



DCSI Aboriginal Employment Pool

Process for Applicants

Applying for the Pool

1. Applications open near the start of each year
2. To apply go to <http://www.dcsi.sa.gov.au/careers/aboriginal-employment/aboriginal-employment-pool>
3. Check that you meet the eligibility criteria
4. Determine which role level matches your skills, abilities and experience
5. Complete the online application:
 - 5.1 If you do not already have one, the online system will ask you to create a username and password
 - 5.2 As part of the online application you will be asked to respond to four behavioural questions and upload your resume. Make sure you include your referees; your first referee should be your current or most recent direct line manager.
6. A selection panel in People and Culture will assess your application
7. If your application does not meet the selection criteria, you will receive notification via email
8. If your application meets the selection criteria, your referee will be contacted for a report
9. Following your referee report you will be notified via email that you have either been unsuccessful or successful
10. If your application is successful the panel will recommend you for a particular job level (classification)
11. If your application is successful you will be required to complete a Registration Acceptance Form (you will receive this in your email) that you must sign and return
12. Registration on the Pool does not guarantee employment.

Successful Pool applicants

1. DCSI will assist successful Pool applicants to obtain a [General Employment Probity Screening](#) check. The Coordinator Aboriginal Employment Pool (AEP) will provide you with information about what you need to do.

2. As vacancies arise that match your skills, the Coordinator AEP will send your application to the relevant manager
3. The manager will assess your skills and abilities against the specific job role criteria
4. If you meet the criteria the manager will contact you. You may be asked to participate in another selection activity (this is likely to be an interview)
5. The manager will contact you to either offer you the position (pending screening and background checks) or to inform you that you were not successful
6. You can refuse an offer of employment; however, if you do not have a valid reason, it is unlikely you will be put forward for other roles
7. You will **not** be notified of any vacancies you are put forward for (you will only be contacted if you are being invited to participate in further selection activities)
8. You **cannot** request for your application to be put forward for a role but if you see a role that is advertised in Jobs SA you are able to apply for that role separately.
9. If you are a currently employed in the South Australian public sector or you are registered with the Department of State Development Aboriginal Employment Register, you can apply directly for any role that is advertised via Jobs SA. Please contact the Coordinator, Aboriginal Employment Pool on 8207 0744 or the Department of State Development on 8463 5515 for further information.
10. You must apply for the Pool each year if you wish to be part of the Pool. If your application is successful, it will be valid until the opening of the next year's Pool. For example, if you apply in May 2017, your application will be valid until the Pool is re-opened in early 2018. the Coordinator, AEP will advise you when it is time to reapply for the next Pool.
11. You must contact the Coordinator AEP if your circumstances have changed. The Coordinator will also contact you periodically to ask you if you wish to remain in the Pool or if your circumstances have changed.

Starting in your new role

1. All employees of DCSI are required to undertake screening and background checks through the DCSI Screening Unit. Some job roles require additional screening checks.
2. If you do not have the required screening checks, the manager will advise you of the screening checks required and will explain the process to be followed.
3. You cannot start in the role until the screening checks have been finalised.
4. The manager will contact you when the screening checks have been finalised to negotiate a start date.
5. The manager will send you a contract letter.
6. The Coordinator AEP will be informed by the manager of your new role.

7. The Coordinator AEP will contact you when you have started to invite you to an Aboriginal Employee Orientation session.
8. The Coordinator AEP will contact you periodically to check on your well-being and to maintain your details in the Pool.