**APPLICATION FOR TEMPORARY EMPLOYMENT**

**NATIONAL OFFICE, PHILLIP ACT**

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| **1 PERSONAL DETAILS – APPLICANT TO COMPLETE** | | | | | | | | | | | | | |
| Mr  Ms  Mrs  Miss  Other  please specify: | | | | | | | | | | | | | |
| **First Name:** |  | | | | | | | **Last Name:** | | |  | | |
| **Preferred Name:** | | |  | | | | | | | | | | |
| **Address:** | |  | | | | | | | | | | | |
| **Town/Suburb:** | |  | | | | | **State:** | | |  | | **Postcode:** |  |
| **Email:** |  | | | | **Phone:** |  | | | | | | | |
| **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. Only in exceptional circumstances will non-citizens be considered for employment.* | | | | | | | | | | | | | |
| **2 EMPLOYMENT PREFERENCE** | | | | | | | | | | | | | |
| **Preferred Classification:**   APS 1  APS 2  APS 3  APS 4  APS 5  APS 6  EL 1  EL 2  SES B1  **Please indicate the type of work for which you have the skills and experience to register your interest:**  Hostel Operations Management (Business Manager, Assistant Business Manager, Operations Manager)  Senior Executive Officer  Executive Support  Administration   Human Resources (Generalist)  Payroll  Learning & Development  Work Health & Safety  Finance & Accounting  Property & Facilities  Procurement  ICT | | | | | | | | | | | | | |
| **3 YOUR CURRENT EMPLOYMENT DETAILS** | | | | | | | | | | | | | |
| **Tell us about your current employment:** | | | | | Not currently employed  **OR**  State/Territory Public Service  Private/Not for Profit Sector    Australia Public Service | AGS Number:  Current Australian Public Service (APS) Classification:  APS1 APS2 APS3 APS4 APS5 APS6 EL1 EL2 | | | | | | | | |
| Have you received a redundancy benefit from the APS or a Commonwealth government agency in the last 12 months? | | | | | | | | | No  Yes  - date of Redundancy: | | | | |

Please complete this form to be registered on the Aboriginal Hostels Limited (AHL) Temporary Employment Register. The Temporary Employment Register enables AHL to access appropriately skilled and experienced individuals at short notice for employment opportunities. Non-ongoing employment may be offered for a fixed term, up to 18 months initially and a maximum period of three years in total.

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| Gender:  Male  Female  X – Non-Binary  Choose not to disclose | | | | | |
| Are you of Aboriginal or Torres Strait Islander descent? | | No | | | Yes |
| Do you identify yourself as a person with a disability? | | No | | | Yes |
| Have you worked for AHL before?  No  Yes - where: | | | |  | |
| Do you have a relative or friend that works for AHL? | Yes - please provide details:  No | | Name of Relative: | | |
| Relationship to you: | | |

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| **4 WORKPLACE DIVERSITY DETAILS (Optional)** |

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| **5 REFEREE DETAILS – Please provide details of two referees (if possible, please include a current supervisor)** | | |
|  | **Referee 1** | **Referee 2** |
| **Name of Referee:** |  |  |
| Referee’s Position & Organisation: |  |  |
| How long did they supervise you: |  |  |
| Contact Number: |  |  |
| Email: |  |  |

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| **6 IMPORTANT: DECLARATION OF CRIMINAL HISTORY -** All candidates 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 convictions, driving related offences or pending court outcomes which are less than 5 years old? **If Yes, provide details below.** | Yes  No |
| Do you have any convictions, driving related offences or pending court outcomes which are over 5 years old, and/or where the sentence imposed was imprisonment? **If Yes, provide details below.** | Yes  No |
| Are you currently the subject of/or applicant in any pending court matters? **If Yes, provide details below.** | Yes  No |
| Have you ever been subjected to investigation under the APS Values and Code of Conduct? **If Yes, provide details below.** | Yes  No |
| **Details:** | |

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| **7 DECLARATION - In applying for a position with AHL I hereby declare that:** | | | |
| **As an Australian citizen**, I am eligible for non-ongoing or ongoing employment, and if successful can provide a birth certificate, valid Australian passport, or citizenship certificate to support my application. I consent to undergo pre-employment checks. If required, I agree to obtain a Working with Children Clearance (or similar). I understand that the procedure and timeframe for obtaining certification is administered by the state or territory where the position is to be filled. I am aware that I must maintain my certification while employed by AHL.  **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 my Declaration of Criminal History, may be in breach of the APS Values and Code of Conduct, which may affect my 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.)* | | | |
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| **STATEMENT OF CLAIMS**  Please tell us what skills, experience, qualifications, motivations and talents you can bring to Aboriginal Hostels Limited. |
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**Once completed, please submit this form and your CV via email to** [**applications@ahl.gov.au**](mailto:applications@ahl.gov.au)

Applications received will remain active until **30 June 2021.** Please note by registering your interest, there is no guarantee of an offer of employment. You may be contacted regarding your application if a vacancy arises that matches your skills and experience