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# Advice to applicants

Tasmanian State Service School-  
Based Traineeship Program

# Advice to applicants

In this document, you will find some hints, tips and tricks on how to write your application and structure your written responses. This is a guide only and not comprehensive.

## Overview

To complete an application, you will need to submit a resume and answer some questions in the initial online application form.

We recommend that for questions that require a free text answer, you write your responses in a word document first and then copy and paste your answers into the form when you are ready to submit your application. This not only makes it easier for you to proof read your answers and make changes, it prevents you from completely losing your answers should you experience any technical issues at the time of application.

It is recommended that you proof-read your application, look out for any spelling mistakes or grammatical errors. If possible, have someone else read through your application to look for common mistakes that could let your application down.

## Resume

As part of your online application, you will be required to upload your Resume or CV. A resume is used as a brief summary of your personal, educational and work experience. It may also include any formal qualifications you have obtained, volunteer activities or significant awards you have earned.

A good resume should be well-presented and highlight your qualities. Make sure you use an easy-to-read format and ensure that your referees are current.

A resume is usually made up of the following components:

### **Name and contact details**

Include your current residential address, the best contact number and your preferred email address. It is not necessary to include your birth date, gender or marital status.

### **Education and Training (including qualifications)**

Provide a summary of your education and training experience, starting from the most recent and working backwards. Include details of School/Institution, location, what you studied, and start and end dates of the period of study. It is not necessary to include your grades, though it may be useful to include the subjects you studied.

As an example, your education section could look like this:

*2019 – Current*

Tasmanian Public School | Hobart, TAS

Grade 7 – 10 | currently enrolled to complete grade 11 in 2023, studying Maths, Science and English.

## Employment History

List your work experience or current/previous employment, starting from the most recent and working backwards. Include your job title, the organisation/company you worked for, employment dates and a description of your main duties and key achievements. You may choose to outline your duties in a dot-point format or as a paragraph of information. It is personal preference how you choose to format this information, just make sure you keep it brief. This section should highlight your skills used to carry out the duties.

As an example, your employment history could look like this:

DATES	JOB TITLE, COMPANY NAME
Overview of role [in a couple of sentences]	
Key Responsibilities and Achievements [as dot points or a few sentences]	

## Volunteer/Community Involvement

Using the same format as you used for your employment history, list any volunteer or community activities you have participated in, it may be something that you do regularly or have done intermittently.

## Current Referees

A minimum of two referees should be included within your resume. A referee is someone who will provide a verbal or written account of your skills and abilities in previous employment or work experience, and they could be asked to comment on examples you have mentioned.

You need to get consent from your referee before listing their details. You will need to include their full name, position title, contact number(s) and contact email. It may be useful to send them a copy of your application, and the Statement of Duties to read through. It is preferred that your referee is not related to you and would ideally be someone you know through current or previous employment.

If you do not have previous work experience, or it isn't possible to ask somebody who you have worked with to be your referee, you could ask a teacher, tutor or coach. You will need to make sure that the person you choose is able to comment on your skills and abilities.

## Application Questions

Some of the application questions will be multiple choice and some will be 'free text' – meaning you need to write a short answer. When writing your answers think about your personal strengths – we are looking for examples that give evidence of your skills and knowledge. Think about times in your life when you have had to use these skills and use these examples within your answers. For example, you could draw on experiences that you may have had at school, in a sporting team, at a function or event, or when volunteering. When thinking about how to construct an answer, sometimes it is useful to use the STAR approach.

- **Situation** – describe the situation that you will use as the basis for an example
- **Task** – discuss what you needed to do to achieve an outcome or goal
- **Action** – explain the steps you took to complete a task or achieve a goal
- **Result** – outline the results of your actions, including any lessons you learned or skills gained.

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[QR Code if  
applicable]