

Job applications – applying for a position transcript

This document is a transcript of an Auslan training video with tips on how to write job applications when applying for a position in the NSW public sector. The video can be viewed in the Belonging and Inclusion Library.

You can view the full series of videos in the Belonging and Inclusion Library.

Background

The video is part of a series created following a one-day workshop held by the Public Service Commission. The workshop focused on meeting the cultural and language needs of Deaf Auslan-speaking employees. The workshop was open to all Deaf employees in the NSW public sector as an opportunity to invest in their career growth in an environment tailored to their needs. The workshop was delivered entirely in Auslan and was designed with input from the Deaf community.

About Auslan

Auslan is a language used predominately by the Australian Deaf community.

Transcript

If you want to apply for a position in the NSW public service, you will need to do these things:

Write your cover letter.
Update your resume.
Apply online.

You should make it easy for the person reading your application to know how you are the right person for the job. A good way is to provide example of work you have done that show the focus capabilities you have. Focus capabilities are listed in the role description.

Cover letter:

1-2 pages long.
Uses plain English.
Well structured.
Specific to the job you are applying for.

Resume:

Keep it simple – no more than 3-5 pages
Name and details of the best way to contact you, for example you could say “email only”
Introduction
Education, qualifications and training
Work experience
Skills and achievements

Referees

Applying online:

Notice what keywords are being used in the job advertisement.

Notice what focus capabilities are in the role description.

You might be asked to answer some targeted questions. Be specific – don't say what you think you might do in the situation – tell them an example of what you have done.

Give examples of work you have done that demonstrate the focus capabilities.

Use the STAR method.

There is another short video that briefly explains the STAR method.

If you are contacted for an interview or further assessment, it is important to let the job contact person know if you need an adjustment. You will not be disadvantaged if you ask for an adjustment.

Do you want to learn more. You can look at the "I Work for NSW" website and you can talk to your manager or HR.