

# Employment Application Guidelines



Employee Relations  
19/09/2016 | Version 4

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## **Employment Application Guidelines**

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## **I. Advice to Potential Applicants**

When considering applying for a vacancy within TasTAFE this information is designed to assist potential applicants.

These guidelines are designed not only to ensure that statutory requirements are met, but also that sound people and culture management practices are followed during the staff selection process. This in turn will mean that informed decisions can be made; making sure to the best extent possible that the best person is selected.

## **2. Aboriginal and Torres Strait Islander Employment**

TasTAFE complies with the guidelines contained in Employment Direction No. 10 Aboriginal and Torres Strait Islander Employment in the Tasmanian State Service.

These guidelines have been developed to provide consistency across all State Government agencies in verification of a person identifying as Aboriginal or Torres Strait Islander in the filling of identified or tagged vacancies.

## **3. Employment Requirements for Persons Other Than Australian Citizens and Permanent Residents**

Persons who are not Australian citizens or permanent residents may hold a permanent or fixed term appointment in the State Service provided that they, at all times, hold and comply with all visa requirements as determined by the Commonwealth Department of Immigration and Citizenship and the Migration Act 1958.

## **4. Special Access Requirements**

In accordance with the *Disability Discrimination Act 1992*, applicants selected for interview, that require any special access adaptations or support are to inform the contact person.

## **5. Essential and Desirable Requirements for Vacancies**

Statements of duties and advertisements include the desirable and/or essential requirements for the vacancy.

Where the advertised vacancy has desirable requirements, these are not mandatory but would be well regarded and further demonstrate an applicant's merit or potential.

Where the advertised vacancy is subject to essential requirements, an applicant must be able to meet all such requirements to be appointed or promoted. A certified copy of qualification(s) is to be provided if it is an essential requirement of the vacancy.

All occupants of vacancies, who are required to undertake duties, must satisfy the requirements of a Registration to Work with Vulnerable People check.

All teachers employed within TasTAFE must have been granted registration, provisional registration or a limited authority to teach, by the Teachers Registration Board before they can be employed to undertake teaching duties. This applies to all teachers, including fixed term, sessional and permanent teachers. If the nominated applicant requires a Limited Authority to Teach then TasTAFE will facilitate this process.

Any queries in relation to teacher registration should be directed to the Teachers Registration Board. The Board is located on Level 4 of Kirksway House, 2 Kirksway Place, Battery Point and can be contacted by e-mail at [TRB.admin@education.tas.gov.au](mailto:TRB.admin@education.tas.gov.au) or by telephone on (03) 6233 5992 or by

fax on 6233 2549. Information and assistance can also be obtained from the Teachers Registration Board website at: [www.trb.tas.gov.au](http://www.trb.tas.gov.au).

In the first instance, any queries as to whether a potential applicant's qualifications and skills meet the essential requirements should be directed to the contact officer named in the advertisement for the vacancy.

## **6. Merit Selection**

All vacancies in the Tasmanian State Service are filled on the basis of merit.

Put simply, merit selection is designed to ensure that any appointment to, or promotion within the State Service is made on the basis of the capacity of the person to do the job. It is designed to prevent appointments or promotions being made on discriminatory grounds such as nepotism, age, race or favouritism.

Section 7 (1)(b) of the *State Service Act 2000* provides that the "State Service is a public service in which employment decisions are based on merit" and section 7 (2) states that a decision relating to appointment or promotion is based on merit if:

- an assessment is made of the relative suitability of the candidates for the duties; and
- the assessment is based on the relationship between the candidates' work-related qualities and the work-related qualities generally required for the duties; and
- the assessment focuses on the relative capacity of the candidates to achieve outcomes related to the duties; and
- the assessment is the primary consideration in making the decision.

## **7. Vacancy Advertisements**

All permanent vacancies and fixed term vacancies in excess of twelve months are advertised on the State Government website ([www.jobs.tas.gov.au](http://www.jobs.tas.gov.au)) and occasionally in newspapers or specialist publications.

Fixed term vacancies of up to and including 12 months are usually circulated as Expressions of Interest internally within TasTAFE and such other agencies as the CEO (or Delegate) determines.

Each vacancy advertisement contains the name of at least one contact officer who can answer queries and provide prospective applicants with additional information about the vacancy.

A potential applicant is encouraged to discuss the requirements of the advertised vacancy with the contact officer. This can include matters such as background information on the vacancy, organisational structure, conditions of employment and so on.

## **8. Employment Registers**

TasTAFE requires from time to time, the services of employees for specified non-advertised fixed terms and on a sessional or casual basis in a number of skills areas or disciplines. These vacancies are filled from the TasTAFE Fixed Term, Sessional and Relief Employment Register (Employment Register).

The Employment Register enables a person interested in full-time, part-time or sessional/casual employment in teaching, technical, administrative and other support roles to self-lodge their application.

## **9. Selection Criteria**

Selection criteria are contained in the approved Statement of Duties. Applications will be assessed against these criteria and other requirements of the vacancy. As such, applicants must address the selection criteria in accordance with requirements specified in the vacancy advertisement.

## **10. Applying for Vacancies**

The written application is the first contact between the applicant and the selection panel. Thus, it is the mechanism by which applicants indicate to the selection panel how his/her qualities match those genuinely required for the vacancy. It is imperative therefore that an application best represents the potential applicant's claims for the vacancy.

The advertisement for the vacancy will state the preferred format for application that has been determined by the selection panel and will state the closing date for application.

## **11. Acknowledgement of Application**

Employee Relations acknowledges all applications for advertised vacancies. Receipt of written acknowledgement is verification that an application has been received and forwarded to the relevant selection panel. If an acknowledgement is not received within five working days of the closing date of the vacancy contact should be made to Employee Relations on (03) 6165 6377 or via email: [Recruitment@tastafe.tas.edu.au](mailto:Recruitment@tastafe.tas.edu.au)

## **12. Selection Panels**

Selection panels will generally consist of people who collectively have a detailed knowledge of the work area and the requirements of the role. Where an applicant believes that a member or members of the panel may not be impartial or free from bias in their assessment of applicants, the applicant is to report these concerns in writing to the panel convenor, or where the concerns relate to the convenor, to the Employee Relations manager at ([employeerelations@tastafe.tas.edu.au](mailto:employeerelations@tastafe.tas.edu.au)).

The role of the selection panel is to make a balanced judgment on the relative merit assessment based on the relationship between the candidates' work-related qualities and the work-related qualities generally requested for the duties of the vacancy.

When making a judgment, the selection panel will usually consider:

- written applications;
- interview or presentation performance; and
- referee reports or other means of claim verification.

## **13. Verification of Claims/Referee Reports**

Panels will consider a range of processes to verify information identified in applications which may include:

- requesting additional information, documentation and/or other evidence from the applicant;
- seeking referee reports; and
- contacting people other than cited referees. These may include the applicant's line managers or direct supervisors in the most recent role. In this case information gained should also be made available to the applicant.

Referee reports can be particularly useful and can be used to inform the panel's decisions at any stage during the selection process.

The nomination of two referees is usually required. They must be able to comment on work performance and one of them should be a current or recent work supervisor or someone well qualified to comment on the applicant's capacity to achieve the outcomes related to the duties. If a panel member is a referee for an applicant they will provide the referee report to the panel prior to accessing information on other applicants and commencing the selection process.

Applicants should consult with referees first to confirm their availability and at the same time give referees a copy of the statement of duties for the vacancy.

#### **14. Interviews**

Not all applicants will necessarily be interviewed, even if they are currently employed within TasTAFE.

Candidates who require special access arrangements or special considerations are to ensure that they have discussed these with the panel convenor, so reasonable adjustments can be undertaken for the interview process.

Interviews retain some level of formality; however will be mostly conversational in manner. The interview will centre on issues related to the selection criteria and the demands of the vacancy and will allow the panel to obtain further information related to a candidates claims for the vacancy.

Candidates can also use the interview situation to clarify details of the vacancy. If there is something an applicant is unclear about, the panel should be asked for more information. Similarly, candidates should ask the panel for clarification regarding any question.

#### **15. Selection Panel Report**

After considering the evidence obtained from written applications, the interview process (if applicable) and any verification of claims, the selection panel will make a decision about the relative merit of each applicant for the vacancy. This process requires the panel to prepare a report for the appropriate delegate for approval.

This report will include details of the selection process undertaken and a statement outlining who has been nominated for the vacancy. The report will also contain an assessment outlining the merit of the nominated applicant in comparison to that of other applicants. When the report has been approved all applicants will be notified in writing of the outcome and any possible review rights.

#### **16. Post-Selection Feedback**

Post-selection feedback provides a constructive opportunity to discuss a candidate's performance in the selection process. Post-selection feedback may also help in planning the type of training and development that may benefit an applicant in preparation for seeking promotion at a future time.

At least one member of the selection panel, usually the convenor, will be available for post-selection feedback.

Further information on the post-selection feedback process may be obtained from the [Tasmanian Industrial Commission](#).

#### **17. Reviews**

State Service employees are entitled, in accordance with section 50(1)(a) of the State Service Act 2000 (the Act) and Employment Direction No. 1, to submit a:

- *Application for Review of a Selection* which details the reasons for the review to the Tasmanian Industrial Commission within 14 calendar days of the date appearing on the advice to the employee of the selection.

If an application for review were successful, the Head of the State Service, in accordance with section 51(6)(b) of the Act, may direct the Chief Executive Officer to undertake the selection process again. Accordingly, applicants should take no action concerning current duties or other employment circumstances until further notice is provided.

Unsuccessful applicants considering a review should request post-selection feedback before making a decision on proceeding with a request for a review.

Further information regarding guidance, application and timeframes involved in the review process may be obtained from the [Tasmanian Industrial Commission](#).

## 18. Before Lodging an Application

Before sending an application, applicants should ensure that;

- It is proof read to check for the accuracy of information;
- responses to the selection criteria and CV as well as copies of qualifications, if applicable.

**Note:** Existing employees in TasTAFE do not need to provide copies of qualifications or certificates.

Where an application cannot be submitted electronically, a hardcopy of all documents should be provided. Documents are not to be bound or put in a presentation folder.

Hardcopy applications can be hand delivered or mailed to the following places:

Delivery	Mailing Address
Employee Relations TasTAFE 75 Campbell Street HOBART TAS 7001	Employee Relations TasTAFE GPO Box 2015 HOBART TAS 7001

Applications must be lodged by the closing date indicated in the advertisement.

Late applications may be accepted at the discretion of the selection panel convenor or the delegate. It is the responsibility of the applicant to ensure that applications reach Employee Relations by the specified closing date.

## 19. Contact Details

Any questions about information contained in these guidelines should be directed to Employee Relations on (03) 6165 6377 or via email: [Recruitment@tastafe.tas.edu.au](mailto:Recruitment@tastafe.tas.edu.au).

## 20. Associated Documents and Materials

- [Registration to Work with Vulnerable People](#)
- [Application for Employment Form 201](#)

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Authorised by:	Angie Dougan
Authorised title:	Manager People, Performance and Culture
Date authorised:	9 September 2016
Developed by:	Employee Relations
Date of last review:	15 June 2021
Date for next review:	15 June 2022

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