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AUSTRALIAN
**CRIMINAL
INTELLIGENCE
COMMISSION**

Applicant Information Kit

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Eligibility

To be eligible to work at the Australian Criminal Intelligence Commission, you must:

- be an Australian citizen
- undertake a security assessment to the requisite standard
- be willing to undergo a medical examination if applicable
- have completed the 'redundancy benefit period'—if you have received a redundancy benefit from an Australian Public Service (APS) agency or a non-APS Commonwealth employer, you are generally ineligible for engagement as an ongoing employee until the expiry of your redundancy period.

Preparing your application

Statement of claims against selection criteria

The selection criteria identify the specific characteristics required for the position. In addressing them, you should demonstrate that you have all the necessary skills and qualities required to successfully undertake the duties of the advertised vacancy.

When preparing your statement of claims, keep in mind the particular expectations outlined in the selection criteria and duty statement. You should cite examples of situations you have faced and describe in detail your actual involvement. Your examples of past behaviour should reflect your knowledge, skills, experience and qualifications.

The key in preparing your statement of claims is to:

- demonstrate capability by providing evidence of how you meet the selection criteria
- provide specific examples
- where possible, include an indicator of success as a result.

The STAR model can help you form your answer.

- **Situation** — Set the context by describing the circumstance where you used the skills or qualities and gained the experience.
- **Task** — What was your role?
- **Actions** — What did you do and how did you do it?
- **Results** — What did you achieve? What was the end result and how does it relate to the job you are applying for?

For help addressing selection criteria in the public service, review the Australian Public Service Commission's publications:

- [Fact Sheet 5: Addressing selection criteria](#)
- [Cracking the Code](#)

Curriculum Vitae

Ensure your curriculum vitae (CV) is up to date and relevant to the position you are applying for. List your recent experience and qualifications that support your claims against the selection criteria.

Your CV is a summary of your contact details, work history, qualifications, achievements and professional memberships. Think of your CV as a series of carefully chosen highlights about your work history that present a snapshot of your ability to succeed in a particular position or role. Try to keep your CV to a maximum of three (3) pages.

Submitting your application

Your full application, including your statement of claims against the selection criteria and your CV must be submitted through the Australian Criminal Intelligence Commission Online eRecruit website by the specified closing date.

If you have any issues submitting your application through the eRecruit website, please email recruitment@acic.gov.au.

Late Applications

Late applications may not be accepted. If you are unable to submit your application by the closing date, you should contact the nominated contact person or the Recruitment team immediately. Only in extenuating circumstances and at the discretion of the convenor will extensions be granted.

Assessment

You will be regarded as being available for interview from the date applications close, unless notified at the time of submitting your application. The selection process may not be delayed to accommodate your availability.

The short listing process is rigorous and interviews are not automatically granted. Only the most competitive applicants—for example those who have demonstrated strong claims to the position—will be assessed beyond short listing. Shortlisted applicants may be required to participate in a panel interview, workplace assessment psychometric testing, or assessment centre (where appropriate).

Selection panel

The selection panel may decide that interviews are not necessary and make the decision to fill the vacancy based on written applications and referee reports only.

If granted an interview, the selection panel will assess each applicant's capabilities against the selection criteria.

Selection panels usually consist of three people, and although diversity on panels is encouraged, both genders may not be represented. The selection panel will prepare a written report containing an individual assessment of each interviewed candidate.

Interviews will incorporate questions that are behaviourally based. Behavioural based interview questions assume that past behaviour will help to predict future behaviour. Therefore, applicants should be prepared at interview to discuss examples of past and present behaviour detailing specific achievements and challenges faced.

You may be presented with questions such as 'Provide an example of when you have been under pressure' instead of 'What would you do if...?' It is important to ensure your responses display your ability to meet the criteria for the advertised position.

When answering behaviourally based questions at interview, you can also apply the **STAR model** as outlined above.

Reference checks

It is not necessary to provide a written supervisor/referee report with your application, unless specifically requested in the selection documentation. However, contact details for your **current supervisor and one other referee** should be provided.

The selection panel will only seek supervisor/referee comments for the most competitive applicants. That is, the candidates who are under consideration for the order of merit. It is important that the supervisor and nominated referee are in a position to comment on and rate your recent work performance. The selection panel can request a written report or seek verbal comments at any stage of the selection process.

Applicants should advise the Recruitment team and the panel of any sensitivity around contacting referees.

Aboriginal and Torres Strait Islanders applicants

The ACIC encourages applications from Aboriginal and Torres Strait Islander candidates for all positions.

How to apply for positions advertised under Indigenous Employment Affirmative measures

Prepare your application using the guidance provided in the advertisement and this applicant information kit. The APSC also has additional information on [applying for positions](#) through affirmative measures.

Evidence of Aboriginal or Torres Strait Islander status

Applicants under an affirmative measure must be able to prove eligibility. The ACIC must be satisfied that you are:

- of Aboriginal and/or Torres Strait Islander descent
- an Aboriginal and/or Torres Strait Islander, and
- accepted by your community as being Aboriginal and/or Torres Strait Islander.

Applicants may not be required to provide evidence of Aboriginal or Torres Strait Islander status unless they are shortlisted for further consideration, e.g. selected for interview.

Suitable evidence of Aboriginal or Torres Strait Islander status may include:

- a. letter signed by the Chairperson of an incorporated Indigenous organisation confirming that the applicant is recognised as an Aboriginal and/or Torres Strait Islander person, or
- b. confirmation of Aboriginal and/or Torres Strait Islander descent document executed by an Indigenous organisation.

Resources are available on the [Australian Institute of Aboriginal and Torres Strait Islander Studies website](#) to assist you.

If you are having any difficulty getting hold of your documentation, you should contact Recruitment@acicgov.au to discuss your situation.

Applicants with disability

At the time of submitting your application you can elect to identify and request any adjustments you might require for the interview process.

How do I apply for vacancies advertised under RecruitAbility?

RecruitAbility means we will progress an applicant with disability to a further stage in the recruitment process if they opt into *RecruitAbility* and meet the minimum requirements for the vacancy.

To apply for a job under *RecruitAbility* you should prepare your application using the guidance provided in the advertisement and this applicant information kit. In completing the application process you will be asked whether you wish to opt into *RecruitAbility*. Opting into *RecruitAbility* is voluntary. You need to declare that you have a disability to participate however, you do not need to provide further information about your disability. Simply declaring that you have a disability will not automatically include you in *RecruitAbility*.

Regardless of whether you opt into *RecruitAbility* or not, you will have access to reasonable adjustments if required for the selection process.

RecruitAbility does not guarantee progression to the next stage of the selection process.

Meet minimum requirements

If you opt into *RecruitAbility* you can be progressed to the next stage in the assessment process if you:

- a) meet the minimum requirements of the role, and
- b) meet any eligibility requirements for the position e.g. mandatory qualifications.

You can find out more at [RecruitAbility](#).

Employment screening and security clearance requirements

Agency specific suitability, character and security checks

The unique powers afforded to the Commission, as well as its significant intelligence and data holdings, genuinely require that Australian Criminal Intelligence Commission staff are suitable to work within its unique environment.

There are three stages to the employment screening and security clearance process:

- employment screening specific to the ACIC

- psychological assessment
- [Australian Government Security Vetting Agency](#) (AGSVA) security vetting.

Employment screening

The unique powers afforded to the Commission, as well as its significant intelligence and data holdings, genuinely require that Australian Criminal Intelligence Commission staff are suitable to work within its unique environment.

Employment screening is agency-specific and required as part of the recruitment process. It is conducted for recruitment or selection of all Australian Criminal Intelligence Commission staff, including secondees, task force members, consultants and contractors.

Employment screening is completed prior to the vetting process carried out by AGSVA.

The employment screening process will evaluate candidates against criteria aligned with Australian Criminal Intelligence Commission values—through background and agency specific checks—as well as a psychological assessment conducted by a registered psychologist.

Upon commencement of the employment screening process, candidates are required to provide a completed AFP National Police Check Application, Employment Screening form and certified copies of ID. A pre-employment screening pack containing instructions and these documents are provided at this stage of the process.

Psychological assessment

The psychological assessment comprises of:

- written psychological tests
- face to face interview with a registered psychologist
- written report completed by the interviewing psychologist.

The assessment is administered in a manner which ensures informed consent, fair dealing with all applicants and the greatest possible degree of privacy and transparency of process.

Before you submit an application for an Australian Criminal Intelligence Commission role, you should consider your own preparedness for questions that may include:

- personal relationships
- living circumstances
- personal values
- financial situation
- physical and mental health history, including substance use
- criminal or disciplinary record.

The process is necessarily more intrusive than you will encounter in most other employment applications, but it is important that you are honest and accurate in disclosing details about yourself.

If you feel uncomfortable about having to disclose such detail, then please think carefully before applying.

It is important that you do not discuss details of any aspect of the psychological assessment with others, including details of the psychological questionnaires, your responses or the interview.

The psychological assessment is conducted by registered psychologists in accordance with the [Australian Psychological Society Code of Ethics](#). You will be able to confirm and, if necessary, correct your personal information with the psychologist at the time of your interview.

Where the psychological assessment identifies physical or mental health concerns regarding a candidate, the concerns will be considered in the context of the candidate's ability to perform the inherent duties of their position. Where it is possible to do so, the organisation will make reasonable workplace adjustments to support the candidate being engaged.

Information obtained through the assessment process is stored and managed in accordance with the *Archives Act 1983*. You are able to request access to your personal information under the *Freedom of Information Act 1982*, however some exemptions may apply.

Australian Government Security Vetting Agency

AGSVA Security Vetting: All Australian Criminal Intelligence Commission staff are required to obtain and maintain a minimum Negative Vetting Level 1 (Neg Vet 1) security clearance.

New employees who do not hold a current Neg Vet 1 security clearance are granted temporary security access and will receive a request to complete an AGSVA E-pack upon commencement. This E-Pack must be **completed and submitted to AGSVA within 21 days**. The security clearance process will not commence until all required documents are received by AGSVA. The ability to successfully hold and maintain a minimum Neg Vet 1 security clearance is a condition of employment.

Offers

Following employment screening of the preferred applicant(s), the panel must prepare the selection report which includes all details of the recruitment exercise, and outlines reasons for the selection decision. Once this report is approved internally by the relevant delegate, an offer of employment will be made to the successful candidate(s). At this time, unsuccessful candidates will also be advised of the outcome of their application.

Offers should be returned to the Recruitment team within one week. Successful candidates wishing to query any aspect of their offer are encouraged to contact the [Recruitment team](#) immediately.

Inter-APS movements and promotions

Where the successful applicant is a current ongoing APS employee, they will be required to provide a signed Section 26: Voluntary Move From Another Agency form provided in their letter of offer. Pay termination and leave balance/accrual dates must be forwarded from a contact in the Human Resources department of their agency to the Australian Criminal Intelligence Commission.

In the cases of a promotion to an APS1–6 position, the appointment is subject to a four week appeals period, during which time other candidates for the same position also eligible for a promotion may lodge an appeal with the Australian Public Service Commission. The recruitment team will advise if an appointment has been appealed.

Selection results

Unsuccessful applicants will receive notification via e-mail. Feedback is available upon request from the [Recruitment team](#) once the process is finalised.