

NEW SOUTH WALES PUBLIC SERVICE

APPLICATION FOR EMPLOYMENT/TRANSFER/PROMOTION

EQUALITY OF EMPLOYMENT OPPORTUNITY AND APPOINTMENT ON MERIT ARE PUBLIC SERVICE POLICY

Please return your application to the address shown in the advertisement.

If you have any queries regarding your application, or any other matter, the recruitment officer will be able to assist you. You will be notified of the results of your application.

If you are called for an interview and have any special requirements (e.g. wheelchair access to building, interpreter for hearing impaired persons), advise the Contact Officer for the vacancy.

The NSW Government is not required to refund any costs involved in attending interviews or tests.

POSITION APPLIED FOR: DEPARTMENT: BRANCH/DIVISION: LOCATION (if applicable): POSITION NO:	
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LAST/FAMILY NAME: TITLE: FIRST/OTHER NAMES:	
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CONTACT ADDRESS: (include postcode) PHONE NOS. WORK: HOME:	
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PRESENT EMPLOYER: (If applicable) ADDRESS: (include postcode) POSITION: DATE APPOINTED: SALARY:	
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FOR CURRENT NSW GOVERNMENT EMPLOYEES ONLY	
SUBSTANTIVE POSITION: (If different from present position) DATE APPOINTED: ALLOWANCE (if any): EMPLOYMENT STATUS: (Permanent or Temporary)	

OTHER SUPPORTING INFORMATION

Appointment to the NSW Public- Service is based upon the criterion of merit. Merit is determined through an assessment of a person's abilities, qualifications, experience, standard of work performance and personal qualities relevant to the performance of the duties of the position.

To enable the Selection Committee to give every consideration to your application you will need to attach details regarding the following areas:

EDUCATION	Please give details of any school studies and/or any university or college studies completed or being undertaken.	Show the institution, years attended and results. List any subjects relevant to the position
EMPLOYMENT	Please provide full details of your employment history, including any previous employment in the NSW Public Service. You may include any temporary or part-time positions and experience	gained in Australia or overseas. Information should include title of job, name of employer, dates, positions held, functions and responsibilities
CLAIM FOR POSITION	The advertisement lists certain essential criteria which will be used to assess your application. List each of these and indicate how you meet them. There may also be desirable criteria listed. Indicate if and how you meet these to aid your application. Please give details of how your skills and experience relate to the requirements of the job, so that the selection committee can form an accurate	opinion of your eligibility for the position. If you need advice about whether skills or qualifications gained overseas meet a specified criterion, information may be obtained from the Contact Officer for the vacancy.
ADDITIONAL INFORMATION	Please give details of any additional skills, qualifications, interests, activities, or any other matters which may assist your claim for the position you seek. You may include: Languages;	Short Courses; Social/Sporting Interests; Computer/Technical Skills; Union Membership; Driver's Licence; Community Activities.
REFEREES	To assist your application you should provide the names and telephone numbers of two people who may be contacted about your application	If approached, they will be asked to provide information on your past employment and work performance, relevant to the selection criteria for this position
DATE AND PLACE OF BIRTH	The NSW Government requires that a check for a criminal record be run on some applicants recommended for appointment to "sensitive" positions. This does not necessarily disqualify applicants from selection. If rejection of your application purely because of criminal record is considered, you will be given the opportunity to discuss the matter fully before a final decision is made.	To enable this check to be carried out, please give: <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> Date of Birth: _____ Town and Country of Birth: _____ </div> <small>NOTE: Country of birth details may also be used by Departments for preparing Equal Employment, Opportunity statistics.</small>

Permanent appointment to the NSW Public Service is subject to:

- (a) The applicant being an Australian citizen or having the status of permanent resident in Australia.
- (b) The applicant successfully passing a medical examination.
- (c) The applicant providing proof of identity (and any other necessary documentation).

OFFICE USE
LIST NO:

ANY STATEMENT ON YOUR APPLICATION WHICH IS FOUND TO BE DELIBERATELY MISLEADING COULD MAKE YOU, IF EMPLOYED, LIABLE TO DISMISSAL

SIGNATURE: **DATE:**.....

THANK YOU FOR APPLYING

GUIDE FOR JOB APPLICANTS

ABOUT US

Legal Aid NSW provides a variety of legal services for the people of New South Wales. We are the largest legal aid agency in Australia. The organisation is established under the Legal Aid Commission Act, 1979 of New South Wales and is statutorily independent of Government.

Our goal is to assist socially and economically disadvantaged people to understand and protect their rights as the justice system is not accessible to everybody. One of the purposes of the legal system is to safeguard people's rights. The legal system can only perform this protective role if people have equal access to it.

Legal Aid NSW provides free legal advice and minor assistance at our Head Office in Sydney, regional offices, specialist services and advice clinics located in various metropolitan and country centres. Easy access to information about legal aid and related services is available from the Legal Aid Help Line and Young Offenders Advice Line.

We provide legal representation in many areas of law and other important services that aim to avoid court disputes, such as alternative dispute resolution and community legal education programs. The Commission has a strong customer focus and is continually improving the quality and efficiency of our services. We are also committed to fair treatment and compliance with anti-discrimination legislation.

Additional information on Legal Aid NSW and its functions is available on its website at www.legalaid.nsw.gov.au.

INTRODUCTION

To assist you in seeking employment with Legal Aid NSW we have developed a **Guide for Job Applicants**. This guide explains the recruitment and selection process and includes information to assist you in preparing a statement in support of your Application for Employment.

Appointment to positions with Legal Aid NSW is made on the basis of merit. This means the applicant considered to be the most capable of carrying out the functions of the position will be offered the job. If no applicant meets the selection criteria the selection committee may recommend that the position be re-advertised.

Job Advertisement

The job advertisement and position description provide the basis for the entire selection process as they specify precisely the skills, knowledge and experience required to satisfactorily perform the functions of the position. During the selection process none of the selection criteria can be overlooked and no new criteria can be introduced.

Contact Officer

The Contact Officer named in the advertisement can provide additional information regarding the requirements of the position as well as provide the applicant with an information package that will assist in preparing your written application.

Discussing the position with the Contact Officer will assist you in deciding not only whether you wish to apply but also the aspects of your skills, qualifications and experience that you should emphasise in your application. The Contact Officer is usually the Convenor of the Selection Committee.

Preparing Your Application

Since your written application is the basis on which the Selection Committee's decision to interview is made, it is of primary importance and should be read carefully. It is important to remember that you make your application as clear and concise as possible and do not include any irrelevant information as the Selection Committee may have many applications to consider.

The application should include:

- ✎ Application form;
- ✎ Covering letter;
- ✎ Claim for the position; and
- ✎ Resume.

1. Application Form

The Application form requires you to fill out your personal details including full details of the position you are applying for, full name, date of birth, contact numbers (business and private, where possible) and home and work address. An application form is attached.

2. Covering Letter

The covering letter should state briefly how you meet the specified criteria, giving sufficient information to enable the Selection Committee to assess the strength of the application.

The letter should ideally be 1-2 pages bringing together all aspects including your work history and qualifications to demonstrate that you meet the selection criteria.

3. Claim for the Position

This is probably the most important part of your application for the position. When preparing your application address each selection criteria individually, taking into account your abilities, qualifications, experience, standard of work performance and personal qualities as considered relevant to the position.

Each selection criteria should be addressed individually and in sufficient detail to enable the Selection Committee to consider your application. Do not assume that the Selection Committee knows what you have achieved in the past.

Some key words in selection criteria are:

- **Demonstrated knowledge:** you need to give examples that prove you have this area of knowledge.
- **Ability or Capacity to:** you do not need to have done this kind of work before, but your skills, knowledge and experience must show that you are capable of doing this part of the job. Describe things you have done which prove you could do this kind of work.

- **Effective, Proven, Highly developed, Superior:** these are all asking you to show your level of achievement. Give as much detail as you can, using examples of your achievements to show your level of skills, knowledge and experience.
- **Experience in:** you have to show that you have done this work before. Give examples.
- **Good communication skills:** describe the experience you have or things that you have done to demonstrate that you have the necessary communication skills needed to do the position. It would be preferable for you to demonstrate your skills by describing your experience in dealing with people, details of letters, reports or correspondence you have written and examples of problems you have solved using communication skills.

4. Resume

You should include a resume (ie. Curriculum vitae) which includes details on:

- **Education:** short statement of all your qualifications and dates commenced and completed/part completed.
- **Employment:** description of your employment history in chronological order, including positions/grades/functions with dates of employment. There is no need to include your position description but rather a detailed description of the main components of your positions (particularly highlighting those areas that relate to the selection criteria identified in the position). This allows the Selection Committee to easily identify your experience.
- **Training:** details of all formal and on the job training you have received that is relevant to the position you are applying for. This would include the names of any computer applications that you are familiar with and your level of proficiency.
- **Referees:** name two people who can offer specific details to the Selection Committee on your competence, skills, experience and work performance. It would be preferred that one referee be your current or recent Manager.
- **Additional Information:** any additional skills, qualifications or interests eg. involvement in community or sporting groups that may strengthen your application for the position.

Selection Committee Convenor

The Selection Committee Convenor should take care of all necessary administrative details and ensure that fairness and proper procedures are applied in the selection process. In convening the Selection Committee they should chair all interviews and ensure that any disagreement among other committee members is resolved.

The convenor of the Selection Committee would also be expected to provide you with feedback on your performance at the interview and written application as well as suggest ways to improve in the future.

Interview

If you are selected for interview you will be given a realistic period of time before you are required to attend the interview (2-3 days). If you are unable to attend the time allocated it may be possible to reschedule the time and date.

The composition of the Selection Committee should generally consist of three people with the availability of a minimum of two people committees for entry level positions. The Selection Committee must have male and female representation and is the same group of people who considered the applications. Generally, the Selection Committee will have a person from the

Branch where the position is located, another Legal Aid NSW employee who is familiar with the requirements of the position and one independent member from outside the Commission.

When you are contacted about the interview time you will be advised if you need to bring any papers, certificates or other material. You may also be informed that you will need to undertake a written assessment or practical test.

Be prepared for the interview by reading through the material in the information kit as you would be expected to be asked questions directly related to the selection criteria identified in the advertisement, functions of the position, skills, and knowledge. It may also assist your preparation to think of likely questions that may be asked at the interview.

Remember that the Selection Committee can only base its decision on information provided by you. Even if a member of the Selection Committee knows you and your work they cannot discuss matters regarding you that you did not raise yourself.

During the interview you may be given the opportunity to ask questions about the position and the Commission and this is your chance to demonstrate your interest and awareness of its requirements. The Selection Committee may also contact the referee(s) you have nominated in your application.

Just remember relax! The Selection Committee will make the interview as relaxed and stress free as possible. If you don't understand a question or are not sure of how much information to provide, ask the Selection Committee to clarify their requirement. And be sure to take your time and do not rush your answers.

After the Interview

After all applicants have been interviewed, the Selection Committee will select the best person for the job based on the written application, interview, any assessment/practical test undertaken and referee reports. At times you may be called back for a second interview if the Selection Committee needs to clarify some areas.

At the completion of the interview the Selection Committee will make a recommendation to the Managing Director. After an offer of employment has been accepted all other applicants will be advised by mail that they were unsuccessful.

You are also encouraged to have a post-selection discussion with the convenor of the Selection Committee.

AND YOUR CHECKLIST

- clarify anything about the position with the contact person after you have received the information kit;
- clearly fill out all areas of the application;
- attach a covering letter outlining your related skills and experience;
- attach your resume;
- ensure that you have addressed all of the selection criteria identified in the advertisement – as they relate to the position;
- keep a copy of your application for your reference; and
- forward your application marked 'confidential' to the Human Resources Management Branch, Level 8, 323 Castlereagh Street, Sydney 2000 with sufficient time to meet the closing date.

Dear Applicant

It is a requirement of Legal Aid that all successful applicants for positions must complete an Employment Health Declaration prior to commencing duty. Therefore, should you be successful in being selected for a position, you will be requested to declare any health or physical restrictions of which you are aware that might prevent you from satisfying the inherent requirements and demands of the position for which you have been recommended. The enclosed statement of duties/position description and advertisement establishes the requirements of the position for which you are applying in this instance.

If a restriction to meeting the inherent job requirements is identified, then you may be referred to HealthQuest (formerly the Government Medical Officer) for an assessment to establish whether reasonable adjustments may be made to enable you to meet the job requirements, or otherwise. Should HealthQuest determine that reasonable adjustment would be appropriate, the assessment will also identify what reasonable adjustments are required.

The Chief Executive Officer is obliged to act on the medical advice provided by HealthQuest when making any decision not to appoint. In the event that the Chief Executive Officer determines that you are unable to undertake inherent job requirements and job demands or the provision of adjustments would cause Legal Aid NSW unjustifiable hardship, you will be advised, both verbally and in writing, of the reasons for not being appointed. Should this be the case, you will be formally advised of appeal rights and other possible avenues of redress.

Should you require further information on this requirement or wish to obtain a copy of the Health Assessment Policy (incorporating reasonable adjustment), please contact the relevant HRM Consultant listed on your letter of offer.

Yours sincerely

Human Resource Management Branch