

JOB APPLICATION GUIDELINES

The Office for Recreation and Sport (ORS) is a business unit within the Department of Premier and Cabinet (DPC).

These guidelines have been prepared to maximise your chances of success when applying for positions within ORS.

Your application is a reflection of you and will provide 'first impressions' for the selection panel and is an opportunity for you to demonstrate your skills and experience, abilities and personal attributes relevant to the position.

Before you commence your application

Take the time to thoroughly read the Position Description. You may contact the enquiries officer(s) about the position and ask questions or request any further relevant information pertaining to the position and the area in which it is located. We also encourage you to access our Internet site at www.recsport.sa.gov.au.

Selection and Appointment Procedures

The selection and appointment procedures within ORS are guided by the *Public Sector Management Act 1995*. This outlines a set of standards to ensure selection decisions are based on an assessment of the **MERIT** of applicant's abilities, aptitudes, skills, qualifications, knowledge, experience (including community experience) and personal qualities as listed in the essential and desirable requirements of the position. An applicant's potential for development may also be considered.

The Government of South Australia is an Equal Opportunity Employer. This means that 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. The grounds of unlawful discrimination are defined in the *Equal Opportunity Act 1984*.

Job Application

Your application should consist of three essential components:

- A covering letter of application
- A section addressing the essential and desirable attributes listed under the headings 'Essential Attributes' (Essential Knowledge/Skills/Experience) and 'Essential Qualifications' **AND** 'Desirable Attributes'
- A Curriculum Vitae or Resumé, including a minimum of three (3) current referees

To maximise your chances of being considered further you should demonstrate in your application:

- That you meet all the essential requirements (including qualifications) of the position; **and**
- The extent to which you meet the desirable requirements of the position

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.

When writing your application you should:

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

Curriculum Vitae or Resumé

Your application should include a Curriculum Vitae or Resumé which includes the following information:

- Name and address
- Home and business telephone numbers and 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/Telephone Number and Email Address)

REMEMBER:

- Always address the essential and desirable requirements in the position description and provide examples to support your claims
- Give your referees a copy of your application and discuss with them their opinion of your merit in relation to the position description
- Thoroughly check your application for accuracy and completeness
- Check you have signed your application and that it is well presented

Forward your original application, plus the correct number of copies, to the designated officer and ensure your application reaches them by 5.00pm on the advertised closing date – **PLEASE NOTE:** panels are not responsible to follow-up or further consider incomplete, inadequate and/or late applications.