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

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 must consist of **ALL** the following essential components:

1) **A covering letter of application**
   - Make clear the title of the role and include the vacancy number

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) An application response that provides relevant examples demonstrating how you meet the following criteria:

- Proven interpersonal skills including the ability to negotiate and resolve conflicts and participate as a productive and willing team member.
- Proven ability to communicate effectively (verbal and written) with a wide range of internal and external stakeholders.
- Demonstrated ability to plan and cope with multiple tasks and establish priorities in meeting goals and strict time deadlines.
- Demonstrated ability to work with autonomy, exercise initiative and judgement in identifying and resolving operational issues and manage pressure, time and competing priorities in sometimes critical environments.
- Knowledge of operating and supporting colleagues in using information management systems and technology.

4) Evidence of the following Essential Qualifications (original documents may need to be presented at interview)

- Nil.

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.