



Application for Employment

On completion please save the document and send as an attachment to your application.

Details of Advertised Vacancy

Job Title:	Vacancy No.:
Classification:	Closing date for applications:

How did you first become aware of the job?			
Press: <input type="checkbox"/>	<input type="checkbox"/>	Other Press <input type="checkbox"/> (Details)	
Internet: <input type="checkbox"/>	Jobs@Vic.Gov <input type="checkbox"/>	Other Site <input type="checkbox"/> (Details)	
Other sources: Word of mouth <input type="checkbox"/>		<input type="checkbox"/>	
Other (please give details)			

Details of Applicant

Title:	Family Name:		
Given Name/s:		Gender: Female <input type="checkbox"/>	Male <input type="checkbox"/>
Home Address:			
Suburb:	State:	Postcode:	
Contact Details: Work:		Home:	
Mobile:		Email:	
Do you have parent/s born in a country where English was not their first language? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Your country of birth:			
Are you an Australian Citizen / Permanent Resident? Yes <input type="checkbox"/>		No <input type="checkbox"/>	
If No, do you have a Working Visa? Yes <input type="checkbox"/>		No <input type="checkbox"/> Expiry Date:	
Are you an Indigenous Australian? Yes <input type="checkbox"/>		No <input type="checkbox"/>	

Declaration:

To the best of my knowledge the above information and that contained in my attached resume is true and correct:

Applicant's Signature: 	Date:
Applicant's Name: 	

Important Information for Applicants

Application checklist

Your application should include the following information:

- A completed copy of OUR "Application for Employment" form.
- A statement of skills or experience addressing each key selection criteria. (Details of the criteria and attributes are contained in the job description in the advertisement). Please read carefully the details in the Job Description before lodging your application.
- A resume.
- 3 nominated referees (preferably including your current employer) plus contact telephone numbers.

Other relevant information:

- Standard Award Conditions apply.
- Successful applicants are subject to a satisfactory Police Record check.
- Successful applicants will be required to complete a statutory pre-employment health declaration.
- A probationary period of up to 3 months may apply for a person appointed to an ongoing position.

Privacy Statement

We collect this personal information for the purposes of processing and considering your application for employment. We will use the information we collect from you only for these purposes and will not disclose personal information for any other reason. We may disclose personal information contained in your application to nominated referees in order to verify statements contained in your application. We ask you about your ethnic origin, age and gender so that we can understand how effective our recruitment process is at including people from diverse backgrounds. Unsuccessful job applications are retained for six (6) months and then securely destroyed. Your personal information is kept secure and confidential and managed in accordance with our Privacy Policy and the *Privacy (Private Sector) Amendment Act 2001*. If you have any concerns about providing the information requested or wish to obtain a copy of our Privacy Policy, please contact our Privacy Officer at: {INSERT CONTACT DETAILS}.