

TAFE SA SALARIED AND WEEKLY PAID JOB APPLICATION GUIDELINES

Thank you for showing interest in a role with TAFE SA. Your application is an opportunity for you to demonstrate your skills, experience, abilities and personal attributes to the selection panel. To assist you in maximising your chances of success, it is recommended that you carefully read the following guidelines.

BEFORE YOUR START YOUR APPLICATION

- Obtain and carefully read the **Role Descriptor**.
- If you have any questions relating to the role or wish to gain further information (such as plans or organisational charts), please contact the **enquiries person** as listed in the advertisement.
- Access the TAFE SA site at www.tafesa.edu.au for information relating to TAFE SA.

THE APPLICATION PROCESS

Your application consists of the following essential components:

- Letter addressing the Selection Criteria which is to be a maximum of four (4) pages only (Arial 11 font).
- Resume or Curriculum Vitae with the names and contact details of 3 referees is required.

Response to the Key Selection Criteria (Please refer to the Role Descriptor)

When writing your application, please include the following:

- Title and classification of the role you are applying for
- Reference number and date advertised on the I Work for SA website or reference to external advertisement (if applicable)
- Response to the criteria under knowledge, skills and experience the role requires
 - Taking into account the Key Accountabilities of the Role in formulating your responses and
 - Providing **examples** outlining your skills, experience and knowledge for each criteria and how you put them into practice **OR** demonstrate the relevant and transferability of your skills, knowledge, experience and abilities acquired from community service organisations, social and recreational clubs (e.g. how fund raising for voluntary agencies may have contributed to your development of improved negotiation skills).
To simply state that you have this ability, skills or experience is not enough.

Qualifications

- Provide proof of your qualification(s) if relevant to the role. Either provide a copy certified by a Justice of the Peace with your written application **OR** bring the original to your interview.

Note: The South Australian Government offers a service that gives comparative assessment of overseas qualifications against the Australian educational system. If you have relevant academic or technical qualifications gained overseas please refer to: <https://www.migration.sa.gov.au/support-services/recognition-of-overseas-qual>

Resume or Curriculum Vitae

Your resume or Curriculum Vitae outlines general information about you, where applicable you should include the following:

- Name, address and contact telephone number
- Current position title
- Educational details (including copies of any relevant academic qualifications, etc. required for the position)
- Employment history (most recent first, and from at least the past 10 years) and other relevant experience/history.
- Relevant experience/studies
- Three current referees (name, position title, addresses, contact phone number and email address) preferably your current or most recent line manager.

Note: It is not the responsibility of the selection panel to follow up or further consider incomplete, inadequate and/or late applications. If there are extenuating circumstances that prevent you from submitting your application on time, ask the Enquiries Person **before** the closing date whether an extension may be granted or whether an emailed submission can be sent prior to attending an interview.

INTERVIEW PROCESS

If you are successfully shortlisted you will be invited to the next stage of the selection process. This phase of the selection process will address the selection criteria in the Role Descriptor and may include, but not limited to, an interview with the panel. Once the selection panel has completed their process you will be notified of the outcome.

Equal Employment Opportunities

The Government of South Australia is an equal opportunity employer, and all selection decisions and appointments are free of discrimination or nepotism. They are based on an assessment merit. The grounds for unlawful discrimination are defined in the *Equal Opportunity Act 1984*.

DHS Working With Children Checks (WWCC)

The advertisement and the **Role Descriptor** (under special conditions) will include the following statement: The successful applicant is required to have or gain a Working With Children Check (WWCC) prior to being employed which is required to be renewed every five years before expiry. A current DHS child-related employment screening will be recognised as a WWCC until it expires. Applicants who do not hold either clearance will need to apply at [Department of Human Services \(DHS\) working with children check \(WWCC\)](#).

If you have a current check as outlined above please attach this to your application or alternatively bring it with you to the interview. If you do not hold a current check or you are unsure please discuss with the chairperson at the interview.