Application Cover Sheet

To assist in processing your application, please complete all sections of this form and submit it with your application.

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| **POSITION APPLIED FOR** | | | |
| **Position:** | Click or tap here to enter text. | **Classification:** | Choose an item. |
| If the position advertised covers multiple classification levels, please choose all classifications you would like to apply for | | | Choose an item.  Choose an item. |
| **Where did you hear about this position?** | | | |
| APS Jobs  SWA’s LinkedIn page  Seek  LinkedIn Jobs  Other Click or tap here to enter text. | | | |

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| **PERSONAL DETAILS** | | | | | |
| **First name:**  Click or tap here to enter text. | | **Preferred name:**  Click or tap here to enter text. | | | **Last name:**  Click or tap here to enter text. |
| **Address:** | Click or tap here to enter text. | | | | |
| **Email address:** | Click or tap here to enter text. | | **Mobile number:** | | Click or tap here to enter text. |
| **Please indicate if you are an Australian citizen or permanent resident?**  Please note: under subsection 22(8) of the *Public Service Act 1999*, you must be an Australian citizen to be engaged in the APS unless the delegate has agreed otherwise, in writing. | | | | Choose an item. | |
| **Do you have an Australian Government Security Clearance?** | | | | Choose an item. | |

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| **CURRENT EMPLOYMENT** | | |
| **Name of current workplace:** | Click or tap here to enter text. | |
| **Are you currently employed in the Australian Public Service (APS)?**  Choose an item. | | **Current APS Employment Status:**  Choose an item. |
| **AGS Number:**  Click or tap here to enter text. | | **Current substantive APS Classification or equivalent:**  Choose an item. |

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| **REFEREE 1:** | |  | |  | |
| **What is the referee’s name?** | Click or tap here to enter text. | **Where does this referee work?** | | Click or tap here to enter text. | |
| **What is their position title?** | Click or tap here to enter text. | **Contact number:** | | Click or tap here to enter text. | |
| **Email**  **address:** | Click or tap here to enter text. | **Their relationship**  **to you:** | | Click or tap here to enter text. | |
| **Do we have permission to contact this referee directly?** | | | Yes | | No |

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| **REFEREE 2:** | |  | |  | |
| **What is the referee’s name?** | Click or tap here to enter text. | **Where does this referee work?** | | Click or tap here to enter text. | |
| **What is their position title?** | Click or tap here to enter text. | **Contact number:** | | Click or tap here to enter text. | |
| **Email**  **address:** | Click or tap here to enter text. | **Their relationship**  **to you:** | | Click or tap here to enter text. | |
| **Do we have permission to contact this referee directly?** | | | Yes | | No |

| **DIVERSITY:** | | | | |  |  |
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| Safe Work Australia is committed to building a workforce that reflects the diversity of the Australian community and maintaining a workplace that is flexible, fair, equitable, respectful, safe and rewarding. The information we are seeking below is collected for statistical purposes to help us understand the nature of our workforce. Having comprehensive and accurate diversity information helps the Agency:   * provide more targeted support, training, and advice * identify and implement initiatives that assist in attracting, recruiting, and retaining employees * make sure we are forward looking to build and sustain a diverse workforce now and into the future, and * provide greater focus on improving workplace culture and social inclusion. | | | | | | |
| **Do you identify as a person with a disability?** | | Yes | No | Prefer not to answer | | |
| **If you selected YES to the question above, do you choose to opt into the RecruitAbility scheme?**  Under the RecruitAbility scheme, if you meet the minimum requirements for the role, you will progress to the next stage in the selection process. Merit remains the basis for engagement and promotion. For more information see: <https://www.apsc.gov.au/working-aps/diversity-and-inclusion/disability/recruitability> | | Yes | No | | | |
| **Do you require any reasonable adjustments to attend selection activities?**  If so, please provide information on the adjustments required.  Click or tap here to enter text. | | Yes | No | Prefer not to answer | | |
| **Are you from a culturally and linguistically diverse background?** | | Yes | No | Prefer not to answer | | |
| **Are you of Australian Aboriginal or Torres Strait Islander descent, do you identify as an Australian Aboriginal or Torres Strait Islander and are you accepted as such by the community in which you live or have lived?** | | Yes | No | Prefer not to answer | | |
| **Gender:** | Click or tap here to enter text. | | | Prefer not to answer | | |
| **Preferred Pronoun:** | Click or tap here to enter text. | | | Prefer not to answer | | |

**DECLARATIONS**

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| **APS REDUNDANCY** | | | |
| **Are you currently serving a Commonwealth Redundancy exclusion period (redundancy benefit period)?**  Clause 48.1 of the *Australian Public Service Commissioner’s Directions 2016* outlines arrangements applying in the APS which limit the subsequent employment of people who have received a redundancy benefit. | | Yes | No |
| **If so, when does your exclusion period end?** | Click or tap to enter a date. | | |

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| **CODE OF CONDUCT** | | |
| **In the past five years, have you been determined or found to have breached the APS Code of Conduct during any previous APS employment?** | Yes | No |
| **In the past five years, have you resigned from any previous APS employment during or following an investigation into allegations you may have breached the APS Code of Conduct?** | Yes | No |
| **In the last 10 years have you been dismissed from your employment, including the APS or private sector employer, not including redundancy?** | Yes | No |
| If you answered yes to any of the above questions, please include the details below. (Please note the circumstances, outcome, dates, and other relevant information) | | |
| Click or tap here to enter text. | | |

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| **MERIT LIST** | | |
| Candidates who are placed on a merit list from this selection process may have their application, including any written statements and recordings and their extract from the selection report shared with other Australian Government agencies looking to fill similar vacancies. A merit list is only current for 18 months from the date the original vacancy was notified in APSjobs.  **Do you agree to your details being shared with other Australian Government agencies for this purpose?** | Yes | No |

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| **ACKNOWLEDGEMENT:** | | |
| By submitting this form, you certify that the statements made by you and any supporting documentation (e.g., resume/CV, academic results) are true and correct at the time of submission. If it is subsequently discovered that you have provided false or misleading information, you may be assessed as unsuitable for employment in Safe Work Australia. Further, providing false or misleading information may be a breach of the APS Code of Conduct and the *Criminal Code Act 1995*.  By selecting ‘Yes’ you will be giving your consent to Safe Work Australia collecting and using this information, including any written statements and recordings to assess your suitability for employment.  You also confirm that you are authorised to provide the personal details presented and consent to your personal information being checked with the document issuer or official record holder via third party systems for the purpose of confirming your identity.  **I acknowledge and agree to the conditions of the above declaration and wish to be considered for a position in Safe Work Australia.** | | |
| **Yes** | **No** | **Date:** Click or tap to enter a date. |

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| **SAFE WORK AUSTRALIA PRIVACY NOTIFICATION:** |
| Safe Work Australia is committed to protecting the privacy of the personal information we hold. The Agency is bound by the Australian Privacy Principles as set out in the *Privacy Act 1988 (Cth)*.  Safe Work Australia collects your personal information in accordance with our [Privacy Policy](http://www.safeworkaustralia.gov.au/privacy). Further information about the collection of your information when applying position at Safe Work Australia is below.  When you apply for position in Safe Work Australia and on commencement of your employment in the Agency, you are asked to supply information for the primary purpose of enabling your employment application to be processed. If you are successful in your application, then the Agency will also use this information for the purposes of your employment.  Personal information includes your name, contact details, employment history and academic transcripts. It also includes your opinions or another person’s opinion about your career, performance, attitudes, and aptitude.  Without this information Safe Work Australia will be unable to process your application or employment. However, you are not required to provide information on questions relating to diversity.  In most circumstances, personal information will be collected directly from you. In some circumstances information about you may be provided by third parties such as previous employers, other Government Agencies (such as the Australian Federal Police) and the Document Verification System provided by Home Affairs and nominated referees for the purposes of assessing your application and (where successful) on commencement of employment.  Where you have provided consent to have your details shared with other Australian Government agencies in the event you areplaced on the merit list, your personal information may be provided to other Australian Government agencies looking to fill similar vacancies.  The [Safe Work Australia privacy policy](http://www.safeworkaustralia.gov.au/privacy) includes further information on information security and disposal of records. It also details how you can access and seek correction of your personal information and how you can complain about a breach of the Australian Privacy Principles. |