

# JOB APPLICATION GUIDELINES

These guidelines have been prepared to maximise your chances of success when applying for positions within the SA Emergency Services Sector.

## Selection and Appointment Procedures

The selection and appointment procedures are guided by the *Public Sector Management Act 1995*. A set of standards are set out to ensure selection decisions are based on an assessment of the MERIT of applicants' abilities, aptitudes, skills, qualifications, knowledge, experience, and personal qualities as listed in the Essential and Desirable requirements of the job. An applicants potential for development may also be considered.

The Government of South Australia is an Equal Opportunity Employer. This means the Selection Panel must not discriminate against an applicant unless it is directly and justifiably related to the requirements necessary to perform the duties of the position. Grounds for unlawful discrimination are defined in the *Equal Opportunity Act 1984*.

## Before you commence your application

- Read the Position Description thoroughly
- Contact the Enquiries Person should you have any questions or wish to gain further information about the position
- Access relevant internet sites

## JOB APPLICATION

Your application should consist of three essential components:

1. A covering letter of application
2. A Curriculum Vitae or Resume
3. A section addressing the Essential and Desirable criteria in no more than 4 pages if possible

### 1. Covering Letter

- Make clear the title of the position and vacancy number you are applying for

### 2. Curriculum Vitae or Resume (should include)

- 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. Section addressing the Essential and Desirable Criteria

When addressing the Essential and Desirable criteria as listed in the Position Description:

- Provide examples of how you can demonstrate your skills, knowledge and experience
- Include your potential for development, conceptual understanding of issues relating to the position as well as any relevance and transferability of skills, knowledge and experience gained through previous employment and community experience.

The Selection Panel will generally only shortlist those applicants who **demonstrate in their application that they meet all the essential requirements of the position.** Depending on this initial assessment, the Panel will decide whether the applicants warrant further consideration, eg an interview, based on the degree to which they meet the essential requirements.

**PLEASE NOTE:** Selection Panels are not responsible to follow-up or further consider incomplete, inadequate, and/ or late applications