



SOUTH AUSTRALIA POLICE
SAFER COMMUNITIES



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SOUTH AUSTRALIA POLICE

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 3 essential components, as detailed below:

(1) Covering Letter

You should ensure that the covering letter clearly and concisely summarises why you're right person for the position. The letter should also include the following:

- Vacancy Identification Number and date advertised in I Work for SA;
- Position title and classification; and
- Summary of your relevant skills, abilities, knowledge and experience.

(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/ Studies;
- Employment history;
- Computer skills and knowledge;
- Referees (including position held, email and contact numbers);
- Major achievements (optional); and
- Career Goals (optional).



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(3) Application

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 Minimum Requirements" and Desirable Characteristics as per the Position Information Document (PID).

Your application should demonstrate your suitability to undertake the position by addressing all the Essential Minimum Requirements and providing relevant examples.

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

EVIDENCE OF ACHIEVEMENTS

In some instances you may be asked to provide evidence of achievements in relation to the PID. This may include but isn't limited to 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, if requested.

YOUR RESPONSIBILITY

It's your responsibility to ensure:

- Names, position titles, emails and contact numbers of three (3) current referees are included, ensuring your referees are aware of your application.
- Pre-Employment Declaration (**RF2099**) is completed (if external to SAPOL).
- All relevant documents are attached to your online application.

SACs are not responsible to follow up or further consider incomplete applications. Applications submitted in this manner may minimise your chances of progressing to an interview.

CRIMINAL HISTORY RECORD

Should you be successful for an interview, you may be required to complete a 100 point check as part of the pre-employment declaration process. Please ensure you have evidence required for identification that will be photocopied and witnessed. It is SAPOL's standard procedure to perform a criminal check prior to an official offer being made. This process can cause some delays and is undertaken in the strictest of confidence. When the check is completed, and if you are not adversely recorded, an employment offer may be made.

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 position or application process, please refer to the contact details within the advertisement.