

Staff Use Only – Intranet Document

# EMPLOYMENT APPLICATION GUIDELINES

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# Employment Application Guidelines

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## 1. Applying for Vacancies in the Department of Education (DoE)

The guidelines are designed to give applicants a clear understanding of the Department's selection process that is required to ensure that statutory requirements are met and sound human resource management practices are followed. This process enables selection panels to make informed decisions and select the best person for each job.

All vacancies in the Tasmanian State Service are to be filled on the basis of merit in accordance with Section 7(1)(b) of the [State Service Act 2000](#). Merit selection is designed to ensure that any appointment to, or promotion within the State Service is made on the basis of the relative capacity of the person to do the job. It is designed to prevent appointments or promotions being made on discriminatory grounds such as nepotism, patronage, favouritism or discrimination.

Additional information on applying for jobs in the Tasmanian State Service is available at [http://www.jobs.tas.gov.au/working/how\\_to\\_apply](http://www.jobs.tas.gov.au/working/how_to_apply)

## 2. Aboriginal and Torres Strait Islander Employment

The DoE complies with the guidelines contained in [Employment Direction No. 10 Aboriginal and Torres Strait Islander Employment in the Tasmanian State Service](#).

These guidelines have been developed to provide consistency across all State Government agencies in verification of a person identifying as Aboriginal or Torres Strait Islander in the filling of identified or tagged vacancies.

## 3. Employment Requirements for Persons Other Than Australian Citizens and Permanent Residents

Persons who are not Australian citizens and/or New Zealand citizens or permanent residents may hold a permanent or fixed-term appointment in the State Service provided that they, at all times, hold and comply with all visa requirements as determined by the [Commonwealth Department of Immigration and Citizenship](#) and the [Migration Act 1958](#).

## 4. Essential and Desirable Requirements for Vacancies

Statements of duties and advertisements specify the essential and/or desirable requirements for each vacancy.

Where the advertised vacancy is subject to essential requirements, an applicant must be able to meet all such requirements to be appointed or promoted. A certified copy of qualification(s) must be provided if it is an essential requirement of the vacancy.

Where the advertised vacancy has desirable requirements, these are not mandatory but are well regarded and can further demonstrate an applicant's merit or potential.

To commence work within the Department it is a legislative requirement that all school-based employees, volunteers and others (such as Contractors and other external providers) who work or operate in government schools, LINCS, Child and Family Centres, Trade Training Centres and/or provide a service to students, hold a current Registration to Work With Vulnerable People card (RWVP), Registration Status - Employment. All teachers employed within DoE must have current full registration, provisional registration or a limited authority to teach, granted by the Teachers Registration Board before they can be employed to undertake teaching duties. This applies to all teachers, including fixed term, relief, permanent, full-time and part-time appointments.

Any queries in relation to teacher registration should be directed to the Teachers Registration Board. The Board is located at 213 Cambridge Road, Warrane and can be contacted by e-mail at: [TRB.admin@education.tas.gov.au](mailto:TRB.admin@education.tas.gov.au) or by telephone on (03) 6165 5971. Information and assistance can also be obtained from the Teachers Registration Board website at: [www.trb.tas.gov.au](http://www.trb.tas.gov.au).

In the first instance, any queries as to whether a potential applicant's qualifications and skills meet the essential requirements should be directed to the contact officer named in the advertisement for the vacancy.

## 5. Vacancy Advertisements

All permanent vacancies and fixed term vacancies in excess of twelve months are advertised on the Tasmanian State Services Careers website ([www.jobs.tas.gov.au](http://www.jobs.tas.gov.au)) and occasionally in newspapers or specialist publications.

Fixed term vacancies of up to and including 12 months are usually circulated as Expressions of Interest internally within DoE and such other agencies as the Head of Agency determines.

Each vacancy advertisement contains the name of at least one contact officer who can answer queries and provide prospective applicants with additional information about the vacancy.

All potential applicants are encouraged to discuss the requirements of the advertised vacancy with the contact officer. This can include matters such as background information on the vacancy, organisational structure, and/or conditions of employment.

## 6. Employment Registers

DoE requires from time to time, the services of employees for specified non-advertised fixed terms and on a sessional or relief basis in a number of skills areas or disciplines. There is one approved register in DoE namely:

- The Department of Education Fixed Term and Relief Employment Register - is an online recruitment system that enables a person interested in full-time, part-time or relief employment to self-lodge an application as a teacher or in technical, administrative and other support roles. Any persons interested should register their details online at <https://erecruit1.mercury.com.au/DoETasmania/default.aspx>

## 7. The Application

The written application is the first contact between an applicant and the selection panel. Thus, it is the mechanism by which applicants indicate to the selection panel how their qualities match those genuinely required for the vacancy. It is imperative therefore that applicants ensure their application provides a strong representation of their claims for the vacancy.

The preferred format for applications is included in the advertisement for the vacancy. Unless otherwise specified, the minimum requirements for applications are a standard application for employment form together with a two page curriculum vitae or resume.

The advertisement might also specify the requirement of a personal statement to:

- address the selection criteria
- address relevant competencies
- address a specific issue
- project the applicant into the role of the vacancy

Applicants may present this information in the form of an 'expanded' curriculum vitae or resume if they wish. However, all applicants must include the names and contact details of relevant persons who can be contacted to verify the information and claims made in the application.

## 8. Selection Criteria

Selection criteria are contained in the approved Statement of Duties. Applications will be assessed against these criteria and other requirements of the vacancy. As such, applicants must address the selection criteria in accordance with requirements specified in the vacancy advertisement.

## 9. Lodging an Application

Preference is for electronic submission of applications via the Tasmanian State Service Careers website ([www.jobs.tas.gov.au](http://www.jobs.tas.gov.au))

All applicants are required to supply a valid email address with their application for the purposes of email communication.

Applications submitted electronically:

- must be in Microsoft Word or PDF format, each with a size no greater than 10MB
- will be acknowledged immediately by return email
- do not require additional paper copies of the application to be sent through the mail

Before sending an application, applicants should ensure that;

- it is proof read to check for accuracy of information and grammatical and spelling errors; and

- the Application for Employment Form, responses to the selection criteria and CV as well as copies of qualifications, if applicable is submitted. Note: Existing employees in the Department do not need to provide copies of qualifications or certificates.

If an applicant is unable to submit their application electronically, a hardcopy of all documents should be provided. Such documents are not to be bound or put in a presentation folder.

Hardcopy applications can be hand delivered or mailed to the following places:

Delivery	Mailing Address
Vacancy and Staffing Services	Vacancy and Staffing Services
Department of Education	Department of Education
Letitia House	GPO Box 169
Olinda Grove	HOBART 7001
MOUNT NELSON 7007	

Applications must be lodged by the closing date indicated in the advertisement.

Late applications may be accepted at the discretion of the selection panel convenor, Manager Vacancy and Staffing Services and the Director Human Resources. It is the responsibility of the applicant to ensure that applications reach the Vacancy and Staffing Services unit by the specified closing date.

## 10. Acknowledgement of Applications

The Vacancy and Staffing Services Unit acknowledges all applications for vacancies. An automated email acknowledgement is verification that an application has been received and forwarded to the relevant selection panel. If an applicant does not receive an automated email acknowledgement they should contact Vacancy and Staffing Services on (03) 6165 6285 or via email: [Recruitment@education.tas.gov.au](mailto:Recruitment@education.tas.gov.au)

## 11. Selection Panels

Selection panels will generally consist of people who collectively have a detailed knowledge of the work area and/or experience of working in a similar role and who have an understanding of the selection process.

The role of the selection panel is to make a balanced judgment on the relative merit assessment based on the relationship between the candidates' work-related qualities and the work-related qualities generally required for the duties of the vacancy.

Where an applicant believes that a member or members of the panel may not be impartial or free from bias in their assessment of applicants, the applicant is to report these concerns in writing to the panel convenor, or where the concerns relate to the convenor, to Vacancy and Staffing Services. The report must include detailed reasons for the allegation of bias. The convenor or delegate will consider these

concerns (which may require further discussion with the applicant and/or the relevant panel member/s) and determine the appropriate action.

During the selection process the selection panel will usually consider:

- written applications;
- interview or presentation performance; and
- referee reports or other means of claim verification.

## **12. Verification of Claims and Referee Reports**

Panels will consider a range of processes to verify information identified in applications. These may include:

- requesting additional information, documentation and/or other evidence from the applicant;
- seeking referee reports; and
- contacting people other than cited referees. These may include the applicant's line managers or direct supervisors in their most recent role. In this case information gained should also be made available to the applicant.

Referee reports can be particularly useful and can be used to inform the panel's decisions at any stage during the selection process.

The nomination of two referees is usually required. They must be able to comment on work performance and one of them should be a current or recent work supervisor or someone well qualified to comment on the applicant's capacity to achieve the outcomes related to the duties.

Applicants should consult with referees prior to nominating them, provide them with a copy of the Statement of Duties for the vacancy and confirm their availability to act as referee.

## **13. Interviews**

Not all applicants will necessarily be interviewed, even if they are currently employed within the Department.

Interviews retain some level of formality; however will be mostly conversational in manner. The interview will centre on issues related to the selection criteria and the demands of the vacancy and will allow the panel to obtain further information related to candidates claims for the vacancy.

Candidates can also use the interview situation to clarify details of the vacancy. If there is something an applicant is unclear about, the panel should be asked for more information. Similarly, candidates should ask the panel for clarification regarding any question.

## **14. Selection Panel Report**

When the selection process has been completed the panel will prepare a Selection Panel Report for approval.

This report will include details of the selection process undertaken and a statement outlining who has been nominated for the vacancy. The report will also contain an assessment outlining the merit of the nominated applicant to that of other applicants. When the report has been approved all applicants will be notified in writing of the outcome and any possible review rights.

## 15. Post-Selection Feedback

Post-selection feedback provides a constructive opportunity for applicants to discuss their application and/or performance at the interview. Post-selection feedback may also help an applicant to plan the type of training and development required to assist with their application for a similar vacancy in the future.

At least one member of the selection panel, usually the convenor, is to be available for post-selection feedback.

Further information on the post-selection feedback process may be obtained from the [Tasmanian Industrial Commission](#).

## 16. Reviews

State Service employees are entitled, in accordance with section 50(1)(a) of the [State Service Act 2000](#) and [Employment Direction No. 1: Employment in the State Service](#), to submit a:

- *Notice of Intention to Lodge an Application for Review of a Selection* to the Tasmanian Industrial Commission within 7 days for a review of the selection (excluding public holidays); and
- *Application for Review of a Selection* which details the reasons for the review to the Tasmanian Industrial Commission within 14 calendar days (excluding public holidays) of the date appearing on the advice to the employee of the selection.

If an application for review were successful, the Tasmanian Industrial Commission, in accordance with section 51(6)(b) of the Act, may direct the Secretary of the Department to undertake the selection process again. Accordingly, applicants should take no action concerning current duties or other employment circumstances until further notice is provided regarding the status or outcome of any review.

Unsuccessful applicants considering a review should request post-selection feedback before making a decision on proceeding with a request for a review.

Further information regarding guidance, application and timeframes involved in the review process may be obtained from the [Tasmanian Industrial Commission](#).

## 17. Contact Details

Any questions about information contained in these guidelines should be directed to Vacancy and Staffing Services on (03) 61 65 6285 or via e-mail: [Recruitment@education.tas.gov.au](mailto:Recruitment@education.tas.gov.au)

## 18. Related Documents

The following documents are available from [www.education.tas.gov.au](http://www.education.tas.gov.au) (Search for the Doc ID)

- [Employment Direction No. 1: Employment in the State Service](#)

- [Registration to Work with Vulnerable People](#)
- [Employment Direction No. 10: Aboriginal and Torres Strait Islander Employment in the Tasmanian State Service](#)
- [The Migration Act 1958](#)
- [The State Service Act 2000](#)

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