



COMPETENCY BASED APPLICATION

PLEASE READ ALL NOTES ATTACHED PRIOR TO COMPLETING THIS COMPETENCY BASED APPLICATION

A Competency Based Application requires you, the candidate, to describe some of your personal achievement to-date that demonstrate certain competencies (necessary skills and qualities) required for the position you are applying for (e.g. Team Work, Information Management/Processing, Delivery of Results, Customer Service & Communication Skills, Specialist Knowledge, Expertise and Self Development, Drive and Commitment to Public Service Values).

ALL QUESTION AREAS ON THIS APPLICATION MUST BE COMPLETED. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

A definition of a skill or quality is given for each competency. You are then asked to describe a situation, from your own experience, which you think is the best example of what YOU have done which demonstrates this skill or quality. It is essential that you describe how YOU demonstrate the skill or quality in question.

You are advised to structure what you write so that you give specific information about what YOU have done – for example, do not simply say “X was successful”, you should describe exactly what YOU did and how YOU demonstrated the skill or quality in question.

For each example, please include the following:

- a. The nature of the task, problem, or objective
- b. What you actually did and how you demonstrated the skill or quality (and, where appropriate, the date you demonstrated it)
- c. The outcome or result of the situation and your estimate of the proportion of credit you can claim for the outcome

Please do not use the same example to illustrate your answer to more than two skill areas.

PLEASE NOTE: if you are called for interview, the Board may look for additional examples of where you demonstrated the skills required for this post so, you should think/prepare a number of examples of where you demonstrated each of the skills.