The Teachers Registration Board of South Australia provides this guide to assist your application for the position.

The Teachers Registration Board welcomes your interest in this role and asks that you carefully read the Application Guidelines to complete your application. Applications should not be more than 1500 in total (plus Curriculum Vitae) and include documentary evidence of the required qualification.

Before you Start Your Application

The Role Description outlines the core responsibilities and the requirements for this position. Applicants are encouraged to seek further information, ask questions or confirm requirements with the Contact Officer listed in the Enquiries section.

Eligibility

Eligibility for appointment to the Teachers Registration Board is determined by the following criteria:

- a national police history check is required and an applicant must not be found guilty of a relevant offence;
- an employment offer will not be made to someone who has accepted a voluntary separation package from a South Australian public sector agency within the previous three (3) years;
- an applicant for an ongoing position must be an Australian citizen or have permanent residency status;
- an applicant for a contract position must be an Australian citizen or have a visa which allows them to work in Australia for the period of the contract. Evidence will need to be provided to confirm the current status;

Further information about eligibility to work in Australia may be found on the Department of Immigration and Multicultural and Indigenous Affairs website.

If you have any questions regarding your eligibility to apply please speak to the Contact Officer listed in the Enquiries section.

Selection Criteria

The Essential Minimum Requirements and Desirable Characteristics sections of the Role Description outline the skills, knowledge and abilities required to perform the duties of the role. Your application should provide evidence that you have the capabilities required for the position by addressing as many of the essential minimum requirements and desirable characteristics as possible to demonstrate the particular capability (at work or in the community), or any of your achievements that demonstrate you have the required skills, knowledge and experience.
Submitting your Application

Your written application should include:

- A cover letter quoting the vacancy number;
- A CV or resume outlining your qualifications and employment history;
- Additional information that specifically addresses the Essential Minimum Requirements and Desirable Characteristics sections of the Role Description and provides sufficient information to demonstrate your suitability for the position;
- Applicants should include the name, address and contact numbers of three current referees who can provide recent information regarding your relevant work/experience; and
- If sending a hard copy of your application, please provide three copies for the selection panel.

Please be aware that the panel is free to obtain work reports from a current supervisor/manager (if not nominated), if appropriate.

Qualifications

The Role Description sets out the essential qualifications for the position. **You will be required to provide evidence of your qualifications.**

Evidence of overseas qualifications is required to be assessed by an accredited authority. The Department of Immigration and Multicultural and Indigenous Affairs website provides a list of the relevant assessing bodies for the occupations and their contact details. Assessing bodies charge a fee for the assessment. The fee is payable by the applicant.

The Selection and Appointment Process

Merit Processes

The selection and appointment procedures used are governed by the Public Sector Act 2009 (PS Act) and other guidelines set by the Commissioner for Public Employment. Please refer to the Commissioner for Public Employment, Determination 1: Merit, Engagement, Assignment of Duties and Transfer of Non-Executive Employees – Merit Based Selection Processes. Further information can be obtained about the merit selection process from the Office of the Commissioner for Public Employment website at [http://www.oper.sa.gov.au/page-372](http://www.oper.sa.gov.au/page-372). Selection on merit is a requirement throughout the Public Sector. Your application will be considered on a proper assessment of merit, and receive fair and consistent treatment.

Late Applications

If an applicant seeks an extension of time to submit an application the request must be made to the Contact Officer before the designated closing date for applications. The panel will determine whether to grant a request for an extension to apply only in exceptional circumstances such as illness (supported by a doctors certificate).

Interviews, exercises, presentations, referee statements.

The selection process may involve a range of selection techniques which can include a written application, an interview(s), practical exercises, work samples, aptitude and ability tests, structured group and/or individual exercises. You will be advised of the composition of the panel and any special requirements for the selection process.
**Notification**

On completion of the merit process, the Panel Chair will notify the successful applicant. On the acceptance of the position all other applicants will be notified that the position has been filled.

Once all applicants for the vacancy are notified, there will be a seven day period in which the applicants may request a review of the decision based on a significant irregularity that impacts on the outcome of the panel process.

Applicants may also request feedback on their applications during the initial seven days or, may seek post selection feedback from the Panel Chair within eight weeks of a nomination being made for the vacancy.

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**Writing your Application**

**Addressing the Selection Criteria**

The Role Description provides a brief outline of the main areas of responsibility of the role and the outcomes to be achieved. The ‘Essential Minimum Requirements’ and ‘Desirable Characteristics’ section of the Role Description identifies the particular knowledge, skills and abilities required for the job.

Descriptions of skills, knowledge and experience need not be limited to those gained through paid work. Voluntary work and roles undertaken through personal interest (e.g. president of a sports club, treasurer for a health support group) may also provide the basis for demonstrating evidence of skills, experience and abilities.

Read the ‘Organisational Overview’, ‘Position Summary’ and ‘Position Purpose’ to familiarise yourself with the broad responsibilities of the role. Carefully consider your skills, knowledge and abilities against each of the ‘Essential Minimum Requirements’ and ‘Desirable Characteristic’s’ section of the Role Description.

Key questions to ask:

- Am I confident that I have the skills, knowledge and ability to perform the role?
- What evidence can I cite to demonstrate that I meet each of the criteria through my skills, experience and achievements?
- Can I adequately address the Essential Minimum Requirements and Desirable Characteristics?

The aim is to communicate to the selection panel how your qualifications, experience, knowledge and skills demonstrate your suitability for the vacancy.

You may wish to consider the following structure in preparing your response to each criterion:

**STAAR**

S/T  situation and task that you faced  
A  your approach in terms of principles and purpose  
A  the action/s you took  
R  the result/s or outcomes of the action taken

If your application does not successfully address each of the Essential Minimum Requirements and Desirable Characteristics section of the Role Description you may not be considered for short-listing and further assessment. It is therefore important to ensure that your application addresses the criteria.
Before submitting your application, check it to ensure:

- You have addressed as many of the Essential Minimum Requirements and Desirable Characteristics as possible;
- You have demonstrated that you have the ability to carry out the duties of the role;
- You have thoroughly checked your application for accuracy and completeness;
- You have provided proof of your qualifications, if specified as a requirement for the role;
- You have included the names, role titles, current telephone number and email address of referees, including your current line manager;
- You have included your contact details, including your email address;
- Your Curriculum Vitae (CV) is included;
- Your cover sheet is completed and attached to your application;
- Your application is signed and
- Your application reaches the designated officer by the advertised closing date and time.