Government of South Australia
Department of Primary Industries and Regions

Applying for Vacancies in PIRSA

Thank you for your interest in applying for the advertised vacancy within Primary Industries and Regions SA (PIRSA). The following information is provided to assist you in submitting your application for the role.

Your application should comprise:

- a covering letter of no more than 3 pages describing your suitability for the role by addressing the applicable capabilities
- your curriculum vitae
- a completed and signed *Pre-Employment Declaration*

All applications must be submitted online via https://iworkfor.sa.gov.au

You need only respond to the capabilities that have been **outlined in the advertisement**. The remaining capabilities contained in the *Role Description* will be tested during the selection process.

A technique that may assist you in responding to the capabilities is the CARE model. Keep the following points in mind, and explain briefly:

Context	the situation
Actions	what you did
Results	what you achieved
Evaluation	what you learned from the experience and any feedback you received

Initially, PIRSA will acknowledge that your application has been received. You may be contacted and asked to clarify or provide further information regarding your suitability for the role. Your application will then be evaluated by a selection panel, and you will receive formal contact either inviting you to interview, or advising that your application has been unsuccessful.

If you experience difficulty or need assistance on any of the requirements for applying, please do not hesitate to contact the nominated enquiries officer.

In the meantime, we look forward to receiving your application and finding out more about you.