



Emergency Services Sector – Job Application Guidelines

This information is designed to assist you with your application for a role within the Emergency Services Sector (ESS).

Selection and Engagement

Selection and engagement processes within the ESS are guided by the *Public Sector Act 2009* and are based on the merit of applicants' abilities, aptitudes, skills, qualifications, knowledge, experience, and personal qualities as listed in the Essential and Desirable Attributes of the Role Description.

The ESS is an Equal Opportunity Employer where your application will be considered on a proper assessment of merit regardless of race, gender, gender identity or expression, sexual orientation, disability or age.

Before you commence your application

- Read the Role Description thoroughly
- Contact the Enquiries Person should you have any questions or wish to gain further information about the role
- Access relevant internet sites to understand more about the organisation

Eligibility

Australian citizens, permanent residents and non-Australian citizens are eligible to apply. If you are a visa holder - whether it be temporary, provisional or permanent - it must be valid and permit you to work in Australia.

Applicants can check their work rights using the [visa entitlement verification online \(VEVO\)](#).

Employees who have separated/whose employment terminated upon resignation as part of a TVSP seeking reemployment in the public sector.

Employees who have received a TVSP and as a condition resign their employment in the South Australian Public Sector, are not entitled to seek employment or be employed in the South Australian Public Sector (as broadly defined in the Guidelines) for a period that coincides with the number of weeks of the payment to them as part of the TVSP, unless they repay to the Crown a sum equivalent to the number of weeks' pay or part of a week remaining in the nominal period by reference to the number of weeks' remuneration paid to them upon termination.

<http://www.treasury.sa.gov.au/our-department/news,-media-and-publications/publications>

Please contact Human Resources on 8115 3946 should you need any more information.





Job Application

Your application should consider:

1) A cover letter outlining:

- The title of the role and include the vacancy number
- An application response to the questions below in [Appendix 1](#) the heading SES Talent Pool – Expression of Interest.

2) A Curriculum Vitae or Resume (Should contain the following information)

- Name and address
- Contact details (i.e. home / mobile / work phone number, email address)
- Educational details
- Employment history (displaying most recent job first and working backwards)
- Relevant experience / studies
- Professional and personal development activities
- Significant achievements
- Three current referees (include their position title, address and contact details)

3) Provide evidence of Essential Qualification(s) listed in the Role Description (original documents may need to be presented at interview)

Important Information:

Selection Panels are not responsible to follow-up or to further consider incomplete, inadequate, and/ or late applications.

Successful applicants will be required to satisfactorily complete a National Criminal History Record Check prior to employment.



Appendix 1

SA SES Talent Pool – Expression of Interest


The South Australian State Emergency Service (SA SES) is a volunteer-based emergency service organisation that helps the South Australian community 24 hours a day, 7 days a week. We rely on skilled, motivated and adaptable people to support our mission of saving lives, protecting property and building community resilience. We have over 1800 volunteers and a staff cohort of 87 who are based at Richmond Road, Keswick, South Australia.

This Expression of Interest (EOI) is open to individuals who would like to be considered for future opportunities as staff within SA SES. We want to learn about your motivation, your strengths, and how you can add value to our team. Please complete the questions below, select one answer only per question then complete with concise, thoughtful responses in **one to two short paragraphs** (approximately 150–200 words per question).

1. Why SA SES?

- I want to contribute to something bigger than myself.
- I admire the work SA SES does to help communities during emergencies.
- I'm inspired by teamwork and purpose-driven environments.
- I value opportunities to serve and grow.


Further detail

 What draws you to want to work with the South Australian State Emergency Service and contribute to our mission of helping communities in times of need?

2. What motivates you at work?

- Knowing my work makes a real difference to people and communities.
- Working in a positive team where everyone supports each other.
- Solving complex problems or improving how things are done.
- Learning new skills and seeing tangible results.

Further detail

 Tell us about the types of work or challenges that energise you most and what makes you want to go the extra mile?





3. Your impact story

- I enjoy improving systems or solving challenges that help others.
- I'm proud of how I've supported others through change or challenge.
- I take initiative when I see something that needs to be done.
- I focus on steady progress and building trust.

Further detail

Describe a time you made a meaningful difference for a team, community, or organisation.

4. Collaboration and values

- I build trust through honesty and consistency.
- I enjoy being part of diverse and supportive teams.
- I listen first, then help others find solutions.
- I celebrate success and learn from setbacks together.

Further detail

The SES works together as team looking to empower others to provide exceptional internal and external service delivery. Share an example of when you helped build teamwork, inclusion, or trust in your workplace or community.

5. Going above and beyond

- I proactively improve things that matter.
- I support my team beyond my core duties.
- I volunteer ideas to improve how we work.
- I mentor or help others grow.

Further detail

Tell us about something extra you've brought to a role or in life; an idea, initiative, or improvement.

6. Anything else you'd like us to know?

This is your opportunity for a final sales pitch. Tell us why do we need to meet with you?

Is there something unique about your background, experiences, or interests that you think would add value to the SES community? Do you have past experience working or volunteering within the emergency services sector and/or within operational roles?

