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# **Candidate application pack for 2024**

## Important information before starting

# Being of Aboriginal and/or Torres Strait Islander heritage is a requirement of this program under section 51 of the *Equal Opportunity Act 1984*. By completing this application, you declare that you are of Aboriginal or Torres Strait Islander heritage.

Please complete all information and questions.

## Personal details

|  |  |
| --- | --- |
| First name |  |
| Surname |  |
| Date of birth (dd/mm/yyyy) |  |
| Mobile number |  |
| Email address |  |
| Street address |  |
| Suburb |  |
| Post code |  |

**Have you been referred by a job service provider?**

[ ]  Yes

|  |  |
| --- | --- |
| Name of provider  |  |

[ ]  No

**Do you rely on public transport?**

[ ]  Yes

[ ]  No, because:

[ ]  I own a vehicle

☐ I can get lifts

**What career pathways interest you?**

|  |  |
| --- | --- |
| [ ]  Justice and law | [ ]  Finance and human resources |
| [ ]  Environment and tourism  | [ ]  Sport and recreation |
| [ ]  Health and support services | [ ]  Art and cultural industries  |
| [ ]  Education and training | [ ]  Other (please describe below) |

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|  |

**Are there any government agencies you are interested in working with?**

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|  |

**Would you like to be considered for a job in a region other that the one you live in?**

[ ]  Yes, the location/s I am interested in are:

|  |
| --- |
|  |

[ ]  No

**How did you learn about this traineeship opportunity?**

|  |  |
| --- | --- |
| [ ]  Facebook | [ ]  An information session / presentation |
| [ ]  Instagram | [ ]  Radio |
| [ ]  Seek | [ ]  Family / Friends |
| [ ]  Other (please describe) |  |

## Your application

### Why have you applied for this traineeship?

Think about including where you might like to work or your goals for the future. You can answer using dot points.

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## Scenarios

**Below are 3 scenarios you may experience while at work. You can answer using dot points.**

**Scenario 1:** You’ve finished your work and need something else to do. Your supervisor is in a very important meeting.

**What is the best action to take?**

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| --- |
|  |

**Scenario 2:** You are a customer service officer, working in a front reception area.

A customer approaches in an angry manner, upset about a letter they have received.

**How do you respond to this situation and what steps do you take?**

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**Scenario 3:** You have been given the 3 following tasks by different people in your office. **Using the righthand column, tell us the order you would complete the tasks by numbering them 1 to 3.**

|  |  |
| --- | --- |
| **Task** | **Priority** |
| Start sorting the pile of work that your supervisor has left on your desk before they left work. |  |
| Refill and check on the photocopier that is beeping continuously. |  |
| Prepare the room and water jug and glasses requested for a meeting in 20 minutes. |  |

|  |
| --- |
|  |

**Explain why and how you came to your decision.**

**Please email this application and your resume to** **solidfutures@psc.wa.gov.au** **by Monday 2 October 2023. Late applications are not accepted.**