

## Candidate Information Fact Sheet

Thank you for your interest in working with the Department of Education (DoE). This Candidate Information Package is provided to assist you to understand DoE's recruitment and selection processes for corporate and school support vacancies. You are encouraged to read this information carefully prior to applying.

More information about DoE, our strategic plan, key initiatives and organisational structure is available on our website – [www.det.qld.gov.au](http://www.det.qld.gov.au)

### Things to consider before applying

DoE encourages you to apply for roles that are relevant to your experience, skills, qualifications and interest. Before you apply for a vacancy you should:

- read the role description to gain a broad understanding of the role;
- consider if you are the right person for the job;
- determine if you possess any mandatory qualifications and/or professional registrations that may be a requirement of the role; and
- consider your motivation for working with DoE and what skills, knowledge and capabilities you bring to the role.

Do you need more information? Simply call or email the contact person listed on the job advertisement.

### Are you eligible to work with us?

You must be legally entitled to work in Australia to apply for a Queensland Government vacancy. Candidates must be either:

- an Australian citizen;
- a permanent resident of Australia;
- a New Zealand citizen who has entered Australia on a valid passport; or
- a non-citizen with a valid visa which provides the right to work in Australia.

If you have a work visa, you can only be employed in a temporary position (for the length of your visa, or until you become an Australian citizen or permanent resident). You will be required to provide evidence of your legal work status prior to or upon commencement. Only candidates with unlimited working rights in Australia are able to be permanently employed with the Queensland Government.

Some positions will require mandatory qualifications and/or professional registrations. These will always be listed in the role description.

The selection panel is required to assess your qualifications, therefore international/overseas candidates will need to provide evidence of [formal recognition](#) of your qualifications before applying or provide a statement which shows the Australian equivalent of your qualifications.

### Preparing your application

It is important to prepare an application that best represents you and what you can offer. An ideal application will demonstrate why you are the best person for the job and how your experience, abilities, knowledge and personal qualities are relevant for the role.

The requirements for your application are listed on the job advertisement.

### Resume

Your resume is you on a page - your information, your experience and career highlights. You may like to include:

- personal details – date of birth/marital status is not required;
- career summary or career objective;
- career history (name of organisation, period of employment, job title, major duties and responsibilities, main achievements);
- education qualifications (if applicable);
- training and/or professional memberships;
- referee details – you can wait until the interview to provide these to the panel. The department's preference is that you nominate referees who have current and thorough knowledge of your work skills and where possible, one is your current supervisor.

### Cover letter or written application

The advertisement or role description may ask you provide a written response to questions relating to the role, address key capabilities or provide a cover letter or any combination of these.

Your written application should be clear and succinct. You may like to structure your examples using the **STAR** methodology.

**S**ituation - a brief outline of the situation.

**T**ask - the task that you performed in that situation.

**A**ction - the action/s you undertook in response to the situation.

**R**esult - the outcomes from your actions and results of the overall situation.

### Submitting your application online

All applications must be submitted online through the [Smart Jobs and Careers](#) website. Please note you will need to register a login before you can apply for positions.

Fill out the online application form and attach any documents as instructed in the advertisement. Any attachments should be either a Microsoft Word document or in PDF format. Please note you can only upload a maximum of 3 separate documents (no larger than 2MB per file). You may also be presented with an additional questionnaire as part of the online application process.

Once you click submit your application has been sent. You will receive a system generated acknowledgement. Your application will also be saved in the *My Applications* area for you to track progress. Once you have applied online, do not duplicate the process by emailing or providing a hard copy of your application.

Ensure you have submitted an application for each position you are interested in as each vacancy has an individual Job Ad Reference number.

Advertised vacancies are visible on the website up until 11.59pm on the specified closing date.



## Selection process

The selection of a candidate is based on the panel's assessment of merit. The following elements are taken into account when determining merit:

- The extent to which each candidate has abilities, aptitude, skills, qualifications, knowledge, experience, and personal qualities relevant to the carrying out of the duties in question.
- The candidate's performance in their previous duties and their potential for development is also considered if relevant.

## Interviews

Interviews provide you with the opportunity to:

- outline how your experience is relevant to the role;
- discuss how you meet the requirements of the role;
- indicate how you would respond to situations that may arise if you were working in the role;
- describe your previous achievements or responses to situations relevant to the role; that is, examples of your previous work. This may also include your personal qualities and potential for development.

At an interview, be prepared to discuss examples of your work. You may also wish to use the 'STAR' methodology as detailed above when responding to questions.

You may also want to prepare questions to ask the selection panel members to clarify aspects of the role, the selection process or employment conditions.

## Other selection techniques

You may be asked to provide examples of previous work, or undertake appropriate tests or structured group and/or individual exercises.

## Referee checks

Referee checks will be undertaken, at least, in relation to all suitable candidates. Referee checks may occur at any time during the selection process at the discretion of the selection panel and **are not** a selection tool. Referee checks are used to verify the claims of the preferred candidate(s) in relation to achievements, qualifications, employment history and other significant matters.

At least one referee should have firsthand knowledge of your conduct and performance within the previous two years. Where a candidate is a current or previous Queensland Government public service employee, they will be required to nominate a referee who can report on their public service employment. Written personal references should not be included with your initial application unless specifically requested in the job advertisement.

## Pre-employment screening

DoE may require candidates to undergo a variety of pre-employment checks including but not limited to disciplinary and/or criminal history checks and a working with children check.

## Criminal History Check (CHC)

A CHC will be undertaken for the recommended candidate. If information is received that may exclude you from further consideration you will be given an opportunity to respond and your response will be taken into account in the evaluation process.

DoE is not obliged to consider any candidate who does not consent to undergo a CHC.

Please refer to the department's [Criminal History Check procedure](#) for advice about departmental requirements relating to the disclosure of personal criminal history during the recruitment and selection process.

## Working with children check (Blue Card)

The role description will indicate if the position requires the preferred candidate to undergo a working with children check. Where this is the case, confirmation of employment is conditional upon you being issued with a Blue Card.

DoE is legally obliged to warn candidates that it is an offence for a disqualified person to sign a Blue Card application form. Further details regarding this check may be obtained by accessing the website: <http://www.bluecard.qld.gov.au/>

## Employment as a Lobbyist – Conflict of Interest

It is [Government policy](#) that all public service employees are to provide, within one month of taking up duty, a disclosure of employment as a lobbyist in the previous two years.

## Private / sexual relationships

DoE has a strict policy and code of conduct concerning private employee relationships with Queensland State school students. DoE employees are prohibited from engaging in a private/sexual relationship with any Queensland State school student aged under 18 years of age, unless official approval has been given to the continuation of a pre-existing relationship.

If you have an ongoing private sexual relationship with a Queensland State school student aged under 18 years of age, and wish to be employed with DoE, prior to commencing employment with DoE you must confidentially declare this information to the Department's Ethical Standards Unit (07) 3255 2955.

Failure to make this declaration prior to commencing employment could result in termination of your employment or other disciplinary action being taken. A declared relationship may continue after employment commences where there is no conflict between the private relationship and the proper performance of work duties.

## Voluntary Medical Retirement (VMR), Early Retirement, Redundancy, Retrenchment, other Severance Benefit or Voluntary Separation Payment (VSP)

A person previously paid a VMR, Early Retirement, Redundancy, Retrenchment, other Severance Benefit or VSP by a Queensland Government entity who is reemployed by a Queensland Government entity within the period covered by the severance benefit may be subject to financial or other penalties.

Candidates who have been paid a VMR, early retirement, redundancy, retrenchment, other severance benefit, or VSP from a Queensland Government entity within the applicable periods are required to indicate this on the application form.

## Candidate Feedback

You will receive advice regarding the final selection outcome. Post selection feedback is then available upon request to the panel chair. Feedback will be based upon the panel's assessment of your suitability against the role's key capabilities.

After receiving feedback, if you wish to appeal an appointment decision you should refer to the information contained in the relevant [PSC Directive](#). If you are unclear about whether you can appeal, you can contact the Queensland Industrial Relations Commission (QIRC) on ☎ (07) 3003 2800 for advice.