

Guide to Applying for a Position with the EPA

Thank you for your interest in applying for a role within Environment Protection Authority (EPA). The following information is provided to assist you in submitting your application for the role.

Your application should comprise:

- A covering letter of no more than 3 pages describing your suitability for the role by addressing the selection criteria in the Role Statement.
- Your curriculum vitae outlining your personal details, relevant work history, education, training courses, qualifications and professional memberships.
- A list of three referees including your current or most recent manager or supervisor.
- A completed and signed *Pre-Employment Declaration*.
- A copy of your qualification/s as required in the Role Statement.

A technique that may assist you in responding to the capabilities is the CARE model. Keeping the following points in mind, explain briefly:

Context	the situation
Actions	what you did
Results	what you achieved
Evaluation	what you learned from the experience and any feedback you received

Please submit your application to EPAAppl@sa.gov.au before the specified closing date and time.

Initially, EPA will acknowledge that your application has been received. Short-listing of applications for interviews may take approximately 2 to 3 weeks after the closing date. Your application will be evaluated by a selection panel, and you will receive formal contact either inviting you to interview, or advising that your application has been unsuccessful.

If you experience difficulty or need assistance on any of the requirements for applying, please do not hesitate to contact the nominated enquiries officer.

Once you know the outcome of your application, you may request feedback from the panel chairperson. Feedback will be based on the selection panel's assessment of your suitability in relation to the selection criteria.

We wish you every success with your application.