

**Applying for jobs in the  
Department of Economic Development and Tourism  
Advice to Applicants**

**Thank you for considering applying for a position in the Department of Economic Development & Tourism. Please read the following information before applying. Further information is available in the 'Career Centre' section of the [jobs.tas.gov.au](http://jobs.tas.gov.au) website, in particular the section titled 'Applying for Positions'**

**APPLICATION**

The format for your application should be:

- Form 201 – (available from this website – not essential). Please place at the front of your application.
- Application Letter – this should be a short covering letter to introduce yourself and outline the details of the position you are applying for, including the position number.
- Claims against the Selection Criteria – unless stipulated the selection criteria is weighted equally, when making claims against the selection criteria you should: -
  - ensure you have read the criterion carefully
  - relate the criterion back to the major duties and position objective
  - break the criterion into key points you need to address
  - provide examples of your ability to perform the criterion
  - use positive words to illustrate the level of your achievements
  - ensure your claims against the criterion are clear & concise
- Resume – this should cover: your employment history, your educational qualifications and any professional affiliations.
- Other relevant information you may wish to include.

Please do not bind your application. It should be stapled in the top left hand corner.

**SELECTION PROCESS**

Employment in the Tasmanian State Service is made on merit. The *State Service Act 2000* provides that a decision relating to appointment or promotion is deemed to have been conducted on merit where:

- an assessment is made of the relative suitability of the candidates for the duties; and
- the assessment is based on the relationship between the candidates work-related qualities and the work related qualities genuinely required for the duties; and
- the assessment focuses on the relative capacity of the candidates to achieve outcomes related to the duties; and
- the assessment is the primary consideration in making the decision.

When a position is to be filled it is advertised and a selection panel is established. The selection panel reviews all written applications and only applicants who demonstrate that they meet the selection criteria will progress to shortlisting. Those applicants who are shortlisted will have the opportunity to expand on their claims against the selection criteria.

Forward your application to:- Human Resources  
Department of Economic Development & Tourism  
GPO Box 646  
HOBART TAS 7001

Or alternatively you may hand deliver it to the Department of Economic Development & Tourism Reception at our Head Office, 22 Elizabeth Street, Hobart, fax it to (03) 6233 5703 or email it to [applications@development.tas.gov.au](mailto:applications@development.tas.gov.au)

**Please note the application closing details in the advertisement  
Please visit our website at: [www.development.tas.gov.au](http://www.development.tas.gov.au)**