



Applying for a position at DoCS as a caseworker or casework manager

This is a print-friendly PDF generated from the DoCS Recruitment CD Rom.

The first step in the process is to obtain the relevant job information package.

This expands on the information available in the job advertisement and will help you complete your application.

You can obtain the job information package for current vacancies directly from www.community.nsw.gov.au/careers or 1800 149 919.

Your application must include:

- a completed job application form, including names and contact details of two referees who can be contacted to discuss the claims made in your application
- a 'statement of claim' in which you write a brief paragraph describing how you meet each one of the selection criteria
- your resume (or CV) which includes your personal details, employment and volunteer work history, and relevant qualifications
- a completed location nomination form
- a completed Verification of Academic Qualifications Consent form
- a completed Pre Employment Screening Consent form and Prohibited Employment Declaration.

You may also wish to include a covering letter. It is important to note that at least one of your referees must have supervised you at some time point during the last two years.

Once you have submitted your application – caseworkers and casework managers.

If you are applying for a caseworker position and are considered suitable you will be invited to attend an assessment centre.

We will phone to arrange a date for you to attend an assessment centre near you.

DoCS will phone you to arrange a date for you to attend an regional assessment centre near you. Details of your appointment at the assessment centre will then be confirmed in writing and accompanied by tips on how to prepare. You are expected to attend in person for half a day and telephone interviews are not permitted.

At the assessment centre you will participate in a range of activities including written, verbal, and group exercises, a role play scenario and a short interview. You will also be asked to sign pre-employment screening forms.

These exercises will allow you to demonstrate your relevant skills in a practical environment and learn more about the job.



It also allows DoCS to assess your problem solving, interacting, supporting, cooperating, decision making, adapting and coping skills.

If you are considered suitable but not immediately offered a position, you may be placed on an eligibility list to be considered for further vacancies arising in the following six to twelve months. You will be advised if you are on this list at the time.

If you express an interest in this option, you may also be offered short term temporary employment opportunities during the interim period. Check the job information package to find out more.

If you do not pass the assessment centre stage you will be notified by letter once the recruitment process is complete and offered post selection counselling.

Once you have submitted your application – JIRT caseworker positions

If you are applying for a JIRT caseworker position and are considered suitable you will be invited to attend an interview.

You will be interviewed by a panel of at least three people who will ask you questions related to the selection criteria and the duties of the position.

All information provided by you and your referees is treated as confidential.

You may also be asked to provide:

- examples of your past work
- certified copies of any qualifications required for the position.

The interview is your opportunity to indicate the salary you are seeking and to advise us of a date when you would be able to start work, if offered the position. You will be asked to sign pre employment screening consent forms and if you are considered suitable, your referees will be contacted after the interview.

