirements (selection criteria) or respond to questions, however other positions will only require a resume. Whatever the format your application should demonstrate why you are a competitive candidate and should stand out from other applicants.

Ordinarily a selection panel will assess your application and determine whether you are selected for the next phase of the recruitment process, this is commonly referred to as “short-listing.”

The panel will consider all the elements and information gathered through the recruitment process to determine the most suitable candidate.

### Job Related Requirements – Addressing Selection Criteria

If the advertisement asks you to **address the selection criteria** this will be the most important part of your application. The selection criteria are outlined in the Job Description form.

When addressing the selection criteria draw on your experiences to explain how your skills and abilities match the job requirements. Your application should contain examples from your previous work history which best illustrate your skills, knowledge and qualifications. Most selection criteria can be addressed in a couple of paragraphs per criterion. There is no need to write pages and pages per criteria. Applicants who demonstrate that they meet all the essential criteria are the most competitive.

The selection panel chooses only the most competitive applicants for interview; therefore it is important to be clear and concise, and having another person proof read your application is a good practice.

## Resume

Your resume should include a description of your relevant work experience starting with the most recent periods (include dates). You may like to include a brief description of your duties and responsibilities in each of your previous jobs. Be sure to mention key achievements for each role.

Your resume should include your education, training, and achievements. You could also outline any activities you have undertaken outside of work which you feel are relevant to the job.

## Referees

You will be asked to provide two referees. If you are successful in attaining an interview, the referees may be contacted for a verbal reference. In some cases where we are unable to contact the referee by phone we may email them a reference check form to be completed.

The reference check will be used by the selection panel in conjunction with other selection tools. Reference checks enable the referee to provide information about your previous work in relation to the job related requirements.

Referees should be contacted before you list them in your application to confirm they are available and willing to provide comments if required. It may assist your referee to know what job you are applying for. Consider giving them a copy of the JDF so they can frame their comments in the context of the role.

As a general rule selection panels prefer to contact your current or a recent supervisor however this is not essential particularly if you feel that contact would jeopardise your current employment. Should this be the case, please feel free to discuss your concerns with the panel and an alternative referee can be used.

## Lodgement of Applications

Applications must be submitted by emailing [hr@parliament.wa.gov.au](mailto:hr@parliament.wa.gov.au) by the closing date of the position.

## If you are successful in attaining an interview

Most vacancies will require an interview. Assessment techniques used in interviews will vary. The most common technique is a personal interview with a panel of between two or three members. Role plays, presentations and written tests are some other techniques that may supplement or replace an interview. In all cases short-listed applicants will be given notice and full details of how the recruitment process will be conducted.

All interview questions will be job related and primarily behaviourally based - behavioural questions relate to instances from your past experiences that demonstrate how you react to certain circumstances. This assists the panel in assessing your ability to carry out the tasks and responsibilities of the vacant position. The same questions will be asked of every applicant.

To prepare for the questions which may be asked:

- Re-read the Job Description Form, job related requirements and your application.
- Focus on the job related requirements and think of past examples of work situations where you applied similar skills and abilities.

- Focus on the duties of the position and about how you would carry them out if you were successful. Consider any challenges you might encounter and how you would deal with them.
- If the position is a supervisory role, think about the special responsibilities of a supervisor and how you dealt with people-challenges in the past.

During the interview:

- Don't assume that panel members know about your suitability for the position just by reviewing your application. Remember the panel must base their decision making on information presented to them in the application and during the interview and on referee reports.
- Take time to answer each question. A well thought out answer presented clearly and concisely will be well regarded by the panel, even if it takes a few moments to put your thoughts together.
- When the opportunity is presented ask any questions you may have that are relevant to the position.

Panel members will record your responses to questions to assist them in accurately recalling your information when making their final decision.

## Additional Requirements

There may be some additional requirements specific to the recruitment process, such as criminal record checks (National Police Clearance) and Working with Children Certification etc.

Such requirements will apply to preferred applicants so it is **not** necessary to obtain these clearances at the application stage - unless you are advised by the selection panel, or the requirement is listed as part of the essential criteria on the Job Description Form. All offers of appointment will be made subject to such conditions being met including a National Police Clearance.

## Feedback

All applicants not shortlisted for interview will be notified, generally by email of the outcome of their application. Generally applicants who are interviewed will be notified by phone.

Interviewed applicants may seek verbal feedback on their application and performance at the interview by contacting Human Resources. Written feedback will generally not be provided.

## Enquiries

For Job specific questions, please contact the person listed in the advertisement.

For general enquiries regarding recruitment or difficulties with applying for a position please contact Human Resources, Parliamentary Services Department at [hr@parliament.wa.gov.au](mailto:hr@parliament.wa.gov.au) or by telephone at (08) 9222 7877 or (08) 9222 7202.