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| **APPLICATION FORM – VN13524**  APS4 Payroll Officer & APS6 Payroll Systems Officer  Phillip, ACT | | | | | | | | | | | | | | | | |
| **IDENTIFIED POSITION** | | | | | | | | | | | | | | | | |
| **Identified Position** – Indigenous jobseekers and non-Indigenous jobseekers with a commitment to working with First Nations peoples are encouraged to apply. | | | | | | | | | | | | | | | | |
| **VACANY DETAILS** | | | | | | | | | | | | | | | | |
| **Please indicate which position you are applying for:**  APS4 Payroll Officer  APS6 Payroll System Officer  **Please tell us what kind of hours you can work:**  Full‐Time (75 hours per fortnight)  Part‐Time (minimum 3 days per week) | | | | | | | | | | | | | | | | |
| **PERSONAL DETAILS** | | | | | | | | | | | | | | | | |
| Mr.  Ms.  Mrs.  Miss.  Other  please specify: | | | | | | | | | | | | | | | | |
| **First Name:** | |  | | | | | | | | | **Last Name:** | | |  | | |
| **Preferred Name:** | | | |  | | | | | | | | | | | | |
| **Address:** | | |  | | | | | | | | | | | | | |
| **Town/Suburb:** | | | | |  | | | | | **State:** | | |  | | **Postcode:** |  |
| **Email:** | |  | | | | | |  | **Phone:** | | | | | | | |
| **CITIZENSHIP** | | | | | | | | | | | | | | | | |
| **Are you an Australian Citizen?** | | | | | | | Yes  No  - if no, have you applied for citizenship? Yes  No | | | | | | | | | |
| *Australian citizenship is a condition of employment in the Australian Public Service. If successful in applying for a position at AHL you* ***must*** *be able to provide proof of Australian Citizenship.* | | | | | | | | | | | | | | | | |
| **YOUR CURRENT EMPLOYMENT DETAILS** | | | | | | | | | | | | | | | | |
| Not currently employed  Private Sector/Self-Employed  State/Territory Government  Australian Public Service  Ongoing  Non-ongoing APS Level: …………. Executive Level ………….  If successful for a position with us, will AHL be your only employer?  Yes  No | | | | | | | | | | | | | | | | |
| **WORKPLACE DIVERSITY DETAILS (Optional)** | | | | | | | | | | | | | | | | |
| **Gender:** | Male  Female  Non-Binary  Choose not to disclose | | | | | | | | | | | | | | | |
| **Do you identify as an Aboriginal or Torres Strait Islander person?**  No   Yes | | | | | | | | | | | | | | | | |
| **Do you identify as a person with a disability?**  No  Yes or  if yes, and I wish to apply under the RecruitAbility scheme. | | | | | | | | | | | | | | | | |
| **Do you require any adjustment for interview?**  No   Yes | | | | | | | | | | | | | | | | |
| **Have you worked for AHL before?**  No  Yes – where and when: | | | | | | | | | | | | | | | | |
| **Do you have a relative that works for AHL?** | | | | | | Yes - please provide details:  No | | | | | | Name of Relative: | | | | |
| Hostel: | | | | |
| Relationship to you: | | | | |

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| **HOW DID YOU FIND OUT ABOUT THIS OPPORTUNITY?** |

Indigenous Media  Seek.com  APS Jobs  AHL Website  Other - please state:

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| **REFEREE DETAILS – Please provide details of two referees** |

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| Name of Referee: |  |  |
| Organisation: |  |  |
| Referee’s Position: |  |  |
| How long did they supervise you? |  |  |
| Contact Number: |  |  |
| Email: |  |  |

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| **MERIT POOL ACKNOWLEDGEMENT** |

APS agencies are able to use merit pools created by another APS agency to fill similar vacant positions.

A merit pool may be established for this selection process. If you are placed in a merit pool, do you agree to your application/details being shared with other APS agencies?

☐ Yes – I agree for my application/details to be shared

☐ No - I do not agree for my application/details to be shared

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| **STATEMENT OF CLAIMS (ONE PAGE PITCH)**  Aligning your response to the duties of the position/s, please provide a summary of your relevant skills and experience and explain why you would be the best person for the role. Please limit your response to **ONE PAGE** in the space below or as a separate DOC or PDF attachment with your application email. |
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| **IMPORTANT- DECLARATION OF CRIMINAL HISTORY & EMPLOYMENT MISCONDUCT**  All applicants to be employed by AHL will be subject to pre-employment checks, including a National Police History Check. When answering these questions, you are required to declare any convictions including driving related offences and/or any current matters pending before a court. General speeding or parking infringements that did not result in a summons to court are excluded. | | | | |
| Do you have any criminal history? This includes convictions, driving related offences and/or pending court outcomes. **If yes, provide details.** | | | | Yes  No |
| Are you currently the subject of/or applicant in any pending court matters? **If yes, provide details.** | | | | Yes  No |
| Have you ever been the subject of a misconduct investigation as a result of you breaching the APS Code of Conduct or employment standards set by your employer (if employed in the private sector/non-APS roles)? **If yes, what was the result of that investigation?** | | | | Yes  No |
| Have you resigned from any previous employment immediately before an investigation into allegations you may have breached the APS Code of Conduct or employment standards set by your employer (if employed in the private sector/non-APS role) was commenced?  **If yes, please provide details.** | | | | Yes  No |
| Has your employment ever been terminated for conduct or performance issues?  **If yes, provide further details.** | | | | Yes  No |
| **DECLARATION** | | | | |
| I declare that the information provided by me in this Application is complete and true. I understand giving false or misleading information in my application, including in my Declaration of Criminal History and Employment Misconduct, may be in breach of the APS Values and/or Code of Conduct and may affect any employment with AHL. | | | | |
| **Full Name:** |  | | | |
| **Signature:** |  | **Date:** |  | |
| *(When submitting an application electronically, a signature will not be required. You agree, that by choosing to submit your application electronically, you declare the above statements to be true.)* | | | | |
| To be considered, you must submit a fully completed Application Form along with an up-to-date Resume to [**jobs@ahl.gov.au**](mailto:jobs@ahl.gov.au) by the closing date of **12 September 2024**  **Please include your name and vacancy number (VN13524) in the subject line of your email.** | | | | |