

DEPARTMENT OF INDIGENOUS AFFAIRS

APPLICATION FOR ADVERTISED VACANCY

IMPORTANT NOTES:

1. Applications must be lodged before the closing time and date as specified in the advertisement. **NO LATE APPLICATIONS CAN BE ACCEPTED.**
2. Each application must consist of the following: (a) an application form (b) your Curriculum Vitae (CV); and (c) a statement of no more than three (3) A4 pages addressing the job work-related requirements. If applying for more than one vacancy, please submit separate applications.
3. Consult this Department's guide entitled "Writing a Winning Job Application" to ensure preparation of a valid application.
4. The Department of Indigenous Affairs is an equal opportunity employer and has a smoke-free workplace.
5. If you are recommended for appointment to a position exceeding six (6) months in duration, you will be required to provide a National Police Certificate (NPC). Please see the section on criminal record screening in this application form.

VACANCY DETAILS	Position Title			
	Position Number	Position Location	Classification Level	
PERSONAL DETAILS	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr		Surname (Family Name)	
	Other Names		Preferred Name	
	Postal Address for Notification			
	Email Address		Postcode	
	Contact Telephone Number Private Business Mobile Phone		Are you an Australian Citizen or Permanent Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No Permanent Residency is a pre-requisite for appointment to permanent staff.	
CURRENT EMPLOYMENT	Position Title			
	Employer/Department			
	Are you a State Government Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please indicate employment status: <input type="checkbox"/> Permanent <input type="checkbox"/> Contract	
	If yes, please indicate your Substantive Position title:		Position Level	
	If you are currently acting, please also indicate your acting Position Title:		Position Level Acting for how long?	
EMPLOYMENT REFEREES	Referees must be employment related, not character or personal referees. It is preferred that one be your current Supervisor or Manager.			
	1	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr		Surname (Family Name)
		Other Names		
		Position Title	Organisation	Contact Telephone Number (daytime)
	Working Relationship (ie Supervisor/Director)		Mobile Phone	
2	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr		Surname (Family Name)	
	Other Names			
	Position Title	Organisation	Contact Telephone Number (daytime)	
Working Relationship (ie Supervisor/Director)		Mobile Phone		

PLEASE COMPLETE DETAILS OVER PAGE

SUPPLEMENTAR DETAILS	<p>HEALTH To the best of your knowledge, do you have a medical condition that will preclude you from undertaking the duties of the position(s) you have applied for?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details</p> <p><i>Applicants who have a health condition are invited to discuss its relevance or otherwise to their prospects for employment with the selection panel.</i></p>
	<p>WORKERS' COMPENSATION CLAIM A previous Worker's Compensation Claim is NOT a barrier to employment. To assist us in assessing opportunities for your placement in appropriate employment, please indicate:</p> <p>Have you ever made a Workers' Compensation Claim?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details and specify whether you have any current claims.</p>
	<p>CRIMINAL CONVICTIONS / CRIMINAL RECORD SCREENING Do you have any current convictions for any offences from any court, or are you currently the subject of any charge pending before court? You do not need to give details of any conviction which you have had declared spent (<i>Western Australian Spent Convictions Act 1988</i>).</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details below:</p> <p>If you are recommended for appointment to a position exceeding six (6) months in duration, you will be required to provide a National Police Certificate (NPC)* and, if necessary, undergo a criminal record screening process. The relevant policy can be downloaded from our website at www.dia.wa.gov.au under 'Employment'. *PLEASE DO NOT FORWARD AN NPC WITH YOUR APPLICATION. The Department will contact you to request an NPC when and if required.</p> <p>Do you consent to undergo a criminal record screening process if you are recommended for appointment?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>NOTE: A conviction does not automatically preclude an individual from employment. If you are not selected for appointment as a result of the criminal record screening process, you will have the opportunity to request a review of the matter. Criminal record screening is maintained under strict confidentiality.</p>

ADVERTISING	<p>Where did you first hear about this advertised position? Please tick appropriate box.</p> <p> <input type="checkbox"/> www.jobs.wa.gov.au <input type="checkbox"/> West Australian Newspaper <input type="checkbox"/> Department of Indigenous Affairs website <input type="checkbox"/> Weekend Australian Newspaper <input type="checkbox"/> Regional Newspaper <input type="checkbox"/> Other- Please state..... </p>
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EQUAL EMPLOYMENT	<p>The Department of Indigenous Affairs strives for equal opportunity and diversity in employment. In order to continually improve and develop a work environment and employment conditions that are equitable, we would encourage you to assist us in this process by responding to the following questions. Please tick appropriate box.</p> <p> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Aboriginal/Torres Strait Islander <input type="checkbox"/> Non English Speaking Background <input type="checkbox"/> Disability </p>
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DECLARATION	<p>I DECLARE THAT ALL THE ABOVE STATEMENTS AND ATTACHED SUPPORTING INFORMATION ARE TRUE IN ALL RESPECTS. I ACKNOWLEDGE THAT ANY STATEMENT THAT IS FOUND TO BE FALSE OR DELIBERATELY MISLEADING WILL MAKE ME, IF EMPLOYED, LIABLE FOR DISMISSAL.</p> <p>_____</p> <p>Signature _____ Date</p>
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CHECKLIST FOR APPLICANTS	<p>When forwarding your application, please attach (in order) the following items:</p> <p> <input type="checkbox"/> APPLICATION FOR ADVERTISED VACANCY FORM (on top). <input type="checkbox"/> Completed in full, signed and dated <input type="checkbox"/> Additional or supporting documentation is attached <input type="checkbox"/> A STATEMENT ADDRESSING THE SELECTION CRITERIA in no more than three (3) A4 pages. <input type="checkbox"/> CURRICULUM VITAE OR CV including relevant, recent jobs held and key achievements in each position held. </p> <p>Applicants are strongly encouraged to consult the Department's guidelines entitled "Writing a Winning Job Application" available on our website at www.dia.wa.gov.au under 'Employment', or contact us via email jobs@dia.wa.gov.au or telephone (08) 9235 8158.</p>
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