



Application form for NSW Government jobs

Position applied for	_____	Vacancy ref	_____
Agency	_____	Location (if applicable)	_____
Family name	_____		
Other names	_____	Title (Dr, Mr, Ms etc)	_____
Contact address (include postcode)	_____ _____		
Phone number	Home _____	Work _____	Mobile _____
Email	_____		
Are you a NSW Government employee?	<input type="radio"/> No	<input type="radio"/> Yes — Permanent	<input type="radio"/> Yes — Temporary
If you ticked 'yes' state your current agency, position and grade	_____ _____		

About this form

NSW government jobs are advertised on the internet at jobs.nsw (www.jobs.nsw.gov.au) where you can register as a user, search for jobs, receive e-mail alerts and apply online. When you apply online you do not need to complete this form. **If you are unable to apply online you should complete this application form which is usually included in the information package.**

Applying for a job in NSW Government

Selection for NSW Government jobs is based on merit. This means that the person whose skills, knowledge, personal qualities and experience best match the job requirements will be selected.

You can obtain information about applying for NSW Government jobs in the brochure called: **Finding a great job in NSW Government**. You can usually find this brochure in the information package for the job or you can download it through jobs.nsw. A few of the important steps when applying are:

- obtain the information package for the job. You can usually download the package from the job advertisement on jobs.nsw or you can phone the inquiries person named in the advertisement and they can send you a copy
- speak to the inquiries person named in the advertisement for more information after you have read the information package
- write a good application to get an interview. You need to include your **claim for the position, résumé and completed application form**. **Your claim for the position is the most important part of the application**. To write this, make a separate heading for each selection criterion and describe your skills, knowledge, personal qualities and experience and how you can use them in the job.
- send your application to the address shown in the advertisement by the closing date.

Any statement on your application that is found to be deliberately misleading could make you, if employed, liable to dismissal.

Equality of employment opportunity and selection on merit are NSW Government policy

The interview and the selection process

A selection panel usually interviews and selects. The panel includes at least one man and one woman and one of these members usually works in a different area to the job. The selection panel assesses applications against the selection criteria. Applicants who best meet the selection criteria will be called for further assessment. The selection panel may use a number of methods to assess your ability to do the job including interview questions, work samples, tests and referee checks.

Referee check

The selection panel will phone your referees if you are one of the best applicants interviewed for the job. Your nominated referees should be able to comment on your recent work performance. The selection panel will ask your referees to comment on your work behaviour and performance and can be asked to verify or comment on claims made by you.

Criminal records check

The NSW Government requires that a criminal record check be carried out on applicants recommended for some positions. If a criminal records check is to be done, you will be asked to provide your date and place of birth. A criminal records check does not necessarily disqualify you from selection. You will be given the opportunity to discuss the matter before any final decision is made about your selection.

Working with children check

When applying for a position in child-related employment a working with children check will also be undertaken. This is a formal process of checks to help determine your suitability to work with children or have unsupervised access to children in your work. The check takes into account relevant criminal records, relevant apprehended violence orders and relevant completed disciplinary proceedings.

It is an offence under the *NSW Commission for Children and Young People Act 1998* for a prohibited person to apply for a child-related position. Information on the working with children check is located at www.kids.nsw.gov.au/kids/check.cfm.

Permanent appointment

To be permanently appointed in the NSW Government you need to satisfy all of the following conditions:

- be an Australian citizen or have the status of permanent residence in Australia. If you do not fit this category, you are only eligible for employment in temporary vacancies
- have your fitness assessed by a health assessment, to ensure you can carry out the duties of the position. This assessment is not concerned with disabilities you might have that do not affect your work. You may be required to provide a declaration or undertake a medical examination
- provide proof of identity.

If you are offered employment you may be asked about your current salary to determine your commencement rate.

Further information

The inquiries person (named on the advertisement) can provide more information. They can also help if you have any requirements for the interview (for example mobility access, or interpreter for hearing impaired people).

Signature

I understand that, if I am employed, I will be liable to dismissal if any of the statements in my application are found to be deliberately misleading.

Signature: _____

Date: _____

All personal information being collected will be dealt with in accordance with the *Privacy and Personal Information Protection Act 1998*.

This document can be accessed on the Department of Premier and Cabinet website : www.dpc.nsw.gov.au