



## WORKFORCE DEVELOPMENT

### JOB APPLICATION GUIDELINES

#### Advice to Applicants

The Department of Health welcomes your interest in this position. Your application is an opportunity for you to demonstrate your skills and experience, abilities and personal attributes to a selection panel.

The Department brings together a group of people who work with skills from a range of knowledge bases and come from a diverse range of backgrounds and work cultures.

Culture affects our work environment, the way we do things and the way we relate to each other.

We aim to create a tolerant, fair and safe environment for staff which supports diversity and respects the views of others, their skills, experience and knowledge, encourages debate and values difference of opinion.

The Department of Health will strive to develop a culture consistent with our values for all dealings with community groups, other government agencies and in our negotiations with the Commonwealth, State and Local Governments.

In our daily contacts, we will strengthen our working relationship with various business units within the Department and external service providers.

As we strive to achieve our Vision, we recognise our responsibility to create an environment that embraces change. It is only by working together that we can achieve the highest quality, integrated Health for the benefit of South Australians.

#### Before you commence your application

We would like you to thoroughly read the position's Job and Person Specification and, any additional information provided. Feel free to speak with the contact officer(s) about the position, and ask questions or request any further relevant information such as copies of the Annual Report, Agency Overview or divisional newsletters.

#### Selection and appointment procedures

The selection and appointment procedures used in the Department are guided by the Public Sector Management Act 1995 and guidelines of the SA Office for Public Employment. The Government of South Australia is an equal opportunity employer.

All selection decisions and appointments are free from discrimination or nepotism. They are based on an assessment of the merit of applicants' abilities, aptitudes, skills, qualifications, knowledge, experience (including community experience) and personal qualities. Potential for development is also considered.

In essence, your application will be considered on a proper assessment of merit and receive fair and consistent treatment.

# Sample Job Application Guidelines

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## **Sample Job Application Guidelines:**

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