



Applying for roles in the ACT Public Service (ACTPS)

A practical guide for veterans transitioning from the ADF

Search all ACTPS vacancies via jobs.act.gov.au

- All ACTPS recruitment is based on **merit** and **equity**: recruitment processes are fair and accessible, and jobs are filled by the candidate whose skills and capabilities are the best match for the role.
- Roles may be temporary or permanent, full-time or part-time.
- Each advertised job contains a **position description**, which outlines the work area, key duties and responsibilities, required skills, knowledge, and qualifications, contact officer details, and instructions on how to apply.

Prepare your application and address the selection criteria

- Review the position description and selection criteria – these describe the skills and capabilities required for successful job performance.
- Tailor both your resume and application to the role you are applying for. Avoid jargon, and explain skills, capabilities, and examples in civilian terms (assume that the panel assessing your application doesn't know anything about the Australian Defence Force).
- Use 1-2 recent examples per criteria, and focus on your personal contribution, even in team settings. Remember to show what you did, how you did it, and the outcome. Try using the **STAR** method (Situation, Task, Action, Result) to structure your responses.

Review and submit your application

- Before submitting your application, ensure you have:
 - Addressed all instructions in the job advertisement.
 - Proofread your application.
 - Attached all required documents.
 - Submitted before the closing date/time.
- Getting the little things correct will help you make sure that your application doesn't get dismissed for not complying with the basic requirements.

Tip: All listings contain a contact officer – reach out to them to discuss the role and expectations, and how your experience and skills align. This demonstrates initiative and helps you tailor your application.

Tip: The Veterans Employment Program provides useful [guidance on resume writing](#) designed specifically for veterans transitioning out of the defence force.

Tip: The Veterans Employment Program [Core Skills Identifier](#) tool can help you articulate the skills, capabilities, and responsibilities at your ADF rank into language understood by the civilian workplace.

Tip: Review the [ACTPS Shared Capability Framework](#), which describes the skills, knowledge and behaviour that can be expected of every ACT Public Servant at different organisational levels and in every workplace across the Service.

Interviews

- Take time to prepare. Review your application and the selection criteria, and plan your logistics ahead of time, such as travel and parking.
- Consider preparing additional examples of your achievements and how they relate to the selection criteria to help you answer interview questions readily.
- Bring notes with key words or points you want to cover in your responses.
- If you are unsuccessful, you can reach out to the panel chair to request feedback and learn what you can improve for next time.

Tip: Interview panels usually consist of three representatives, with at least one person from the area where the role is located.

Tip: Some interviews may also ask you to complete a work sample test. These are designed to assess how you perform tasks like those expected in the role.

Resources

The [Veteran Employment Toolkit](#) is designed to provide advice and resources to help you:

- plan your move to a civilian career
- apply for jobs, and
- adjust to the civilian workforce.

ADF ranks and ACTPS skills and capabilities

The valuable skills you gained through your service in the ADF will transfer well into many roles across the ACTPS. Our Service is unique in that we provide state and local government services for the ACT, ranging from healthcare and education to policy development and project management. Roles in the ACTPS do not require applicants to have military experience, so it is not possible to directly compare your rank with ACTPS work classifications. The nature of roles and banding within ACTPS Directorates may vary, and some roles may require you to hold specific qualifications to be eligible to apply, such as a recognised teaching qualification, or a Diploma in Project Management. The below table is provided as a **guide only**. It indicates the types of ACTPS roles that ADF personnel at different levels may consider applying for as they transition to the civilian workforce.

Australian Defence Force Roles	ACTPS roles that you may wish to consider
Private, Seaman, Aircraftsman, Lance Corporal, Able Seaman, Leading Aircraftsman	Building Services Officer Levels 1-3 Correctional Officer Class 1 Allied Health Assistant Level 2
Corporal, Leading Seaman, Second Lieutenant, Acting Sub Lieutenant, Pilot Officer	Administrative Services Officer Grades 4-5 Technical Officer Level 3-4 City Ranger
Sergeant, Petty Officer, Lieutenant, Sub-Lieutenant, Flying Officer Warrant Officer, Captain, Lieutenant, Major, Squadron Leader	Tourism & Events Officer Class 6 ESA Mechanical Technician Level 3 Senior Officer Grade C Correctional Officer Class 4
Warrant Officer 2, Chief Petty Officer, Flight Sergeant, Lieutenant Colonel, Commander, Captain, Colonel, Wing Commander	Senior Officer Grades B-A Building Trade Inspector Manager Government Solicitor 3
Brigadier, Commodore, Major General, Air Vice-Marshal, Rear Admiral, Vice Admiral, Lieutenant General, Air Marshal, General, Admiral, Air Chief Marshal, Group Captain	Senior Executive Service Bands 1-4