

Application for: **Administrative Assistant 13564, Department of Local Government, Sport and Cultural Industries**

How did you first become aware of this vacancy?

Tick your response(s)

- ☐ DCA Website
- ☐ Jobs WA Website
- ☐ Seek
- ☐ The West Australian
- ☐ Indigenous Jobs Online
- ☐ Career Hub
- ☐ Other

Please specify if you are:

Tick your response(s)

- ☐ Under 21 years old
- ☐ 21 years old or over

To be eligible for permanent appointment to the Western Australian public sector it is essential that you are an Australian citizen or have permanent resident status in Australia. To be eligible for a fixed term appointment you must have documentary evidence of your entitlement to live and work in Australia for the period of the contract.

Are you an Australian citizen or permanent resident?

Tick your response(s)

- ☐ Yes
- ☐ No

If you aren't an Australian citizen or permanent resident, have you applied for permanent residency?

Tick your response(s)

- ☐ Yes
- ☐ No
- ☐ Not Applicable

If you have selected No to the above questions, do you have a valid Australian Working Visa? Note: In submitting this form, I authorise DCA to undertake a Department of Immigration and Border Protection VEVO check.

Tick your response(s)

- ☐ Yes
- ☐ No
- ☐ Not Applicable

Do you have any convictions for any offences from any court or are you currently the subject of and charge pending before any court? You do not need to give details of any conviction which you have had declared spend (Spent Convictions Act 1988). Note: A criminal record does not necessarily disqualify an applicant. If rejection of your application is considered solely because of a criminal record, you will be given the opportunity to discuss the matter fully before a final decision is made.

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There is an onus on potential employees to inform the Department of matters that are relevant to your employment. Such matters would include, but not limited to: health, workers compensation claims, qualifications, training, and experience. This information needs to be provided

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if it in any way impacts on your ability to perform the duties of the position. It must be highlighted that the disclosure of relevant matters that impact on your ability to perform the duties of the proposed position is not a barrier to the consideration of your employment application. The Department is an equal opportunity employer and efforts will be made, where appropriate, to accommodate special needs.

To the best of your knowledge are there any relevant matters that would impact on your ability to perform the duties of the proposed position? (If yes please give details) Note: Non-disclosure of such matters may have an adverse effect on your employment if discovered at a later time.

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By submitting this application I am declaring all statements in the application to be true and correct, to the best of my knowledge, at the time it was submitted. I acknowledge that the information I am providing will be relied on in assessing my application and that, if I am appointed to this position, any significant information that is found to be false or misleading may make me liable for disciplinary action including possible dismissal.

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Signature