

# DEPARTMENT of JUSTICE

## INFORMATION FOR APPLICANTS



Thank you for considering a vacancy with the Department of Justice

Further information about the Department of Justice, can be viewed on our website at [www.justice.tas.gov.au](http://www.justice.tas.gov.au)

This brief document has been prepared to assist you in applying for vacancies with the Department.

### **Enquiries about an advertised vacancy**

The Department encourages potential candidates with job related queries to communicate directly with the nominated contact officer. Enquiries about the progress of your application once you have applied may also be directed to the relevant contact officer.

### **Application**

The application is the first stage in demonstrating your claims and ability against the vacancy. It provides you with the opportunity to 'sell' yourself to the selection panel and is the critical factor in whether you progress to the next stage of the selection process. It is important to have a good understanding of what the position involves and the range of skills required.

Your application should include an address to the selection criteria contained in the Statement of Duties. Your application will then be assessed by the selection panel in regard to your qualifications, work experience and relevant skills against the selection criteria.

Your application should also include a completed 'Application for Employment' form (Form 201) and Resume/CV. Please indicate the position number you are applying for in your application.

### **Essential Requirements**

Where the advertised position is subject to essential requirements, you must be able to meet all the essential requirements. Copies of certificates and qualifications demonstrating that you meet the listed essential requirements should be provided with your application.

### **Pre-employment Checks**

Where the advertised position is subject to pre-employment checks, the successful applicant will be requested to provide a current copy of their criminal history check, prior to the offer of employment proceeding.

### **Merit Selection**

Selection decisions are made in accordance with the merit principle. This means that an assessment is based on the:

- relative suitability of the applicant;
- capacity of the applicant to achieve outcomes related to the duties; and the
- applicant's work related qualities.

For a period of six months from the date of advertising, the selection process may be used to fill subsequent similar vacancies.

### **Referee Reports**

The Department may wish to contact referees to discuss your application. Referees are people nominated by you that can offer comments in relation to your ability to meet the selection criteria. Details of at least two (2) referees should be provided.

### **Lodgement of applications**

The Department prefers email lodgement of applications. It is not necessary to send a hard copy of your application if you have submitted it electronically.

Hard copy applications may be forwarded to Human Resources, GPO Box 825, Hobart 7001 or delivered to Level 14, Trafalgar Building, 110 Collins Street, Hobart.

Please ensure that your application is received **by the actual closing date and time specified**. Late applications will not be accepted.

For further information on other opportunities within the Tasmanian State Service, visit the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website.