Applicant Information Kit

Version 6.0 September 2023

© Commonwealth of Australia, 2014

# Table of Contents

[Table of Contents 2](#_Toc12356287)

[Introduction 3](#_Toc12356288)

[About Us 3](#_Toc12356289)

[Eligibility and Conditions of Engagement 5](#_Toc12356290)

[Privacy………………………………………………………………………………………………..…………………. 5](#_Toc12356291)

[Preparing your Job Application 5](#_Toc12356292)

[The Assessment Process 6](#_Toc12356293)

[Further information 7](#_Toc12356294)

# Introduction

Thank you for your interest in working at the Fair Work Ombudsman (FWO).

This document will provide you with a better understanding of the role of the FWO and will assist you to:

* determine if you meet the eligibility requirements to apply for a role with us,
* understand how to apply for positions using our online recruitment system (eRecruit), and
* decide whether your experience and skills match the requirements of the role you are considering applying for.

# About Us

The FWO is an independent statutory office established by the *Fair Work Act 2009*. The FWO and head of the Agency is [Anna Booth](https://www.fairwork.gov.au/about-us/our-people/anna-booth-the-fair-work-ombudsman), a statutory appointee under the *Fair Work Act 2009*.

The FWO has offices located in all capital cities and 14 regional locations across Australia. For more information about our office locations, see <https://www.fairwork.gov.au/contact-us/offices>.

### Our Purpose

The FWO purpose is to promote harmonious, productive, cooperative and compliant workplace relations in Australia.

### Our Functions

Our functions outline the responsibilities we have set by the *Fair Work Act 2009* to achieve our purpose:

* Provide education, assistance, advice and guidance to employers, employees, outworkers, outworker entities and organisations.
* Promote and monitor compliance with workplace laws.
* Inquire into and investigate breaches of the Fair Work Act.
* Take appropriate enforcement action.
* Perform our statutory functions efficiently, effectively, economically and ethically.

For information about our role and the work we do (including our free services), see <https://www.fairwork.gov.au/about-us/our-role-and-purpose>

### Our Structure

For information about the key sections of the FWO and the people who lead them, see <https://www.fairwork.gov.au/about-us/key-people>.

# Eligibility and Conditions of Engagement

To be eligible to apply for a role with the FWO, you need to:

* be an Australian citizen. This is a requirement under the *Public Service Act 1999.*
* have finished your redundancy benefit period, if you have received a redundancy benefit from an Australian Public Service (APS) agency or the Australian Parliamentary Service.
* hold a current Australian Government Security Clearance (AGSVA) or be willing to undergo and obtain a Baseline security clearance.
* be of good character as evidenced by a National Police Check, Character Check and Employment Declaration.
* be medically fit to undertake the duties of the job.
* complete a six month probation period (if you are new to the APS).

A range of other conditions may be required depending on the role you are applying for. Further information will be provided in the role’s Position Description.

# Privacy

Personal information that you provide to the agency is protected by the *Privacy Act 1988.* The FWO collects your personal information for management and recruitment purposes as required by the *Public Service Act 1999.* The FWO will not disclose any personal information without your consent, except where authorised or required by law. Non-identifying information may be used for statistical reporting purposes.

# Preparing your Job Application

The FWO uses an online recruitment system (eRecruit) to process all job applications. If you have any difficulty submitting your application via eRecruit, please contact recruitment@fwo.gov.au for assistance.

Information required when submitting an application for a position with the FWO includes:

* Personal details (such as your name, address, email and phone number)
* Employment details
* Education details
* Written response summarising your claims against the position you are applying for
* Referee details
* Diversity details (this information is provided on a voluntary basis and is used for statistical and reporting purposes, and to accommodate specific needs during the recruitment process. Any information provided is not a consideration when assessing suitability for a position)
* Current resume

### Information on applying for vacancies in the Australian Public Service

For hints and tips on applying for a job in the APS, see [Cracking the Code: How to apply for jobs in the Australian Public Service](http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code).

### Submitting Your Application

You should start your online application as early as possible. You must ensure that your contact details are correct as the Recruitment Team might contact you with updates on the position or selection process.

It is important to save your application after completing each step of the form, or if you take a break from working on it. eRecruit will automatically log out of your account after 20 minutes of no activity.

Once you have completed the online application form, you are required to review the information prior to submitting. eRecruit will ask you to click the submit button on two occasions.

Once you have successfully submitted your application, you will receive an automated confirmation email. If you do not receive this email, go back into eRecruit and check that your application was submitted.

All applications must be submitted **prior** to the job closing date and time. Extensions will only be granted in extenuating circumstances and where applications have already been commenced.

### Written Response

Most applications with the FWO require a written response, generally ranging from 600-1000 words. Your written response should outline your interest in the role, and how your skills and experience relate to the requirements (selection criteria) of the role. The Position Description of the role will indicate the word limit requirement. eRecruit will not accept responses that exceed the stated word limit.

When addressing the selection criteria, you must be specific and provide examples. A good way to address selection criteria is to provide a specific example where you have performed a particular task which incorporates what the selection criteria is asking. For further details about how to address APS selection criteria, including how to use the STAR method in your examples, see [Cracking the Code: Applying for an APS job](https://www.apsc.gov.au/working-aps/joining-aps/cracking-code/3-applying-aps-job-cracking-code).

It is recommended that you prepare your response in Microsoft Word and then copy and paste into your eRecruit application. This will enable you to better keep track of the word count, and will reduce any risk of losing your progress should you forget to save and eRecruit auto logs out.

### Your Resume

Your resume should be a concise document (no longer than four pages) which details your employment history, skills relevant to the position you’re applying for and personal interests/achievements. Personal interests and photos, etc. will not contribute to the Selection Advisory Committee’s (SAC’s) decision and are therefore not necessary to include.

### Referees

If you are shortlisted for interview, the SAC will confirm the details of the referees you have provided in your application and will seek your permission to contact them, if required. If the FWO wishes to contact anyone not listed as a referee, we will first advise you.

# The Assessment Process

For information about APS merit-based selection, see [The APS merit principle](https://www.apsc.gov.au/working-aps/aps-employees-and-managers/guidance-and-information-recruitment/aps-merit-principle#:~:text=A%20decision%20to%20engage%20or,using%20a%20competitive%20selection%20process).

The FWO uses a range of assessment steps to determine the most suitable applicant for a position. This typically includes (but is not limited to):

* An initial shortlist of applicants based on your online application and your resume.
* An interview (if successful in the shortlist phase).
* A Work Sample Assessment (WSA) exercise, based on duties that would be performed should you be successful in the role.
* Confirmation of relative suitability to perform the duties of the role through referee checks.

### Reasonable Adjustments

To allow equal opportunity for applicants with a disability to apply for a position and compete on merit, the FWO will consider reasonable adjustments to the assessment process and, within reason, to the duties of the position.

Examples of reasonable adjustments that may be applied in the assessment process include:

* accepting applications in a different format and/or allowing additional time to complete applications.
* allowing applicants to complete interviews/work sample assessments in a different format and/or providing additional time.
* allowing for additional support to be available, such as an Auslan interpreter, employment support officer, or carer.
* providing short breaks.
* providing accessible hardware or software.

Should you require reasonable adjustments during any stage of the process, please email recruitment@fwo.gov.au.

### Unsuccessful Applicants

If you are unsuccessful in the selection process, you will be contacted by email. Due to the number of applications received for each vacancy, we regrettably are not able to contact all applicants verbally. You may request feedback on your performance in the selection process, however there may be occasions where feedback cannot be provided due to large numbers of applicants.

# Further information

If you require any further information regarding the application process or career opportunities at the Fair Work Ombudsman, please email recruitment@fwo.gov.au.