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# **APPLYING FOR ROLES WITHIN THE DEPARTMENT FOR COMMUNITIES AND SOCIAL INCLUSION**

- identify the key elements of the online job application process
- understand how to develop a CV/ Resume
- develop an understanding of how to address the criteria and DCSI behavioral questions

PS Act 2009 sets out procedures for appointing people to roles

Basis is on *merit*:

- extent to which each applicant has abilities, aptitudes, skills, qualifications, knowledge, experience and personal qualities to carry out duties of a role
- the manner in which each applicant has carried out previous employment
- the extent to which each applicant has potential for development

Three key elements of the job application process:

- getting started and searching for a role
- creating and submitting your application
- preparing for the selection process

# Think about..



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- your career aspirations and goals
- your skills, previous experience and education
- what is a realistic match between your skills, experience, education, aptitudes, abilities and the requirements of the role.

# Searching for a role



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Search the Notice of Vacancies (published on Thursday)

- lists of public sector job vacancies
- published weekly
- advertisements for a period of 14 days

Also look at DCSI Short Term Vacancies

- intranet Big Red Sky
- published ad hoc
- for one week period

To view DCSIs current vacancies, click on [Vacancies](#) on the DCSI Careers Page. This will take you to a list of current vacancies. You have the option to search the list of current vacancies by clicking 'Vacancy Search' on the blue vertical menu to the left of the page.

# Getting Started



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- download the role description from the Notice of Vacancies and relevant websites
- check the essential criteria listed in the role description to ensure you possess the required skills, knowledge and qualifications to perform the role

# Applying within DCSI



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- online application via Big Red Sky
- **do not** address the criteria in the role description
- **only** address the questions on the application form
- you do not require a cover letter with your application
- you must attach your resume/cv



# Your Application



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Your application is an opportunity for you to demonstrate your skills, knowledge and experience by addressing the questions in the application form. These are based on the capabilities listed on the Role Description

Your resume may include the following sections:

- personal details
- employment history
- educational background and Training (Professional Development)
- career objective (optional)
- referees

# Personal Details



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- full name
- contact details including:
  - address,
  - telephone number (s) and
  - email address

# Employment History



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- start with your most recent work history and work backwards (chronologically)
- list:
  - the name of the employer
  - your job title
  - the dates you worked there
  - your responsibilities, tasks and achievements
- make sure you include everything that is relevant to the job

- a summary of your education and training history
- start with your most recent studies or training

# Career Objective (*optional*)



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It should:

- be clear and concise
- consist of brief, factual sentences using a maximum of 3–4 lines
- start by giving the potential employer an idea of your aspirations and preferred work environment
- indicate short and long term career goals, if appropriate

# Career Summary (*optional*)



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- ‘Career Summary’ or ‘Career Highlights’ can be used if you have significant professional experience
- highlight one or two relevant competencies that you can bring to the role/organisation
- tailor the statement to each role you are applying for – refer to the job advertisement

# Referees



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- usually managers/supervisors are required
- choose the people who have seen you at your best and can give first-hand accounts
- choose someone who comes across well
- make sure you get their permission before including them on your resume
- brief your referees of the job you are applying for
- list their name, department/company name occupation, and contact details



# Curriculum Vitae Exercise



Spend 5-10 mins filling in the  
curriculum vitae exercise

[Start here](#)

(to commence exercise select document)

How to create your Curriculum Vitae (CV)

If you do not have a Curriculum Vitae (CV), completing the following pages will assist you in developing an effective CV. All questions should be answered. Use time to get accurate information.

**Personal Details**  
Full Name:  
Full Address:  
Contact Number(s):  
Email Address:  
Current Role:

**Educational Background or go straight to training and development**  
**University Education**  
Name of degree completed:  
Name of University:  
Date started:  
Date finished:  
Details and/or courses studied and results:

**Work Experience**  
Name of Company / Business:  
Name of Institution:  
Town/Suburb:  
Date started:  
Date finished:  
Date started:  
Subjects studied and results:

If you have completed more than one course, please enter additional details!

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# To apply for a DCSI job vacancy via Big Red Sky



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- Click on the 'Apply for job' link in the job advertisement.
- Read the tips on applying for the job.
- At the bottom of the page enter your preferred email address which will then become your username. Click the 'proceed' button.

*Note: a password will be sent automatically to your preferred email address. Your username and password will be required to view your application, resume saved applications, store documents (i.e. resume/curriculum vitae), and to apply for future job vacancies. Your user account also has the option to received updates via your account. Your password must be at least 8 characters long and contain one numeral.*

# To apply for a DCSI job vacancy via Big Red Sky



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- Complete all the pages in the application form including personal details, behavioural questions, upload mandatory documents; accept the terms and conditions; and click 'submit application' on the last page.

*Note: unless requested you are not required to include a cover letter with your application.*

- A confirmation message will then display and an automated email will be sent to your email account confirming the submission of your application.

# Answering behavioural questions



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- Use the C-A-R approach for answering behavioural questions. This stands for Context, Action, and Result, this is further explained below. If you follow all three steps, your response will be straight forward and will provide the evidence to support your application.

## Context

- Describe your role in the situation and the other stakeholders involved
- Provide a brief outline of the specific, recent situation or setting
- Explain, using specific details, what led to the situation, setting or task

## Action

- Consider the steps you took to resolve the situation/problem or complete the task
- Detail your behaviour or actions
- Consider what you did and how you did it

## Result

- Share the outcome or the results of the situation and what you learnt from the experience
- Share the feedback you received from everyone involved in the situation
- If applicable, outline what you would do differently next time.

# Tips for answering behavioural questions



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- Consider what capability or skill the question is seeking – it may be more than one.
- Write answers in a clear and concise manner.
- Draw from a range of experience – from work, university or other areas of your life – in your responses to show your breadth of experience.
- Always use "I" rather than "we" to focus the answer on your own involvement in various situations.





- Use recent examples that have a clear beginning, middle and end
- Try to use only one example and go into detail about what happened
- Consider the relevancy and impact of example when answering behavioural questions.

# Resume checklist



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- **Proofreading** - make sure there aren't any spelling mistakes, typos or grammatical errors
- **Tailoring** - make sure everything you mention shows how well-suited you are for the job you're applying for
- **Presentation** - make sure the resume is well laid out, easy to read
- **Detail** - make sure you've provided specific examples of your achievements and how you've used the skills you have.

# Summary



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- obtain copy of the role description
- read the role description – decide if you require further clarification, if so contact the specified person
- write CV/Resume
- address and prepare responses to the questions
- submit your application by the due date
- prepare for interview
- obtain feedback

# Resume Hints



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- label your resume with your name, so it is easily accessible for the employer.
- you don't need to write your age, marital status and gender
- have a professional email account for prospective employers to contact you
- keep the resume tidy and organised in separate components



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Good luck