GUIDE TO APPLYING FOR RMS ROLES VIA IWORKFORNSW

Step 1: To view roles with RMS go to www.iworkfor.nsw.gov.au. You can search by **job category**, **location, agency** or **organisation** via the relevant drop down menus. Alternatively, you can type the job name or job reference number in the **enter keywords or job reference/ID field** as shown below.

Step 2: click on the job title to view the ad.

Step 3: To apply, click the **'Apply Online'** button at the bottom of the advertisement (ensure that your application is submitted by the closing date):

How to apply

To apply for this position, please submit a resume and brief covering letter (no longer than two pages) and address each of the selection criteria in the online application

For more information on how to apply for a role in the NSW Public Sector please click here or for more information on site Roads & Maritime please click on link provided.

For any enquiries, please contact **Scott Rickard** on **0491 224 577**

Applications close: 11:59pm Monday 6th May, 2019

Share:

Step 3

☑ Apply Online   ✉ Email to a friend   🔍 Find other jobs by this Organisation / Entity

Step 4: If you have an existing account, log in by entering your email address and password. If you have forgotten your username or password, click the links highlighted below and follow the prompts to reset.

If you are a New User, click on the link highlighted below and follow the prompts to create a new account.

NSW GOVERNMENT | I work FOR NSW

Home   About the public sector   Why work for NSW   Our people   Applying for a role   Information for

Welcome. You are not signed in.

JOB SEARCH

My profile

Login

If you have previously registered, login to your profile.

Not registered yet? Please select the 'New User' button to register and create an account.

Mandatory fields are marked with an asterisk.

If you share a computer or are using a computer that is publicly available to others (for example, in a library or internet cafe), always **Step 4** *mber to Sign Out before leaving to protect your privacy.*

*User Name (Hint: Please do not include any spaces)

*Password (Hint: Case sensitive 8 - 32 characters long, must contain 1 letter and 1 number)
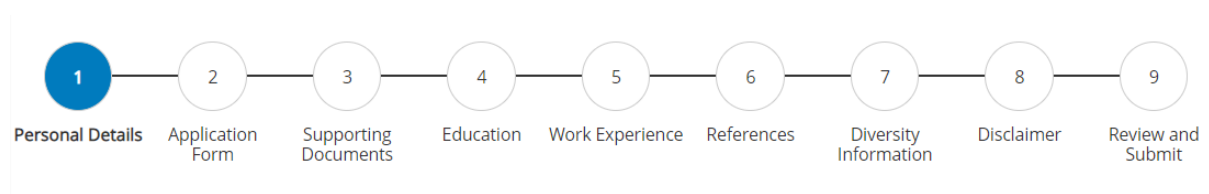
Forgot your username?
Forgot your password?

Login

New User

You will then be directed to a nine-step process to begin submission of your application. Any field that is marked as a red asterisk is a mandatory field.

PLEASE NOTE: You will be able to **save as draft** the progress of your application at any stage of the nine steps and come back to it later.

Step 5: Personal details. Fill in your personal details on page 1. Once you complete all fields, click **save and continue** at the bottom of the page to proceed.

1	2	3	4	5	6	7	8	9
Personal Details	Application Form	Supporting Documents	Education	Work Experience	References	Diversity Information	Disclaimer	Review and Submit

Step 6: Application form. Fill in your application form on page 2. Once you complete all fields, click **save and continue** at the bottom of the page to proceed.

1	2	3	4	5	6	7	8	9
Personal Details	Application Form	Supporting Documents	Education	Work Experience	References	Diversity Information	Disclaimer	Review and Submit

Step 7: Supporting documents. You can choose to either upload your resume and other supporting documents such as a cover letter as an attachment or you may choose to build your resume and cover letter in the application process itself. **We would recommend uploading your resume and supporting documents if any as an attachment as it is easier for the hiring manager to read.** If you choose to upload your relevant attachments (CV/Resume and Cover Letter) click on **choose file**, select the relevant file from your computer drive and click **attach.**

Type in or copy and paste the contents of your cover letter in the cover letter section as highlighted below, addressing the relevant job criteria. Click **save and continue** at the bottom of the page to proceed.

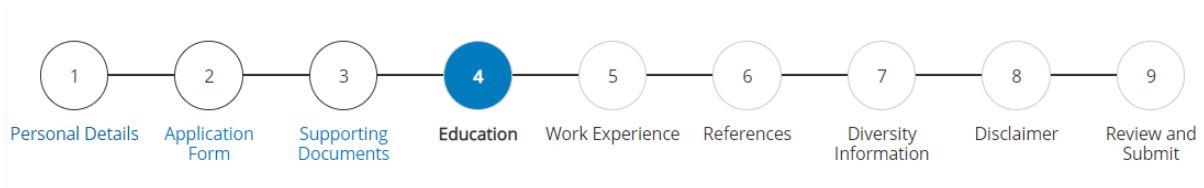| 1	2	3	4	5	6	7	8	9
Personal Details	Application Form	Supporting Documents	Education	Work Experience	References	Diversity Information	Disclaimer	Review and Submit

Supporting Documents

Mandatory fields are marked with an asterisk. *

Your cover letter should be short and specific; highlighting the main points of why you are applying for the role. It should be no more than two pages in length and include:

- details of the role you are applying for (including the Title)
- a brief introduction
- a summary of relevant skills, qualifications and experience in relation to the role
- short statements in response to the targeted questions if not previously answered in the application

If this is a Department of Education application for a position in a school a cover letter is not required. Please write 'School Application' in the plain text cover letter field *
and proceed to attach your supporting documents in the attachment section. Please note that any other information entered in this box will not form part of your application
and will not be considered.

Step 8: Education. If you've attached a resume as one of your supporting documents which outlines your education then leave the education fields blank as these fields aren't mandatory. Click **save and continue.**

1	2	3	4	5	6	7	8	9
Personal Details	Application Form	Supporting Documents	Education	Work Experience	References	Diversity Information	Disclaimer	Review and Submit

Step 9: Work experience. If you've attached a resume document to your application which outlines your work experience leave the work experience fields blank as these fields aren't mandatory. Click **save and continue.**

1	2	3	4	5	6	7	8	9
Personal Details	Application Form	Supporting Documents	Education	Work Experience	References	Diversity Information	Disclaimer	Review and Submit

Step 10: References. We would recommend you fill in the contact details of your 2 referees who will act as your references. Ideally your referees would be 2 recent managers that have recently supervised you. To add additional referee details click **add reference** as highlighted below.

We won't contact your referees until we have your permission to do so. Please note these fields are not mandatory. Click **save and continue.**

1	2	3	4	5	6	7	8	9
Personal Details	Application Form	Supporting Documents	Education	Work Experience	References	Diversity Information	Disclaimer	Review and Submit

References

By providing reference contact information, you are permitting NSW Government to contact your referees. List your references below in the order of contact preference, starting with the most relevant one. References are individuals that are familiar with your work capabilities and your educational training.

Title

First Name   Last Name

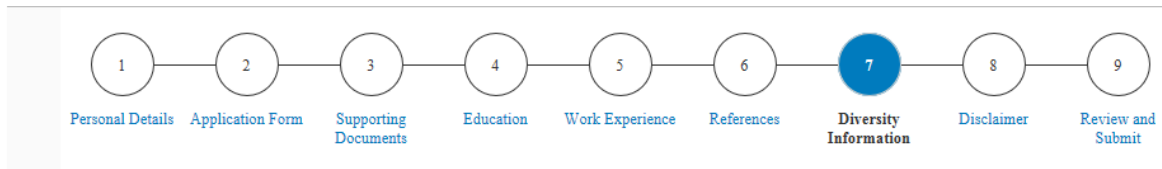Email Address   Phone Number

Relationship

Remove Reference

Add Reference

Save and Continue

Save as Draft

Page 7: Diversity Information. On this page you will be asked a series of questions related to your background and diversity. Please note these fields are already pre-populated, therefore you'll need to select an appropriate answer from the drop-down menu as highlighted below. The information you provide will assist our organisation from a reporting perspective only and will not be used for any other purposes. Click **save and continue** to proceed.

1	2	3	4	5	6	7	8	9
Personal Details	Application Form	Supporting Documents	Education	Work Experience	References	**Diversity Information**	Disclaimer	Review and Submit

Diversity Information

Please provide the information requested in the fields below regarding diversity.

1. What is your Gender?

Male
Female
Non-binary or another
Prefer not to answer

Yes

3. What language did you first speak as a child?

Page 8: Disclaimer. This section outlines the Terms and Conditions including our privacy statements in relation to your personal information. If you accept these terms, you will need to type your full name and email address into the boxes located under the statements as highlighted below.

Typing your full name and email address will be considered your electronic signature, accepting the terms and conditions.
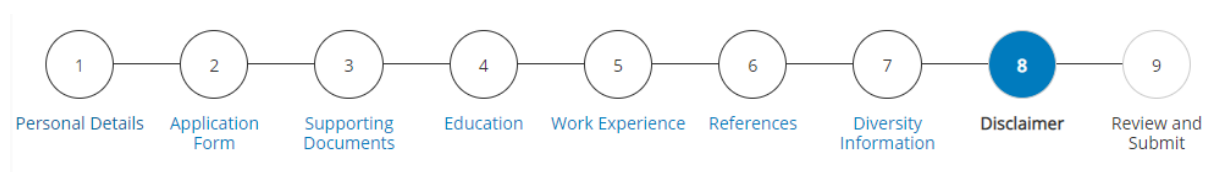
Disclaimer

Mandatory fields are marked with an asterisk.*

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page.

> If your application is successful, your agency will collect certain personal information from you when you commence employment in the NSW government sector. The information is used to manage your employment and is stored in your agency's Human Resources (HR) system.
>
> Some of this information is used to establish your personal Government Employee Number (GEN), unless you already have a GEN from previous employment in government in which case that GEN will continue to be used. Your GEN will serve as your username to gain access to a range of government computer applications through the NSW Identity Hub. The GEN and some other personal information are also included on an anonymous basis as part of the regular Workforce Profile, to enable workforce trend analysis and planning.
>
> To ensure the protection of your personal information, the PSC has developed privacy codes of practice for both the GEN and the Workforce Profile in consultation with the NSW Privacy Commissioner. More information, including benefits of the GEN and copies of the codes of practice, are available on the PSC's GEN and Workforce Profile web pages, or on request from your agency's HR function.

I certify that I have read and fully understand the foregoing statements and accept the terms and conditions of use by entering the information requested in the fields below.

Please enter your full name:*

Email Address*

Page 9: Review and Submit. This page provides a summary of the eight previous stages. You are able to review the information you have provided throughout your application and make amendments by clicking **edit** to the right of each of the headings. If you are happy with all of the information and attachments provided, you may click **submit** at the bottom of the page.

If you wish to save the application and finish it later, you may click **save as draft** and log in at a later time to resume your application.