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| **APPLICATION FORM**  Hostel Manager (APS 3)  Tamworth, NSW | | | | | | | | | | | | | | | | | | | | | | |
| 1. **VACANCY DETAILS** | | | | | | | | | | | | | | | | | | | | | | |
| **Please select which vacancy you are applying for (select one only):**  **Identified Vacancy** (VN-3021) –**Identified positions are open to all members of the community.** Indigenous jobseekers and non-Indigenous jobseekers with a commitment to working with Aboriginal and Torres Strait Islander Peoples are encouraged to apply.  **Affirmative Measure Vacancy** (VN-3021) - This vacancy is only open to Aboriginal and/or Torres Strait people.  To be eligible for Affirmative Measure employment with AHL, applicants must:   * be of Aboriginal and/or Torres Strait Islander descent; and * identify as an Aboriginal and/or Torres Strait Islander person; and * be accepted by their community as being an Aboriginal and/or Torres Strait Islander person.   The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the *Racial Discrimination Act 1975*. **Successful applicant’s applying for an Affirmative Measure vacancy may be asked to provide documents pertaining to their Indigenous heritage.** | | | | | | | | | | | | | | | | | | | | | | |
| 1. **PERSONAL DETAILS** | | | | | | | | | | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | | | |
| **Do you have a current Working With Children Check?** | | | | | | | | | | | | | | Yes  No | | | | | | | | |
| State/Territory of registration: | | | | | |  | | | Card Number: | | | | | |  | | | | | Expiry Date: | |  |
|  | | | | | | | | | | | | | | | | | | | | | | |
| 1. **YOUR CURRENT EMPLOYMENT DETAILS** | | | | | | | | | | | | | | | | | | | | | | |
| Tell us about your current employment: | | | | | | | | Not currently employed  Full-time  Part-time  Australia Public Service  State/Territory Public Service  Private Sector  Do you intend to continue your current employment?  Yes  No | | | | | | | | | | | | | | |
| 1. **WORKPLACE DIVERSITY DETAILS (Optional)** | | | | | | | | | | | | | | | | | | | | | | |
| 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 that works for AHL? | | | | | Yes - please provide details:  No | | | | | | | Name of Relative: | | | | | | | | | | |
| Hostel: | | | | | | | | | | |
| Relationship to you: | | | | | | | | | | |
| **Please tell us how you became aware of this vacancy:** Indigenous Media  Seek.com  Newspaper  APS Jobs  Radio  Other - please state: | | | | | | | | | | | | | | | | | | | | | | |

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| 1. **STATEMENT OF CLAIMS (ONE PAGE PITCH)**   Aligning your response to the advertised 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**. |
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| 1. **REFEREE DETAILS – Please provide details of two referees (if possible, please include a current supervisor)** | | |
|  | **Referee 1** | **Referee 2** |
| Name of Referee: |  |  |
| Organisation: |  |  |
| Referee’s Position: |  |  |
| How long did they supervise you: |  |  |
| Contact Number: |  |  |
| Email: |  |  |

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| 1. **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 |
| **Detail** | |

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| 1. **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 (WWCC) (or similar). I understand that the procedure and timeframe for obtaining a WWCC is administered by the state or territory where the position is to be filled. I am aware that I must maintain my WWCC 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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To be considered, you must submit a fully completed Application Form along with an up-to-date resume to [applications@ahl.gov.au](mailto:applications@ahl.gov.au) **by the closing date of the 24 February 2021.**

**Please include your name and the job you are applying for in the subject line**