

Writing your NSW Government job application



Read the role description and application carefully, ensure you understand key accountabilities, essential requirements and focus capabilities.



Assume that the person reading your application knows nothing about the military. Use terms/language that would be appropriate for the role you are applying for.



Use strong language that emphasises the part you played in the task (I was involved in, I led, or I coordinated).



Tailor your application and resume to the role you are applying for.



Stick to word and page limits, answer every question, don't give them a simple reason to cull your application by not complying with the basics.



Proofread your application before submitting it, ensure you do a spelling and grammar check and you have answered all the questions.



**Veterans
Employment
Program**

NSW Capability Framework

The Capability Framework is a structured system used to define skills, knowledge and abilities expected of employees in the NSW Government.

The framework provides fairness and consistency in recruiting and supports an understanding of what is expected in roles.

The framework has five groups with each containing specific capabilities, which work together to provide an understanding of the knowledge, skills and abilities expected by public sector employees.

Each capability is assigned to a level which shows a progressive increase in complexity and skills.

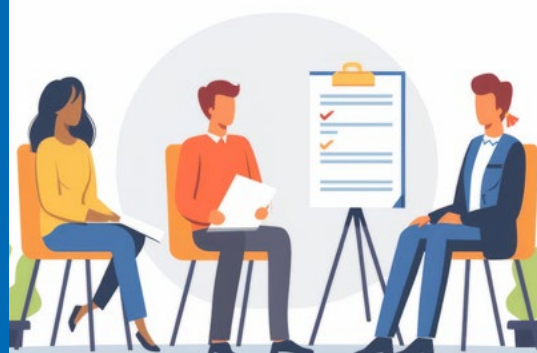
Your application needs to demonstrate that you meet or exceed these capabilities.

Use real examples to demonstrate your competency along with language and terminology from the framework (include the key verbs and adjectives used in the behavioural indicators).

When answering the capabilities ensure that you have read and reviewed each of the focus capabilities.

Contact Details:

-  www.vep.veterans.nsw.gov.au
-  veteranemployment@veterans.nsw.gov.au
-  [NSWVeteransEmployment](#)
-  [NSW Veterans Employment Program](#)



PREPARING

for your NSW Government job interview

NSW Government interviews are quite formal. Business attire is recommended and beware of your non-verbal cues.

If your interview is taking place via Microsoft Teams, ensure you have tested your camera and speakers prior to the interview. Be aware of what is in the background.

The interview panel will usually consist of three representatives.

All candidates will be asked the same interview questions based on the role description.

PREPARATION IS THE KEY

1. Plan the logistics including how you are going to travel to the interview and checking your internet is working.
2. Re-read your application along with the selection criteria.
3. Make sure you have your “elevator pitch” ready along with a response as to what attracted you to the role.
4. Prepare some of your achievements (not deployments or awards), clear examples where you have achieved outcomes from previous roles. Focus on using the STAR technique when answering questions.



While in the interview if you need to slow down, or some time to think about a response, it's ok to:

- Ask to repeat the questions.
- Ask the interviewers to split the question into parts.
- Write down key words or points you wish to cover in your answers.

The STAR Technique

The STAR Technique is a valuable way to structure your responses to questions using real examples from your experience.



SITUATION

A short description of the scenario or circumstances.



TASK

What was your role in the situation?
What did you have to achieve?



ACTIONS

What did you do?
How did you do it?
What hurdles did you overcome?



RESULTS

What did you achieve?
What was the end result?

IF YOU ARE UNSUCCESSFUL

Reach out to the Hiring Manager and ask for a time to discuss feedback or what you can improve.

Reach out to the **NSW Veterans Employment Program** for further support and interview techniques.

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[NSW Veterans Employment Program](https://www.linkedin.com/company/NSW-Veterans-Employment-Program)