

Short Form Applications

FREQUENTLY ASKED QUESTIONS (FAQS) FOR APPLICANTS

These FAQs supplement the 'Advice to Applicants' information.

What is a Short Form Application?

Applicants for Treasury roles are asked to submit a Short Form Application (SFA) of up to two pages. This replaces the requirement to provide lengthy written responses against each selection criterion.

Can I write more than two pages?

Treasury expect SFA to fall within two pages. We recommend you allow time (after completing your first draft) to review and edit the content of your submission, to assist in meeting the two page limit.

Please use a clear readable font size and adopt conventional margins.

How important is my résumé?

Your résumé should complement and work alongside the information you provide in your SFA. The selection panel will read both your SFA and résumé together. It is not necessary to repeat information in your SFA that can easily be seen in your résumé.

The panel will use your résumé to get an understanding of **what** you have done in the past that is relevant to the role. The SFA should be used to expand on the **how** and the **why**.

How long should my résumé be?

Your résumé should fall within roughly a four page limit.

We suggest you include the following to help our selection panels assess your application:-

- Provide a history of your relevant work experience (this can include paid and unpaid work).
- List your relevant education, qualification and/or training history.
- Summarise any key skills you have that will support you to do the role.
- Provide names and contact details of two referees (usually former managers) who are willing to be contacted about your capacity to perform the role. (Note: our electronic application system will ask you to submit these separately)

Keep your résumé concise and succinct with clear headings and dots points. This allows the selection panel to easily see and find information about you that is relevant to the role.

How important are my referees?

Reference checking is an important step in verifying the overall information that has been gathered through the selection process.

We have found that your current and/or a recent manager is the best person to comment on your skills and experience. We would appreciate you advising referees of your job application before listing them, as the panel may wish to contact referees during shortlisting and will assume permission. Please speak with the vacancy contact person if you have a concern about this, as we understand that, in some instances, this may be difficult and you may need to provide an alternative referee. If you are a recent graduate, you may ask one of your lecturers who knows you and your work well.

Don't forget that you should confirm with your referees in advance that they are willing to be a referee. Panel members are likely to question them in depth about your capabilities.

Should I include a cover letter?

A covering letter is not required. All of the necessary information needed to identify the role you are applying for and your personal details, will be captured through the electronic process of submitting your application and submission of your SFA and résumé.

What other forms of evidence might a selection panel ask for?

The ability to prepare written material to a high standard is often an intrinsic requirement for roles at Treasury and a work-related written exercise may be requested.

A presentation to the panel may also be requested depending on the role. Presentations would align with the duties and expectation of the vacancy. For example, the occupant of the role may be required to provide presentations on a regular basis to key stakeholders.

The panel will determine evidence gathering methods that are appropriate to the role. Other methods may include, but are not limited to:-

- Face to face, telephone or Skype Interview.
- Provisions of work samples or portfolios.
- Submission of video presentations.
- Group activities.
- Other assessment methods such as skills or ability testing.

All evidence gathering processes will be clearly communicated to you if you are shortlisted.

How will selection panels see all the skills and experience I have when it is condensed into a Short Form Application?

The panel members have been provided with training on the SFA process and have support from the Human Resources team to look for core evidence of your capabilities. They will look for evidence of **how** you think and **act** in relation to the role. The panel will use your résumé, in conjunction with your SFA, to get an understanding of **what** you have done.

How do I condense selection criteria responses into a Short Form Application?

Our recommendation is that you do not use the selection criteria as separate headings for your writing. Instead use the Statement of Duties and Selection Criteria as background information and context to inform your writing about the skills and experience you have and how this relates to the role. Often giving specific examples of work you have done, with a focus on **how** you achieved outcomes, will give the panel a good insight into your skills and knowledge.

Why does Treasury use Short Form Applications when other agencies still use Long Form Applications/Selection Criteria responses?

Treasury is seeking to build a more diverse workforce by reaching a wider range of potential candidates and motivating them to apply for Treasury roles. We want the application process to be easy and accessible to all. Both the SFA and Long Form Application processes are valid methods of assessing merit.

Need to know more?

In the information package provided for the role, the name of the vacancy contact person will be provided. This person is there to answer any questions you have about the role. You are encouraged to give the vacancy contact person a call to ensure you have a good understanding of the role and to assess whether it is the right fit for you.

We look forward to receiving your application and you taking the steps towards a new career with Treasury and all we can offer.