

# Public sector applications

8

Jobs available within government departments are commonly referred to as 'Public sector' jobs. The information in this section outlines how to go about applying for jobs within Local, State and Federal Government.

Essentially, the process is fairly similar when applying for government positions as you will usually be required to submit a formal written response.



## Applying for advertised government positions

When applying for an advertised government position, you will usually be requested to submit the following information:

- > Covering letter (see page 37)
- > Application for employment form (see pages 26 and 82)
- > Résumé or curriculum vitae (CV) (see page 40)
- > Statement of claims against the selection criteria (see page 56).

### Always read the advertisement carefully.

The advertisement for each position clearly states all the key information about the job such as its title, level, salary, location, summary of duties and any qualifications required. The position number distinguishes jobs and provides a point of reference for you and the employer if there are any questions.

### Request or download the job application package.

You should always consult the job application package before submitting your application. It can usually be downloaded from the advertisement or can be mailed to you by phoning the nominated contact person. The package usually provides important information regarding the organisation and key responsibilities of the position. In addition, it provides a detailed statement of duties and competencies required which is essential to consult when completing your application. Other important information provided includes: allowances/special conditions, reporting relationships, instructions on how to apply and closing date for application submissions.



*Make sure you submit your application by the deadline given in the advertisement, as late applications are not accepted. The advertisement will tell you how to apply for the position. However, if you need more information about the vacancy, phone the contact person in the advertisement.*

Once you have lodged your application the following occurs:

- 1 Assessment. Your application is assessed by a selection panel and if it is assessed that you meet the essential criteria you may be contacted for an interview.
- 2 Interview. Questions asked are based on the selection criteria for the position.
- 3 Referees contacted. Your referees are usually contacted to confirm your skills match the position.
- 4 Selection Report. Once the successful candidate has been decided, an independently assessed report is prepared for approval by a relevant person in authority.
- 5 Appointment. Once the selection decision is made, all applicants are informed of the outcome of the selection process and an offer of employment is made to the successful applicant.
- 6 Feedback. If your application is unsuccessful, you are encouraged to seek feedback on your application from the convenor of the panel. This will help you when writing future applications and preparing for interviews. If you were interviewed, you may request a copy of the part of the selection report relating to your application and interview.

## Local government jobs

To apply for local government vacancies, you may regularly check the WA Local Government Association (WALGA) website. Registering with the service will place you on a database for consideration when jobs become available that suit your skills. You will need to upload your resume.

See the WALGA recruitment website for information located within 'Job opportunities'.

> [walga.asn.au](http://walga.asn.au)

When applying for a position on this website or via a newspaper, you will need to read the information contained in the advertisement carefully, as it will provide you with all the details on how to apply. This includes information on where to obtain a Position Description and how to submit your application.

## WA State Government jobs

There are many ways of applying for a WA State Government position.

**Excluding 'internal applicants only' positions, all WA State Government positions are available via:**

- > **jobs.wa.gov.au** – this website is the WA State Government's Job Board. The jobs.wa.gov.au job board allows you to search for positions based on occupation, agency, location, salary range, work type, level and date advertised. You may also create job alerts (an email facility you set up online to email you vacancies that match your search criteria). You can also search individual government agency websites directly for any employment vacancies via [wa.gov.au/agencies](http://wa.gov.au/agencies).
- > **Graduate programs** – Many agencies run specific programs aimed at graduates. These programs offer structured training and development. Jobs are advertised on the above website.
- > **Entry Level Employment Program** – matches job seekers with entry level (Level 1) administrative positions in the WA State Government. To be eligible you must complete and pass the Public Sector Recruitment Test (see over leaf for information).
- > **Business Traineeship Program** – Registrations for the Business Traineeship Program are advertised at various times throughout the year on [jobs.wa.gov.au](http://jobs.wa.gov.au) and in Saturday's edition of The West Australian newspaper. This program recruits job seekers under age 25, with no formal qualifications, interested in undertaking a Business Traineeship in the WA State Government.

## Australian Federal Government jobs

To apply for Australian Government positions, you may search the following sites and register your details where possible. For information on how to apply for advertised positions, see individual sites below for details.

### 1 APS Jobs

[apsjobs.gov.au](http://apsjobs.gov.au)

The APSjobs website incorporates the electronic APS Employment Gazette. It includes APS employment opportunities as well as employment opportunities within the Parliamentary Service. APSjobs is for people already working in the APS, wanting to join the APS, returning to the workforce, looking for a career change, graduating from university or TAFE, still studying and school leavers.

### 2 Australian Public Service Commission

[apsc.gov.au](http://apsc.gov.au)

The Australian Public Service Commission is responsible for providing advice to the Government on the APS; providing advice on strategic people management; supporting the implementation of Government policy; contributing to effective APS leadership and evaluating and reporting on the performance of the APS.

### 3 Australian Government ICT Apprenticeship Programme

[australia.gov.au/information-and-services/jobs-and-workplace/australian-government-jobs/ict-apprenticeship-programme](http://australia.gov.au/information-and-services/jobs-and-workplace/australian-government-jobs/ict-apprenticeship-programme)

The Apprenticeship Programme provides a mix of on-the-job experience and formal training towards a Certificate IV or Diploma in Information Technology, as well as an introduction to working for the Australian Government.

### 4 Australian Government ICT Cadetship Programme

[australia.gov.au/information-and-services/jobs-and-workplace/australian-government-jobs/ict-cadetship-programme](http://australia.gov.au/information-and-services/jobs-and-workplace/australian-government-jobs/ict-cadetship-programme)

The Australian Government Information Communications Technology Cadetship Programme seeks current university students to work part-time in an Australian Government agency while completing a university undergraduate degree.

### 5 Defence Jobs

[defencejobs.gov.au](http://defencejobs.gov.au)

The Defence Jobs website provides detailed information on all Navy, Army and Air Force careers. You can search for jobs, access online services or register for My H.Q. – a secure web site where you can make an online application.

### 6 Defence Recruitment Centre – overseas applicants

[defencejobs.gov.au/recruitment-centre/can-i-join/citizenship](http://defencejobs.gov.au/recruitment-centre/can-i-join/citizenship)

This site is for serving or ex-serving foreign military personnel, who can directly transfer their job and life skills to whatever Service they join. If you are not an Australian citizen or permanent resident, you may still be eligible for entry into the Australian Navy, Army or Air Force.

### 7 APS

[australia.gov.au/information-and-services/jobs-and-workplace/australian-government-jobs/graduate-programs](http://australia.gov.au/information-and-services/jobs-and-workplace/australian-government-jobs/graduate-programs)

Australian Government agencies normally advertise graduate employment opportunities between February and June each year. As well as appearing in the electronic APS Employment Gazette, opportunities will be listed on individual agency websites.