



**Human Services**  
Aboriginal Affairs NSW

# **APPLICANT INFORMATION PACKAGE**



## **GUIDE – APPLYING FOR A JOB**

The information contained in this document is to provide you with assistance in preparing applications for vacant positions within the **Aboriginal Affairs NSW**.

Prior to completing your application, you should read each section to gain an appreciation of the selection process and the basis for selection of successful applicants.

Appointment to positions in the New South Wales public service is on the basis of merit. 'Merit' is decided with reference to the nature of the duties of the position and the abilities, qualifications, experience, standard of work performance and capabilities of an applicant, only as they are relevant to the position.

### **1. HOW DO I APPLY?**

You will need to apply **online**. Your job application determines if you will get an interview. It is your opportunity to show the selection committee that you have the knowledge, skills, experience and the ability to do the job.

You should take the following steps when preparing your application:-

#### ***Read the selection criteria***

Read the job advertisement and other job information material closely as it includes the description of the job, the job requirements and the selection criterias.

#### ***Complete the job application form***

The standard application form is available online.

#### ***Addressing the selection criteria***

The Selection Criterias are apart of the online application and are to be answered in full.

Note: Applicants who do not address the criteria may not be called for an interview.

#### ***Attach your resume***

Attach to your application a brief resume with details of your skills, education and employment history. If you have gained skills or experience outside of work or overseas include them in your resume.

#### ***Name two Referees***

Include the names and phone numbers of at least two referees who can comment on your work performance or provide personal references in your resume.

#### ***Late applications***

The committee may accept late applications only if they are advised prior to the closing date that an application is being forwarded. Advice must be received via email.

#### ***Submitting your application***

For online applications check your email to see if you have received a confirmation email.

## **2. THE SELECTION PROCESS**

### ***a) The Selection Committee***

A committee of normally two people carry out selection process of the applicants. The committee will usually include:-

- an Officer from the Branch/Unit in which the vacancy exists, and
- an Independent Member

The committee in most cases will consist of a male and female member.

The committee is responsible for selecting the applicant who best satisfies the selection criteria.

### ***b) Consideration of written application***

The committee will examine your written application to see how well you meet the selection criteria. Based on your written application, you may be selected to attend an interview.

### ***c) Interview***

If you are selected for interview, you will be given at least three days notice. You may be asked to bring samples of your work to the interview.

If you have any special requirements (eg disabled parking, wheelchair access, sign language interpreter), tell the contact person so that appropriate arrangement can be made. The selection committee will ask you questions related to the selection criteria.

If you are invited for an interview, you will need to bring identification documents adding up to 100 points for the purposes of undertaking a National Criminal History Record Check. The attached 100 Point Identity Check form contains information on the types of documents that can be used to verify identity. At the interview, you will be asked to sign a consent form for this check to be undertaken if you are the successful candidate.

Prior to interview, try to anticipate questions that may be asked by the Selection Committee. Generally, the Committee prepares its questions by analysing the advertisement and Position Description. To prepare for the interview you should also analyse the advertisement and Position Description and think about questions you would ask to assess an applicant's claim for the position, if you were a Committee member.

If invited to interview, you may ask what material, if any, to bring to the interview. If you are unable to attend the interview at the appointment time, it may be possible to organise an alternative time, but this is subject to the availability of the Selection Committee members.

At the interview the Committee will be seeking to determine each candidate's relative strengths and weakness in relation to the particular job.

You will have the opportunity to ask questions, giving the chance to demonstrate your interest in and understanding of the position and its duties.

Below are some suggestions for your presentation and performance at the interview:

- Speak clearly, so that members of the Committee can hear without difficulty
- If you already work in the organisation, don't assume that the departmental representative will be fully aware of your background

- Stress the relevance of your qualifications and experience to the position for which you are applying
- Present the Committee with any appropriate papers concerning qualifications and relevant previous work, but do not overload the Committee with documentation

#### ***d) Referees reports***

The view of referees may be obtained for applicants being given final consideration for appointment. Where this is done, the Convenor will contact the referees nominated by the candidate. The Convenor will ask similar and specific job related questions of each referee.

#### ***e) The Selection Committee's Decision***

The selection committee makes a decision based on information gained from your written application, interview, referee reports and any other methods of assessment, if used. If no applicant meets the minimum criteria specified in the essential qualification the Committee will recommend that the position be re-advertised.

### **3. WHAT HAPPENS NEXT?**

If you are selected for the job, you will be contacted with a job offer, usually within 10 days of the interview. If you accept the job, the offer will be confirmed in writing. If your application is unsuccessful, you will be notified in writing.

Unsuccessful applicants may request a post selection discussion with the convenor of the selection committee. This can help you understand the committee's decision and to discuss ways that you can improve your application or interview performance when you next apply.

### **4. SCREENING**

Aboriginal Affairs NSW requires new employees to be screened. You will be required to have a criminal history record check done prior to the position being offered to you. As a part of this process you are required to provide a 100 Point Identification Check and the form on the next page has the information on the documents you need to provide.

The form to complete the criminal records check is also attached and you need to complete it and submit it with your application.

### 100 POINT ID CHECK FORM

Applicants are required to provide identification documents to make up a total of at least 100 points using the points guide below. If you are invited to an interview, you should bring each of the identification documents you will be using for identification purposes.

<p><b>Primary identification (One item from this box must be submitted)</b> <b>70 points each</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Birth certificate.</li> <li><input type="checkbox"/> Birth Card issued by NSW Registry of Births, Death &amp; Marriages.</li> <li><input type="checkbox"/> Citizenship certificate.</li> <li><input type="checkbox"/> Current Australian Passport.</li> <li><input type="checkbox"/> Expired Australian Passport which has not been cancelled and was current within the last 2 years.</li> <li><input type="checkbox"/> Current Passport from another country or diplomatic.</li> </ul>	<p><b>Total Points</b></p> <p>= _____</p>
<p><b>Secondary identification</b> <b>40 points each</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Current driver's photo licence issued by an Australian state or territory.</li> <li><input type="checkbox"/> Identification card issued by a public employee.</li> <li><input type="checkbox"/> Identification card issued by the Australian or any state government as evidence of a person's entitlement to a financial benefit.</li> <li><input type="checkbox"/> Identification card issued to a student at a tertiary education Institution.</li> </ul>	<p>= _____</p>
<p><b>35 points each</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Document held by a cash dealer giving security over property.</li> <li><input type="checkbox"/> A mortgage or other instrument of security held by a financial body</li> <li><input type="checkbox"/> A rating authority (e.g. land rates).</li> <li><input type="checkbox"/> Document from current employer or previous employer within the last two years.</li> <li><input type="checkbox"/> Land Titles Office record.</li> <li><input type="checkbox"/> Document from the Credit Reference Association of Australia.</li> </ul>	<p>= _____</p>
<p><b>25 points each</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Current credit card or account card from a bank, building society or credit union.</li> <li><input type="checkbox"/> Local council rates notices.</li> <li><input type="checkbox"/> Current telephone, water, gas or electricity bill.</li> <li><input type="checkbox"/> Foreign driver's licence.</li> <li><input type="checkbox"/> Medicare Card.</li> <li><input type="checkbox"/> Electoral roll compiled by the Australian Electoral Commission.</li> <li><input type="checkbox"/> Lease/rent agreement.</li> <li><input type="checkbox"/> Current rent receipt from a licensed real estate agent.</li> <li><input type="checkbox"/> Records of a primary, secondary, or tertiary educational institution attended by the applicant within the last 10 years.</li> <li><input type="checkbox"/> Records of a professional or trade association of which the applicant is a member.</li> </ul>	<p>= _____</p>
<p><b>Total Identification Points</b></p>	<p>= _____</p>