



Fact Sheet

MOP(S) Act Recruitment - Applicant Frequently Asked Questions

This factsheet is designed to address any questions applicants may have relating to recruitment for positions advertised under the [Members of Parliament \(Staff\) Act \(MOP\(S\) Act\)](#).

What can I expect as a MOP(S) Act employee?

All MOP(S) Act staff are employed under the [Members of Parliament \(Staff\) Act 1984](#), and the terms and conditions are set by the [determinations and directions](#) made pursuant to the MOP(S) Act and the [Commonwealth Members of Parliament Staff Enterprise Agreement 2024-27](#).

As a MOP(S) Act employee you play a crucial role in supporting your employing parliamentarian to carry out their duties to serve the needs of the Australian people. By applying for a role, you could become part of one of the many dedicated, community-focused teams.

Further information on the wide range of generous employment conditions and eligibility requirements is located on the [MOP\(S\) career opportunities](#) page.

How do I apply for an advertised role?

MOP(S) Act vacancies are advertised across multiple digital platforms. To avoid duplication, please submit your application through only one of the platforms listed for each vacancy.

Please ensure that your curriculum vitae is up to date, including references. Each vacancy will also outline application requirements and it's important that you complete your application in full, to be considered for the role. In most cases, a resume and a one-page cover letter will be requested which highlights your relevant skills, experience, and qualifications relevant to the advertised role.

Can I apply for a position that is based in a different location to where I reside?

Yes, with offices nationwide and relocation assistance available (subject to eligibility), your career can take you beyond the capital cities. As a MOP(S) Act employee, you can make meaningful contributions from diverse locations and discover the unique opportunities each region has to offer.

If the advertised vacancy is based in a different geographical location to where you currently reside and you are unable to relocate, it is recommended that you discuss with the contact officer whether remote working opportunities are available for the particular role before submitting your application.

Am I eligible to apply if I hold a second job?

It is strongly recommended you inform the employing parliamentarian of any outside employment and any real, apparent or perceived [conflicts of interest](#) as soon as practicable.

If you are working for a Minister or Assistant Minister, you are required to provide the employing parliamentarian with a statement of private interests before commencement or as soon as practicable. The [Ministerial Code of Conduct](#) outlines Ministerial Staff must have no involvement in outside employment or in the daily work of any business, or retain a directorship of a company without the written agreement of their Minister.

Who can I contact if I have questions relating to the job description?

If you have any questions relating to the vacancy, please reach out to the nominated contact officer listed on the job description.

Can I request any reasonable adjustment(s)?

Should you require reasonable adjustments to participate in the assessment process whether this be that you identify as a person with disability, or have individual needs relating to illness or injury, please notify the nominated contact officer with the details of your request. The office will consider any reasonable adjustment(s) and endeavor to make appropriate arrangements to support you to partake in all stages of the assessment process.

Please discuss your needs with the contact officer at any stage of the recruitment process. Requests will be managed sensitively and confidentially. If you are the successful applicant and offered a position, information to support ongoing workplace adjustments required will be gathered as part of the onboarding process.

How is my application assessed?

Your application is assessed against the inherent requirements of the role, and your ability to demonstrate your skills and capabilities necessary to perform the duties outlined in the job description.

For many roles in parliamentary offices, an inherent requirement may include a demonstrated understanding of the parliamentarian's views and values, along with the ability to communicate, engage with, and actively support them in the course of your duties.

There are often multiple stages of assessment including but limited to:

- CV and one page cover letter
- Interviews - held in person, by phone or video conferencing.
- Work sample tests.
- Reference checks.

Your referees may be contacted at any stage of the assessment process to validate your claims. It's important that you let your referees know you have applied for a position, and confirm they are willing and available to provide a written or verbal reference for you. If you feel comfortable doing so, providing them with a copy of the job description may support this process.

Will I be notified of the assessment outcome and receive feedback?

You may receive notification of the assessment outcome via email. For feedback, applicants may contact the nominated contact officer.

What happens if I am the successful candidate?

Following the recruitment process, if you are rated as suitable and offered a position, you will be issued an employment offer along with supporting information on how to complete the necessary pre-employment forms.

The onboarding timeframes can vary and are largely dependent on the candidate returning the requested information within the specified timeframes.

How do I withdraw my application?

If you have submitted an application, and no longer wish to be considered for the position, please inform the nominated contact officer using the details listed on the job description.

How is my personal information handled?

The Parliamentary Workplace Support Service (PWSS) recognises and respects your privacy. Information supplied for a recruitment process will be handled in accordance with the [PWSS Privacy Policy](#).

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