

Department of Premier and Cabinet

Short Application - FAQ's

What is a SA?

How do I condense selection criteria responses into an SA?

Don't think of an SA as a condensed full application.

Use your two-page SA to demonstrate how what you have done previously applies to the vacancy. It is not necessary to repeat information in your SA that can easily be seen in your resume.

We recommend that you not use the selection criteria as separate headings, as you would for a standard application. Use the Statement of Duties and selection criteria as a guide, providing background information and context to inform your writing about the skills and experience you have and how this relates to the role.

Give specific examples of work you have done, with a focus on how you achieved outcomes to give the panel a good insight into your skills and knowledge.

Can I write more than two pages?

DPAC prefer your SA falls within two pages. Use a clear readable font size (11 or 12pt) and adopt standard margins and spacing.

What should I include in my resume?

Your resume should be concise, succinct and fall within roughly a four-page limit. Do not include additional documents, such as certificates or references, unless specifically requested.

Use clear headings and dot points to allow the selection panel to easily see and find information about you that is relevant to the role. We suggest you include the following to help the panel assess your application:

- relevant work history (paid and unpaid)
- relevant education, qualification and training history
- summary of your key skills that relate to the role.

How important is my resume?

The selection panel will read your SA and resume together. The panel will use your resume to get an understanding of what you have done in the past that is relevant to the role. Use the SA to expand on the how and the why.

How important are referees?

Reference checking is an important step in verifying the overall information gathered through the selection process. Your current and/or a recent manager is the best person to comment on your skills and experience.

Referee details can be provided as part of your application in the online system. Provide names and contact details of two referees who are willing to be contacted about your capacity to perform the role.

Don't forget to 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. 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.

Can I include a cover letter?

All of the necessary information will be captured through the electronic application process along with your SA and resume, so a cover letter is not necessary. The electronic form will provide the opportunity to include additional information relevant to your participation in the application process (e.g. an upcoming overseas holiday).

The panel members will look for core evidence of your capabilities. They will look for evidence of how you think and act in relation to the role.