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JOB APPLICATION GUIDELINES

ADVICE TO APPLICANTS

A job application is your opportunity to demonstrate your skills, experience, abilities and personal attributes to a panel, or Selection Advisory Committee (SAC), as they are known in SAPOL. To maximise your chances of success in the application process it is suggested that you carefully read and adhere to the following guidelines.

JOB APPLICATION

Your job application should consist of three (3) essential components, as detailed below.

1. Covering Letter

The covering letter of your application is very important, as it may be the first article read by a SAC member. As such you should ensure that the covering letter clearly and concisely summarises your contention for being the right person for the position. The letter should also include the following:

- vacancy identification number and date advertised in I Work for SA website;
- position title and classification; and
- a summary of your relevant skills, abilities, knowledge and experience.

Having read your covering letter, a SAC member should have a clear idea of the range of qualities you offer and will proceed to your curriculum vitae or resume to examine these qualities in further detail.

2. Curriculum Vitae or Resume

Your curriculum vitae (CV) or resume outlines detailed information about you. Where applicable, you should include the following:

- Name, address and contact telephone numbers;
- Education details;
- Qualifications;
- Employment history;
- Relevant experiences/studies;
- Professional and committee memberships;
- Publications;



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- Computer languages and packages;
- External interests;
- Referees (including position held and contact telephone numbers);
- Major achievements (optional); and
- Career Goals (optional).

Although there are several ways of presenting your curriculum vitae or resume it is preferable that you have your most recent employment history first and work back historically.

3. Application

It is the responsibility of the SAC to recommend the applicant who best meets the requirements of the Position Information Document (PID) in terms of the definition of merit as per the *Public Sector Act 2009*, i.e. “the extent to which each of the applicants has abilities, aptitude, skills, qualifications, knowledge, experience (including community services) and personal qualities relevant to the carrying out of the duties in question”.

Your written application will provide the basis for initial shortlisting. The SAC make an initial assessment of all applicants’ merit in relation to the Essential Requirements and Desirable Characteristics of the job, as specified in the PID. Depending on this initial assessment the SAC will decide whether applicants warrant further consideration, such as an interview.

In your application you must be able to demonstrate succinctly and provide relevant examples that:

- you meet the Essential Requirements, as detailed in the PID; and
- you are competent in carrying out the duties of the position concerned.

It would also be beneficial to your application if you can demonstrate that you sufficiently meet the Desirable Characteristics of the PID.

Your application should include the potential for development, conceptual understanding of issues relating to the position as well as the relevance and transferability of skills, knowledge, experience and abilities acquired from community service organisations, social and recreational clubs, etc. For example, fund raising for voluntary agencies may have contributed to the development of improved negotiation skills.

If you are an internal applicant you should not assume that a merit will automatically be acknowledged by panel members regardless of the quality of your application.

EVIDENCE OF ACHIEVEMENTS

In some instances you may be asked to provide evidence of achievements in relation to the PID. This may include copies of your academic qualifications, current typing speed statement, reports, minutes or letters you have written, or other correspondence. You should ensure this information is available, should you be granted an interview.

YOUR RESPONSIBILITY

Once you have completed your application and additional information it will be YOUR responsibility to ensure that:

- the Essential Requirements and Desirable Characteristics in the PID have been addressed;
- you have demonstrated that you can carry out all of the duties of the position;
- you can provide proof of your qualifications;
- your overseas qualifications are assessed to equivalent Australian qualifications by contacting the Overseas Qualification Unit, Office of Multicultural and Ethnic Affairs (costs incurred will be your responsibility);
- you thoroughly check your application for accuracy and completeness;
- you forward your application to the officer designated in the advertisement for the vacancy;
- you have included the names, position titles and telephone numbers of your three (3) referees. (Please ensure that your referees are aware of your application. It may also be beneficial to provide them with a copy of the PID to assist in providing comment about your suitability for the position);
- your application is signed; and
- your application reaches the officer designated in the advertisement by the required timeframe on the closing date.

SACs are not responsible to follow-up or further consider incomplete, inadequate and/or late applications. Applications submitted in this manner may minimise your chances of being granted an interview.

CRIMINAL RECORD HISTORY

At the time of interview you may be required to complete the 100 point check within the employment declaration. Please ensure you have the evidence required for identification that will be photocopied and signed off by the Chairperson. Should you be the nominated applicant for a position with SAPOL it is standard procedure to perform a criminal record check prior to an official offer being made. This process can cause some delay and is undertaken in the strictest confidence. When the check is completed, and you are not adversely recorded, your employment will be confirmed.

EQUAL EMPLOYMENT OPPORTUNITIES

The SAC must not discriminate against an applicant on the basis of a characteristic, unless it is directly and justifiably related to the requirements necessary to perform the duties of the position. The grounds for unlawful discrimination are defined in the *Equal Opportunity Act 1984*.

FURTHER INFORMATION

If you have any questions in regard to the details contained within the PID, it is suggested that you contact the 'Enquiries Officer' as detailed in the advertisement.