



Application Example

This document can be used as a template when applying for the Suburban Train Driver role.

Before you start your application, carefully read the vacancy advertisement and the Role Statement.

Writing Your Application

Your application is an opportunity to demonstrate your skills, experience, and abilities to a selection panel.

You must address the selection criteria within the Role Statement; it is important you do not assume that the panel members know who you are and what your capabilities in the role may be. You must write about your skills and experience and demonstrate how they meet each of the essential and desirable selection criteria by providing relevant examples for each.

The format provided on page three can be used as a template when submitting your application for the Suburban Train Driver role.

The SAR technique can be used when responding to the selection criteria, which involves structuring your response to include the following key elements:

Situation - Describe the situation that you were confronted with or the task that needed to be accomplished. You must describe a specific event or situation, not a generalised description of what you have done in the past. This situation can be from a previous job, from a volunteer experience, or any relevant event. Make it concise and informative, concentrating solely on what is useful.

Action - Describe the action you took. Even if you are discussing a group project or effort, describe what you did - not the efforts of the team. Explain what you did, how you did it, and why you did it.

Result – Describe the outcome – what happened? Describe what you accomplished and what you learnt in that situation. Describe the reaction of other involved parties.

Your Application Should Also Contain

Applications should consist of three (3) essential components:

1. A **cover letter** providing sufficient information to demonstrate your suitability for the role.
2. Your **Curriculum Vitae** or **Resume**, which should include:
 - name, address and telephone contact numbers
 - current position title
 - education details
 - employment history (at least over the past 10 years) and other relevant experience/history
 - two current referees (include their names, position titles, and telephone numbers). One of your referees should be your immediate supervisor



3. If you are not currently employed in the South Australian Public Sector, you must also include the **Employment Declaration**. This document is attached to the advertisement for the position.

Please mark your application 'confidential' and forward to Human Resources via email.

Need Further Information?

If you need further information about the role you are interested in, please contact Human Resources via email at DPTI.Apply@sa.gov.au



Application Example

Name: John Smith
Essential Criteria for the Suburban Train Driver role

Demonstrated commitment to safety in an operational environment

Provide a concise summary or SAR example

Demonstrated experience in maintaining vigilance and concentration whilst performing monotonous tasks

Demonstrated experience in dealing effectively with stressful situations

Demonstrated ability to maintain attention to detail over a prolonged period of time

Experience in handling customer issues and using initiative to effectively handle difficult and adverse situations