



LEGISLATIVE ASSEMBLY FOR THE AUSTRALIAN CAPITAL TERRITORY

APPLICATION COVER PAGE

HOW TO APPLY

All applications, including application cover page, your response to selection criteria, resume and referee report (if required) must be submitted to:

- Email: OLARecruitment@parliament.act.gov.au
 - Mail to: Business Support, OLA Recruitment, GPO Box 1020, Canberra, ACT 2601; or
 - Deliver to the Public Entrance, ACT Legislative Assembly, South Building Civic Square.
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VACANCY DETAILS

Position Title

Position Number

Classification

YOUR DETAILS

Surname

Given Name/s

Home Address

Contact Number

Mobile Number

Email Address

All applicants must meet the minimum citizenship requirements.

	Yes	No
Are you an Australian Citizen?		
If 'No', do you have permanent residency?		
If 'No', are you an New Zealand citizen who resides in Australia and holds a Special Category temporary residence visa (SCV) under the Migration Act 1958 (Commonwealth)?		
If 'No', do you have a "working visa" valid at least for the duration of any temporary employment offered?		

EMPLOYMENT DETAILS

Current Employer

	Yes	No
Are you a permanent officer of the ACTPS?		
Are you an excess officer of the ACTPS?		
Are you employed in the ACTPS on either a temporary or casual basis?		
Have you received a voluntary redundancy from ACTPS?		
Are you a permanent officer of the APS?		

ACTPS Employees Only: What is your current classification? (provide extra details if acting at a higher level)

Have you received a voluntary redundancy from the ACTPS in the last two years? Yes No
Note: If you have received a voluntary redundancy within the last two years, you are generally ineligible to be re-engaged until after the exclusion period has expired.

Have you ever been subject to a workplace disciplinary process or misconduct investigation? Yes No

REFEREE DETAILS

Name

Position/Title

Relationship

Contact Phone

Mobile Phone

Email

Name

Position/Title

Relationship

Contact Phone

Mobile Phone

Email

WORKPLACE DIVERSITY

The Office of the Legislative Assembly is committed to the principles of workplace diversity and encourages applications from people from different backgrounds, experiences and perspectives. Please indicate which group applies to you:

	Yes	No
Aboriginal or Torres Strait Islander		
People with Disabilities		
People from non-English speaking background		

Are you? Male Female LGBTIQ

In all selection processes, the Office of the Legislative Assembly aims to treat all applicants in a fair and non-discriminatory manner. Assistance with application information, building access, interpreters or other services are available throughout the recruitment process.

	Yes	No
Do you have any special requirements that need to be considered as part of the application process?		

Please provide details

DECLARATION

I declare that the information provided on this form and given in my application including employment history is true and correct. I declare that any academic and/or professional qualifications submitted with my application are genuine. I give permission for the relevant education institution to be contacted for verification of my qualifications. I understand that giving misleading or false information may result in prosecution, fine and/or termination of employment. (Please insert name and date for electronic submission)

Name

Date