

# Merit Instruction 5

## Application package

Selection for offers of employment in DECD will be based on a fair and transparent assessment of evidence gathered from a range of sources. Selection processes will facilitate panels accessing all relevant information required to make an appropriate selection decision.

Selection processes will generally include the opportunity for applicants to present information on their suitability for the vacancy to the panel. Applicants can provide information to the panel through an application package which includes:

- an application cover sheet
- a written statement of 1500 words
- an annotated curriculum vitae (CV) of 1500 words.

### Application Package

Application packages should address the essential minimum requirements of the vacancy description. The written statement and the annotated curriculum vitae are of equal significance in the presentation of relevant information by the applicant to the panel. It is the responsibility of the applicant to present the relevant information to the panel, and the responsibility of panellists to ensure that they approach all applications with an open mind, and give appropriate consideration to the information contained in both sections of the application package.

An application package is a starting point in the collection of information for the panel. Undue importance should not be given to the application to the exclusion of appropriate consideration of other factors such as previous experience in a similar position, development potential and other sources of information such as referee evidence or interviews.

There is no one acceptable way to present information to a panel. It is not appropriate for a panel to dismiss an application because it differs from the general perception of a 'DECD style' application. The policy is specifically designed to encourage a wide range of applicants to apply for vacancies. Therefore, selection panels should take a flexible approach to the style of application, and be committed to looking for evidence of ability and potential.

Whilst a panel must accept and read the entire application package submitted it may nevertheless consider whether the written requirements as outlined in this policy have been followed. Failure to submit an application package consistent with the general written requirements may form part of the panel's assessment of an applicant's knowledge of, and compliance with, organisational policy and the level of their written communication skills as relevant to the requirements in the Job and Person Specification for the vacancy.

### Length of the written statement

The required style and length of the written statement will vary depending on the vacancy being advertised and the length of tenure. In all instances careful consideration should be given to ensuring that the length and type of written statement required is appropriate to the role, classification and length of tenure of the vacancy to be filled and within the 1500 word limit.

### ***Vacancies of more than 12 months***

For all such vacancies (including promotional positions in the teaching service, Administrative Service Officers, Early Childhood Worker, School Service Officer and Government Service Employee vacancies), the required length of a written statement should not exceed 1,500 words (plus a 1500 word annotated CV).

### ***Short-term vacancies of up to and including 12 months***

For any short-term vacancy, the required length of a written statement should not exceed 500 words (plus a modified CV). In schools, the required length should be determined in consultation with the Personnel Advisory Committee (PAC) and should reflect the vacancy being advertised and the length of the tenure.

### **Annotated curriculum vitae**

An annotated CV detailing work and other information relevant to the vacancy should be provided. The annotated CV should be no more than 1,500 words in length.

The annotated CV is used to inform the selection panel of the applicant's qualifications and experience related to the vacancy to be filled. There is no one standard format for presentation of an annotated CV, however the information provided through the CV should be current, relevant to the vacancy, and provide a summary of an applicant's work history emphasising the most recent and relevant aspects.

**NB To Applicants:** *Where applications that fall significantly outside the general policy requirements for length are submitted this may form part of the assessment of the application by the panel. In particular, panels may use this as evidence in relation to an applicant's written communication skills and or willingness to be familiar, and comply, with organisational policy.*

### **Ethical Conduct Unit**

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