## Job Application Cover Sheet

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| **Job Reference Number** | Click or tap here to enter text. |

Please complete all sections of this form and submit it, with your application, by email to **jobs@igac.gov.au.**

When submitting your application, please include the **job reference number** and **your name** in the subject line.

Thank you for your interest in working with the Office of the Inspector-General of Aged Care (OIGAC).

## Personal details

|  |  |
| --- | --- |
| **Title** | Choose an item. |
| **Gender** | Choose an item. |
| **First name**  | Click or tap here to enter text. |
| **Surname** | Click or tap here to enter text. |
| **Address** | Click or tap here to enter text. |
| **Mobile number** | Click or tap here to enter text. |
| **Email** | Click or tap here to enter text. |
| **How did you hear about the job?** | [ ]  APS Jobs ☐ IGAC website [ ]  Other Click or tap here to enter text.[ ]  LinkedIn [ ]  Indigenous Australia Jobs Board |
| **Have you previously applied for a job with the OIGAC?** | Choose an item. Position applied for: Click or tap here to enter text. |

## Current employment

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| **Current employer, department or agency** | Click or tap here to enter text. |
| **Employed in the Australian Public Service (APS)** | Choose an item. |
| **If APS, current employment status** | Choose an item. |
| **AGS number** | Click or tap here to enter text. |
| **Current APS classification** | Choose an item. |
| **Current substantive APS Classification** | Choose an item. |
| **Current salary** | Click or tap here to enter text. |
| **Other employment, including volunteering** | Click or tap here to enter text. |

## Diversity

The Office of the Inspector-General of Aged Care is committed to building a workforce that reflects the diversity of the community we serve, and maintaining a workplace that is inclusive, respectful, and rewarding.

Information is collected for statistical analysis to help us understand the diversity of our workforce to:

* provide more targeted support, training and advice.
* identify and implement initiatives that assist in attracting, recruiting and retaining employees.
* ensure we are forward looking to build and sustain a diverse workforce now and into the future.
* provide greater focus on improving workplace culture and social inclusion.

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| **Are you of Australian Aboriginal or Torres Strait Islander decent?**  | Choose an item. |
| **Are you from a culturally and linguistic diverse background?** | Choose an item. |
| **Do you identify as an LGBTQIA+ individual?** | Choose an item. |
| **Are you a mature age individual?** | Choose an item. |
| **Do you identify as a person with a disability?**  | Choose an item. |
| **Do you require any reasonable adjustments to participate in assessment activities?** | Choose an item. |
| **If disability declared, do you opt into the RecruitAbility Scheme?** | Choose an item. |

## Referee details

**Referee 1 (current or most recent supervisor)**

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| --- | --- |
| **Name** | Click or tap here to enter text. |
| **Job title** | Click or tap here to enter text. |
| **Employer** | Click or tap here to enter text. |
| **Relationship** | Click or tap here to enter text. |
| **Length of relationship** | Click or tap here to enter text. |
| **Mobile number** | Click or tap here to enter text. |
| **Email address** | Click or tap here to enter text. |
| **Permission to contact** | Choose an item. |

**Referee 2**

|  |  |
| --- | --- |
| **Name** | Click or tap here to enter text. |
| **Job title** | Click or tap here to enter text. |
| **Employer** | Click or tap here to enter text. |
| **Relationship** | Click or tap here to enter text. |
| **Length of relationship** | Click or tap here to enter text. |
| **Mobile number** | Click or tap here to enter text. |
| **Email address** | Click or tap here to enter text. |
| **Permission to contact** | Choose an item. |

## Mandatory declarations

**You are required to answer the following declarations:**

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| **APS Redundancy****Are you currently serving a Commonwealth Redundancy exclusion period (redundancy benefit period)?**Clause 66.1 of the *Australian Public Service Commissioner’s Directions 2022* outlines arrangements applying in the APS which limit the subsequent employment of people who have received a redundancy benefit.Choose an item. |
| **Code of Conduct****In the past five years, have you been determined or found to have breached the APS Code of Conduct during any previous APS employment?**Choose an item.**In the past five years, have you resigned from any previous APS employment during or following an investigation into allegations you may have breached the APS Code of Conduct?**Choose an item.**In the last 10 years have you been dismissed from your employment, including the Australian Public Service or Private Sector Employer, not including redundancy?**Choose an item. |
| **Pre-employment requirements***Under the Public Service Act 1999, employees of the APS must be Australian citizens.****Are you an Australian Citizen?*** Choose an item.**Would you be willing to undergo a National Police Check? *This is conducted by the OIGAC through the Australian Federal Police (AFP)***Choose an item.**Do you hold a current Commonwealth issued security clearance? *Please provide details.***Choose an item.*If yes, provide details:* Click or tap here to enter text.**If not, are you willing to undertake a security clearance process?** Choose an item.**Would you be willing to undertake a medical evaluation, if required?** Choose an item. |
| **APS Merit List Access****A merit pool or an order of merit may be established for this position. If you are placed on a merit list, you may be considered for similar vacancies in other APS agencies for up to 18 months from the date the vacancy was notified in the Gazette.**Further information about the APS merit list access is [available here](https://www.apsc.gov.au/working-aps/information-aps-employment/guidance-and-information-recruitment/creating-using-and-sharing-merit-lists).**Do you agree for your information to be shared with other APS agencies?**Choose an item. |

## Acknowledgement

By submitting this form, I certify that the statements made by me and any supporting documentation (e.g. resume/CV, academic results) are true and complete at the time of submission. If it is subsequently discovered, as a result of a check, that you have provided false or misleading information, you may be assessed as unsuitable for employment with the Office of the Inspector-General of Aged Care. Further, providing false or misleading information may be considered a breach of the APS Code of Conduct and the *Criminal Code Act 1995*.

By submitting your application, you will be giving your consent to the Office of the Inspector-General of Aged Care collecting and using this information for the purposes mentioned above.

**I acknowledge and agree to the conditions of the above declaration and wish to be considered for a position within the Office of the Inspector-General of Aged Care.**

## Collection notice

**Privacy and security**

The Office of the Inspector-General of Aged Care is committed to protecting the privacy of the personal information we hold. The OIGAC is bound by the Australian Privacy Principles as set out in the
*Privacy Act 1988* (Cth).

When you apply for a position at the OIGAC, and upon commencement of your employment at the OIGAC you are asked to supply information for the primary purpose of enabling your employment application to be processed. If you are successful in your application, then the OIGAC will also use this information for ongoing maintenance of your employment.

In most circumstances personal information will be collected directly from you such as by using this form. This form advises whether there is a legal requirement for you to supply the information, for example if it is required by immigration or taxation law. It also indicates those sections that are mandatory to complete. If you choose not to complete mandatory sections then unfortunately your application will not be able to be processed. OIGAC will not seek information from third parties without obtaining your consent. OIGAC may disclose this information to third parties for the primary purpose of enabling your employment application to be processed. This may include parties such as recruitment agencies and those providing scribing services.

Other people, such as previous employers, other Government Agencies (such as the Australian Federal Police) and nominated referees may also provide us with information about you for the purposes of assessing your application and (where successful) on commencement of employment.

The OIGAC privacy policy can be located at [www.igac.gov.au/privacy](http://www.igac.gov.au/privacy). This includes further information on how you can access and seek correction of your personal information. It also details how you can complain about a breach of the Australian Privacy Principles.