

## GUIDELINES FOR JOB CANDIDATES

Thank you for your interest in our employment opportunities. The information contained in this package is designed to provide you with information about the Commission's recruitment and employment process.

The Commission has three main functions:

1. Prevention and education function, assisting agencies to prevent misconduct
2. Misconduct function, ensuring allegations and information about misconduct are appropriately dealt with
3. Organised crime function, assisting WA Police to combat organised crime

Before you write your application you are encouraged to consider your eligibility for employment at the Commission as outlined below.

## ELIBILITY FOR EMPLOYMENT AT THE COMMISSION

To be eligible for employment at the Commission, you must:

- Be an Australian citizen or eligible for Australian citizenship
- Undergo stringent security vetting to further determine suitability for employment with the Commission.

This includes assessment of the candidate's probity, financial position and any circumstances that may conflict with employment at the Commission.

The vetting process includes a risk assessment of a number of areas including:

- Personal and employment background
- Relevant criminal checks
- The candidate's financial position, specifically asset and debts, interests and partnerships in companies, shareholdings etc.
- The candidate's family background and any associations or personal relations which may conflict with employment with the Commission

If you do not satisfy the above requirements the Commission will be unable to employ you.

## **RECRUITMENT AND SELECTION PROCESS**

Your application is the first step towards securing further assessment. It will be the responsibility of the selection committee to assess your application to determine whether you will be selected for the next phase of the recruitment process.

Your application will need to demonstrate that you meet the job requirements. It is important to provide information about your skills, knowledge, qualifications and previous experience. It may not be necessary to submit an application addressing each selection criteria under a separate heading. Please ensure you read the advertisement carefully and follow the specific application instructions, as the requirements will differ for each position.

### **SUBMITTING APPLICATIONS**

If you are applying for more than one advertised position, please submit a separate application for each position. All applications must be made via the Commission's website.

### **CLOSING DATE**

Please check the closing date and time for applications. Late applications will not be accepted.

In some circumstances, to meet the organisation's business needs, the Commission may continue to search to increase the pool of candidates after the closing date. If so, the closing date will be extended and candidates will be advised of the new date in order to submit a revised application. If required, the position may be re-advertised.

### **METHODS OF SELECTION**

The selection method will vary depending on the circumstances. Generally, a Selection Committee comprising a panel of three members considers applications. In all selection processes, the Commission will ensure that fair and non-discriminatory consideration is given to all candidates. Candidates may wish to specify any special requirements they have in relation to the selection process, such as mobility assistance or interpreter (including signing for hearing impaired candidates). In some instances an additional committee member(s) may be required to give necessary specialist input.

## **THE INTERVIEW PROCESS**

The most competitive and suitable candidates will be further assessed. This action usually includes an interview. The following information may assist you if you are selected for an interview:

- Where possible the committee will give you a minimum of 3 to 5 days notice before your interview
- Interview questions will be job related, i.e. are based on the advertised position, the position's selection criterion and will focus on your past and current experience. The same questions will be asked of every candidate interviewed
- You will be informed prior to your interview, or during the selection process, if any additional form of assessment will be used
- Read the job description form, your application and think of relevant examples where you have applied the relevant skills and abilities.
- Bring copies of reports or other work that can demonstrate your abilities

If you are recommended for a position you will be required to complete security clearance forms. Further consideration will be given to your appointment on the basis of a satisfactory security clearance.

## **REFEREE CHECKING**

Referee checking is an important element of the selection process. Referee checking is designed to seek employment related information about an applicant from present or past supervisors or other people with a direct personal knowledge of a candidate's work behaviour and performance. This information will clarify or complement the data needed to satisfy the selection criteria and information previously obtained from the candidate at the interview and in other presented documents. You should nominate two referees with one your immediate Manager or Director.

## **POST-SELECTION FEEDBACK**

Candidates can request post-selection feedback from the Convener of the Selection Committee. This discussion is aimed at providing positive assistance through constructive comments about your application and interview performance. The points raised in the discussion can help you to improve your applications in the future and may highlight some training and development needs.

## **RIGHT TO LODGE A REVIEW OF THE PROCESS**

We aim to be fair and equitable in our recruitment decisions and match candidate's skills, knowledge and abilities with the work related requirements of the job, the essential criteria and the Commission workgroup, customers and the community.

The Commission's recruitment process conforms to the Western Australian Public Sector Standards in Human Resource Management. Appointments in the Western Australian public sector are subject to the provisions of the *Public Sector Management (Examination and Review Procedures) Regulations 2001*, except where an exemption has been granted by the Commissioner of Public Sector Standards Office.

## **RECRUITMENT, SELECTION AND APPOINTMENT STANDARD**

### ***Outcome:***

The most suitable and available people are selected and appointed.

### ***The Standard***

The minimum standard of merit, equity and probity is met for recruitment, selection and appointment if:

- a proper assessment matches a candidate's skills, knowledge and abilities with the work-related requirements of the job and the outcomes sought by the public sector body, which may include diversity
- the process is open, competitive and free of bias, unlawful discrimination, nepotism or patronage
- decisions are transparent and capable of review

At the conclusion of the selection process you will be advised of the outcome. If you are an unsuccessful applicant and you are of the opinion that the Recruitment, Selection and Appointment Standard has been breached, you can make application for a review of the recruitment process. It is important to note that the Regulations do not provide for a review to be undertaken on the grounds that you consider that you are more competitive than the selected applicant(s).

Before formally lodging a breach of Standards claim, you will need to seek information about the process that took place in assessing your application. The letter advising you of the outcome of the selection process will nominate a contact person. After considering this information you can lodge your claim in writing to the Human Resource and Planning Manager by the date stated in your letter of notification.

Your claim must set out the grounds of your concerns and provide details of any requests for information about the process and the response provided to you by the nominated contact person. The Recruitment, Selection and Appointment Standard can be viewed at [www.opssc.wa.gov.au](http://www.opssc.wa.gov.au)

### **YOUR APPLICATION PACKAGE SHOULD CONTAIN THE FOLLOWING:**

- A detailed Resume/CV
- Copy of relevant Qualifications
- A covering letter or statement addressing selection criteria – please refer to the advertisement for each position’s application requirements.

If you have any questions about the information provided in this package or are experiencing any difficulties with your application, please contact Human Resources by telephoning (08) 9215 4853.

We hope this information has been helpful and look forward to receiving your application.

**THANK YOU FOR YOUR INTEREST IN WORKING AT THE  
CORRUPTION AND CRIME COMMISSION**

