



## DEPARTMENT OF JUSTICE

# Frequently Asked Questions

## SHORT FORM APPLICATIONS

A short form application replaces the need to provide a lengthy written response to the selection criteria. A short form application consists of a resume and two page written application.

### How do I condense selection criteria responses into a short form application?

A short form application should not be thought of as a condensed full application but rather an opportunity to highlight your skills and experience that are specifically relevant to the role advertised. We recommend providing specific examples of work you have completed and how you achieved outcomes to allow the panel to gain insight into your skills and experience.

The Statement of Duties and selection criteria should be used as a guide when completing your application. It is not recommended that you use the selection criteria as separate headings as you would use in full selection criteria submission.

We recommend discussing the specifics details of the role with the contact person listed in the advertisement as this may assist you with understanding what information they are looking for in the application.

### Can I write more than two pages?

It is expected that your short form application falls within two pages (maximum 2000 words) and is in a readable font size (11 or 12 point) with conventional margins and line spacing.

### What should I include in my resume?

Your resume should be clear and concise and be within roughly a four page limit. Use clear headings and dot points to enable the selection panel to easily find information about you which is relevant to the role.

You do not need to include additional documentation such as certificates or references unless specifically requested in the job advertisement. We recommend including the following information:

- Relevant work experience (paid and unpaid).
- Relevant education, qualifications and training.
- A summary of your key skills relevant to the role.



### How important is my resume?

The selection panel will read your resume and short form application together.

Your resume will provide the panel with an understanding of the skills, experience and qualifications you have which are relevant to the role. Your short form application should be used to expand on the how and why.

### How important are referees?

We use referee checks as part of the recruitment and selection process to verify the overall information gathered during the selection process. Your current manager or a recent manager is the best person to provide comment about your skills and experience.

Referee details can be provided when you lodge your application electronically. Your referees should be people who are willing to be contacted about your skills and experience, as a selection panel member is likely to question them in depth about your capabilities. Please don't forget to confirm with your referees in advance of submitting your application that they are willing to provide a reference for you.

You can discuss with the contact person if you are concerned about this, as we understand that in some instances this may be difficult, and you may need to provide an alternative referee.

### Can I include a cover letter?

A cover letter is not necessary to include with your application. All of the necessary information that would traditionally be included in a cover letter will be captured through the electronic application process and in your resume and short form application.

### How will the selection panel see all the skills and experience I have?

The selection panel will be looking for evidence of your skills and experience relevant to the role you have applied for specifically. The selection panel will use your resume and short form application to get an understanding of what you have done. Your resume will provide specifics of 'what' you have done in terms of roles, qualifications and the skills and experience you have, while the short form application will provide 'how' your skills have been demonstrated in practice. The panel will look for core evidence of your capabilities in relation to the role.

### What other evidence might a selection panel ask for?

The evidence the selection panel may request will depend on the role. If you are shortlisted you will be advised of the selection methods, which may include an interview. Other methods can include, but are not limited to:



- Face-to-face, Skype, or telephone interview.
- Presentations.
- Scenario interviewing.
- Work samples.
- Skills or ability testing.

### Contact us

The contact person listed on the advertisement is available to answer any queries you may have about the role.

We encourage you to discuss the role with them to ensure you have a good understanding of the role and are able to assess whether the role is a good fit for you.