Graduate Program Application Guide for Aboriginal and Torres Strait Islander Graduates

This is your guide to preparing an application for the Department of Finance’s Graduate Program.

Your application is the first formal assessment used during the selection process. It is important that you follow these guidelines when preparing and lodging your application.

Applications that do not follow the guidelines will not be considered for an interview.

Applications open 1 April and close 19 April 2022 at 10am (AWST).

There are five parts to the written application:

* Part one: Graduate Application Checklist
* Part two: Covering letter
* Part three: Resume
* Part four: Academic transcript
* Part five: Eligibility

This guide provides information about the requirements for each part and how to lodge your application. All parts must be submitted at the same time by the closing date. All guidelines must be followed to be considered for an interview.

The selection panel will use the attributes listed below to assess the suitability of applicants. You do not need to address these attributes separately in your covering letter (see part two of this guideline for information about the covering letter).

* Research skills
* Written communication skills
* Initiative
* Conceptual and analytical skills
* Oral communication and interpersonal skills
* Teamwork skills

Part one –Graduate Program Application Checklist

For your application to be eligible for assessment for the 2023 Graduate Program, all paperwork must be submitted. Please complete the Graduate Program Application Checklist to ensure this requirement is met.

Part two – Covering letter (addressed to the Graduate Recruiter)

Submit a covering letter of no more than two pages outlining how you would demonstrate the Department’s values in the context of:

1. working at the Department of Finance, and
2. choose the appropriate scenario that best helps demonstrate each value for you.
(In total you should have four headings with four different scenarios)

□ University  □ Work □ Travel □ Sporting activities/Hobbies
□ School □ Family □ Friends □ Community organisation/Volunteering

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| **Department of Finance values** | **Example** |
| **Inspiring and influential** We work collaboratively and openly and encourage others to be their best. We take the lead. | A team player who is inclusive and open to the ideas of others. Someone who is willing to step up, share ideas and leverage off expertise. |
| **Passionate and committed**We are dedicated to providing high quality work, which delivers value, and we constantly seek to improve the way we operate. We make things happen. | Someone who demonstrates constructive behaviors and achieves high quality outcomes i.e., products, services and relationships, within required timeframes. |
| **Honest and respectful**We are accountable and deliver what we say we will. We know and do what is right. | Someone who exemplifies integrity and honesty. An individual who is accountable for their actions. |
| **Bold and innovative**We dare to go down new roads and challenge the status quo. We promote change and continually strive to work smarter. We put ideas into action. | Someone who is innovative and embraces change. Someone who has identified ways to work smarter; reduce costs, time and/or resources. |

Part three – Resume

Include a copy of your resume that details your education, employment history, responsibilities, interests and achievements (2-3 pages maximum).

Part four – Academic transcript

Include a copy of your academic record clearly showing:

* Units studied
* Grades obtained in those units
* Overall course weighted average

(If you have not completed your degree, show the above to date including university ID)

Part five – Eligibility

To be eligible to apply, you must submit a copy of **one** of the following:

* Australian birth certificate
* Australian passport

How to lodge your application

Ensure you have completed all requirements of the application:

* Graduate Application Checklist
* Covering Letter
* Resume
* Academic transcript
* Eligibility

**Applications must be lodged by 10am (AWST) on 19 April. Late applications cannot be accepted.**

To apply

Online - [Jobs.wa](http://www.jobs.wa.gov.au/) (preferred method)

* Click on the ‘Apply for Job’ button on the advertisement at [**Jobs.wa**](http://www.jobs.wa.gov.au/).
* Only files in Word or PDF format will be accepted. Zipped files cannot be accepted.
* Leave plenty of time to submit your application and allow for system outages.

Post

Send your application to: Recruitment Team, Department of Finance, 2023 Graduate Program, Locked Bag 41, Cloisters Square WA 6850

Mailed applications must be received by 10am, 19 April 2022 (AWST). It is recommended that mailed applications be sent via registered post as no responsibility is taken for unregistered mail.
 **For additional information**

Visit [WA.gov.au](https://www.wa.gov.au/organisation/department-of-finance/graduate-program-department-of-finance)
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