

# Applying for a government position



Government  
of South Australia  
Department for Infrastructure  
and Transport

## Government Examiner/Rider Safe Instructor

This document is designed to assist you in applying for advertised positions at the Department for Infrastructure and Transport (the Department).

### Government vacancies

South Australian Government vacancies are advertised online at <https://iworkfor.sa.gov.au/> and via other online recruitment sites like Seek.

The advertisement will include some instructions on applying, and a copy of the Job and Person Specification.

The Job and Person Specification includes:

- A **role overview** or description of the role.
- **Key outcomes of the role**, what you will be expected to do and deliver in the role.
- **Special conditions** attached to the role, which may include information on required clearances, weekend work and expectations regarding travel.
- **Educational qualifications/ licences** that are desirable to have when applying for the role.
- **Technical capabilities** which are any particular or unique experience or skill required for the role.
- **Personal capacities** that are relevant for the role.
- **Selection criteria** including personal and technical capabilities, professional knowledge and experience. These should be addressed in your application after consideration of the role overview and key outcomes.

### Writing your application

In your application, you must answer how you meet the selection criteria, preferably linking back to the role and functions of the role. You are encouraged to use the **STAR** method (Situation, Task, Action, Result) as a way of structuring the answers your questions.

- **Situation:** context of your example. What was the issue or task at hand that needed your involvement.
- **Task:** what needed to be done to resolve or do the task.
- **Action:** what you did. If you were part of a team what did the team do, what specifically was your role in the team and what did you do.
- **Result:** outcome or achievement. What was the result of what you did and how does this demonstrate your competency for the role.

You can read [a summary of how to address the selection criteria](#).

Applications should consist of three essential components:

1. A cover letter providing sufficient information to demonstrate your suitability for the role. Within your cover letter include how you meet each of the selection criteria. An example is attached.
2. Your Curriculum Vitae (CV) or resume, which should include:
  - name, address and telephone contact numbers
  - current position title
  - education details
  - employment history (the last 10 years minimum) and other relevant experience/history
  - three current referees (include their names, position titles, and telephone numbers). One of your referees should be your immediate supervisor.
3. Signed and completed Employment Declaration. This document is attached to the advertisement for the position.

It is important to carefully read the vacancy advertisement and the role's Job and Person Specification.

Feel free to speak with the contact officer about the vacancy and ask questions to clarify what the role does and preparing your application.

**Note:**

- An applicant for an ongoing role must be an Australian citizen or have permanent residency status.
- An applicant for a contract role must have a visa, which allows them to work in Australia for the period of the contract.

Further information about eligibility to work in Australia and related matters may be found on the:

- Department of Immigration and Citizenship website at <http://www.immi.gov.au>
- Department for Manufacturing, Innovation, Trade and Resources - Immigration SA website at <http://www.migration.sa.gov.au>

## The selection process

### Merit based selection

State Government jobs follow a merit-based selection process. A **merit-based system** is a recruitment approach where decisions are made based on a candidate's **skills, qualifications, experience, and ability to perform the job**, rather than personal connections, favouritism, or other non-job-related factors.

### Selection panel

A **selection panel** is created to project manage the recruitment and appointment processes for an advertised role. Its primary role is to ensure that hiring decisions are **fair, transparent, and based on merit**, in line with the *Public Sector Act 2009* and departmental policies. Panel members may include subject matter experts, representatives from the work group advertising the position, people from other parts of the Department and aim to include a mix of gender and culturally diverse representatives.

## Short listing

The selection panel will review all written applications received and evaluates candidates against the selection criteria from the Job and Person specification. The selection panel makes an initial assessment of all the applicants based on the information in their application. **If you have not included how you meet all key selection criteria you can be left out at this stage, that is why addressing the selection criteria is important.**

Applicants that have best demonstrated that they meet the selection criteria in their covering letter and resume **may** progress to the next stage. Unsuccessful applicants are *not* notified at this stage, and their applications are held until the process is completed.

## Comprehensive assessment

Once an application has been shortlisted, they are invited to participate in the next step of the selection process. At this stage the panel uses a combination of methods to verify an applicant's competency for the role which may include:

- Structured interviews, for example, capability-based questions to assess technical skills, experience, and cultural fit.
- Technical capabilities – role-specific tests like a driving assessment for a Government Examiner or Rider Safe Instructor.
- Driving history check for infringement and current demerit points.
- Audit history check and Investigation reports.
- Criminal history checks.

## Practical tests or assessments

The process may include a practical test or assessment where the applicant may demonstrate specific skills that they must have for the role. For office-based roles an example could include outlining a project plan. For field-based roles like a Government Examiner or Rider Safe Instructor, this could include on road or on range practical assessment of the individual's ability to drive/ride to a standard and ability to train and/or assess.

## The interview

At the interview an applicant will be asked questions to enable them to expand on how they demonstrate their competency for the role. Applicants are encouraged to use the **STAR** method as a way of structuring answers to the interview questions.

## Making the recommendation

Once all selection processes have been completed, the Selection Panel will get together and review all the interviews and make recommendations based on an applicant's performance during the entire selection process, the original applications, any skill assessments and the interview.

All panel members views on the applicants are considered to determine the preferred applicant or applicants.

## Referee checks

To confirm the applicant's statements or claims in their application and interview, referee checks are completed with at least two referees supplied by the applicant.

## Confirming the decision

If the referee checks confirm the applicant's suitability for the role, a Selection Panel report is prepared, and the applicants are ranked as recommended or not recommended. The panel report is reviewed by a delegate and the recruitment team to verify the process has been completed correctly, and offers of positions occur at this time.

## 4. Tips for success

- Your letter should be **professional, concise, and tailored** to the role.
- **Length:** application letter of no more than two pages.
- **Language:** write clearly and directly, using key words from the job description.
- **STAR:** Use the STAR method to **address each individual selection criteria** and when answering questions at the interview.
- **Evidence:** use examples that show your results (e.g., "reduced breaches by 25%").
- **Format:** use headings for each criterion in your application. You can group criteria where your responses are the same (or similar) if they are relevant.
- **Compliance:** follow [SA Government guidelines](#).

## Example covering letter

**Your name**

**Your Address**

**Your suburb / state / post code**

**(date)**

The Hiring Manager (***Insert name / address from job advertisement***)

***(insert Department name)***

***(Insert Department address)***

Dear (***insert name of hiring manager***)

I wish to apply for the position of (***title of role advertised***) as advertised on (***insert website name***). I am very interested in this role (***insert your reason for applying and your suitability to the role***). Below I have addressed each of the selection criteria as requested.

**1. Example** (Selection Criteria: High-level administrative support):

In my job as an Administrative Officer at (***Previous Employer***), I was asked to make our document processing work better. I needed to cut down delays and make sure our records met the department's standards. I set up a digital filing system and a workflow tracker, taught staff how to use them, and created a simple guide they could refer to. As a result, our processing time dropped by 30%, our compliance audit results improved, and staff said the new system was much easier to use.

***\*\*Example of combining multiple selection criteria into one response\*\****

**2. Example** (Selection Criteria: Demonstrated ability to manage competing priorities and meet deadlines.)

**3. Example** (Selection Criteria: Strong communication and interpersonal skills.)

In my previous job as an Administrative Officer, I handled several high-priority tasks during a busy reporting period and kept everyone updated along the way. I created a simple priority matrix and used Outlook to plan and track my work so I could meet all deadlines. I also kept the team informed with regular updates and discussed new timelines when needed. Because of this, all reports were finished early, and stakeholders were much happier due to the clear and proactive communication.

***(Continue to address all remaining Selection Criteria – no more than 2 pages in total)***

***\*\*Closing paragraph\*\****

*A closing paragraph in a letter of application should thank the reader for considering your application, express enthusiasm for the role and the organisation, briefly restate how your skills and experience align with the position, invite further contact by indicating your willingness to attend an interview and/or further testing, and provide your contact details.*

Yours sincerely

***(Your Name)***