

DEPARTMENT OF ABORIGINAL AFFAIRS

APPLICATION FOR ADVERTISED VACANCY

IMPORTANT NOTES:

1. Applications must be lodged before the closing time and date as specified in the advertisement. NO LATE APPLICATIONS CAN BE ACCEPTED.
2. Each application must consist of the following: (a) an application form (b) detailed Curriculum Vitae (CV); and (c) a covering letter outlining your skills, knowledge and experience in relation to the position requirements.
3. The Department of Aboriginal Affairs is an equal opportunity employer and has a smoke-free workplace.
4. If you are recommended for appointment you will be required to complete a Criminal Records Check Declaration Form. Please see the section on criminal record screening in this application form.

VACANCY DETAILS	Position Title			
	Position Number	Position Location	Classification Level	
PERSONAL DETAILS	Mr Mrs Ms Miss Dr	Surname (Family Name)		
	Other Names		Preferred Name	
	Postal Address			
	Email Address for notification purposes (4-day breach period)		Postcode	
	Contact Telephone Number		Are you an Australian Citizen or Permanent Resident? Yes No Permanent Residency is a pre-requisite for appointment to permanent staff.	
CURRENT EMPLOYMENT	Position Title			
	Employer/Department			
	Are you a State Government Employee? Yes No		If yes, please indicate employment status: Permanent Contract	
	If yes, please indicate your Substantive Position title:		Position Level	
	If you are currently acting, please also indicate your acting Position Title:		Position Level Acting for how long?	
EMPLOYMENT REFEREES	Referees must be employment related, not character or personal referees. It is preferred that one be your current Supervisor or Manager			
	1	Mr Mrs Ms Miss Dr	Surname (Family Name)	Other Names
		Position Title		Organisation
		Working Relationship (ie Supervisor/Director)		Contact Telephone Number (daytime)
	2	Mobile Phone		
		Mr Mrs Ms Miss Dr	Surname (Family Name)	Other Names
		Position Title		Organisation
Working Relationship (ie Supervisor/Director)		Contact Telephone Number (daytime)		
Mobile Phone				

PLEASE COMPLETE DETAILS OVER PAGE

SUPPLEMENTARY DETAILS	<p>HEALTH To the best of your knowledge, do you have a medical condition that will preclude you from undertaking the duties of the position(s) you have applied for?</p> <p>Yes No If yes, please provide details</p> <p><i>Applicants who have a health condition are invited to discuss its relevance or otherwise to their prospects for employment with the selection panel.</i></p>
	<p>WORKERS' COMPENSATION CLAIM <i>A previous Worker's Compensation Claim is NOT a barrier to employment. To assist us in assessing opportunities for your placement in appropriate employment, please indicate:</i></p> <p>Have you ever made a Workers' Compensation Claim?</p> <p>Yes No If yes, please provide details and specify whether you have any current claims.</p>

ADVERTISING	Where did you first hear about this advertised position? Please tick appropriate box.		
	<p>www.jobs.wa.gov.au Weekend Australian Newspaper state.....</p>	<p>West Australian Newspaper Regional Newspaper</p>	<p>Department of Aboriginal Affairs website Other- Please</p>

EQUAL EMPLOYMENT (Voluntary Question)	The Department of Aboriginal Affairs strives for equal opportunity and diversity in employment. In order to continually improve and develop a work environment and employment conditions that are equitable, we would encourage you to assist us in this process by responding to the following questions. Please tick appropriate box.		
	<p>Male Aboriginal</p>	<p>Female Torres Strait Islander</p>	<p>Non English Speaking Background Disability</p>

DECLARATION	I DECLARE THAT ALL THE ABOVE STATEMENTS AND ATTACHED SUPPORTING INFORMATION ARE TRUE IN ALL RESPECTS. I ACKNOWLEDGE THAT ANY STATEMENT THAT IS FOUND TO BE FALSE OR DELIBERATELY MISLEADING WILL MAKE ME, IF EMPLOYED, LIABLE FOR DISMISSAL.	
	<p>_____</p> <p>Signature</p>	<p>_____</p> <p>Date</p>

CHECKLIST FOR APPLICANTS	When forwarding your application, please attach (in order) the following items:
	<p>APPLICATION FOR ADVERTISED VACANCY FORM (on top). - Completed in full, signed and dated</p> <p>A COVERING LETTER outlining your skills, knowledge and experience in relation to the position requirements.</p> <p>CURRICULUM VITAE OR CV including relevant recent jobs held and key achievements in each position held.</p>