



Office of
Environment
& Heritage



Application Guide

To apply for this job,

1. Click '*Apply Online*' at the bottom of the screen.
2. Complete all the questions in the online application. It is recommended you prepare responses to the target questions in word, then copy and paste to the text boxes available in the on-line application.
3. In the section titled Supporting Documents, attach:
 - Cover Letter (maximum of 1 page).
 - Resume (maximum of 4 pages)
4. If you want an overseas qualification to be considered as part of your claim for a role, you must identify the Australian qualification of which it is an equivalent and the Australian industry or government body which recognised your qualification.
5. **Be careful when unticking** any files from your profile that you have already marked as relevant to your application. Unticking a file will remove the attachment from your application and this could result in your application being incomplete.
6. Ensure your JobsNSW profile is updated with your current contact information and referees. You are required to provide e-mail addresses for two nominated referees, one of which should be a current or recent supervisor.
7. Overseas applicants **MUST** have a current working visa to apply for any temporary role. All applicants to ongoing roles **MUST** be Australian or New Zealand citizens or have permanent Australian residency status at the time of application.



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8. DO NOT attach proof of identification, qualifications or other documents. These documents will be sighted at interview if you progress to this stage of the process.
9. All applications must be submitted online by the advertised closing date.
10. You may be required to attend an assessment centre, and/or to complete online assessments, skills testing or work samples as part of the assessment process.
11. **Technical enquiries:** If you receive error messages during the application process, need a password reset or general assistance to create a profile and submit an application contact **I Work for NSW support team on 1800 562 679 (Mon-Fri)** or email support@jobs.nsw.gov.au to assist.

Office of Environment and Heritage (OEH)/Environment Protection Authority (EPA) welcomes applications from Aboriginal and Torres Strait Islander people, people from diverse cultural backgrounds and people with disability. Please indicate if you have any accessibility requirements in your application or speak with the contact person should you be called for an interview. We provide reasonable adjustment for people with a disability during the recruitment process and on employment.

The OEH / EPA is a family friendly employer and will consider flexible work options.