**APPLICATION FOR TEMPORARY EMPLOYMENT**

**People Branch and Corporate Branch**

Please complete this form to register your interest for the AHL Temporary Employment Register.

* This Temporary Employment Register provides all members of the community with the opportunity to register for upcoming temporary employment opportunities within the Operations Branch at Aboriginal Hostels Limited (AHL).
* Non-ongoing opportunities may be offered with an initial engagement of up to 12 months, with the possibility of an extension of up to 6 months (total maximum period of 18 months).
* You will only be contacted in the event a vacancy arises that matches your skills and experience. Your application is not a guarantee that an offer of employment will be made.
* Indigenous jobseekers and non-Indigenous jobseekers with a commitment to working with First Nations peoples are encouraged to apply.

|  |
| --- |
| **APS CLASSIFICATION AND BUISNESS AREA/S**  |
| **Are you currently APS?** [ ]  Yes [ ]  No |
| **Classification level:** |
| [ ]  APS 3 | [ ]  APS 4 | [ ]  APS 5 | [ ]  APS 6 | [ ]  EL 1 | [ ]  EL 2 | [ ]  SES B1 |
| **Current position title:** |
| **Current employment status:**\_\_\_\_ |
| **Business area/s interested in:** |
| [ ]  Recruitment[ ]  Workplace Relations [ ]  Payroll[ ]  Work, Health and Safety[ ]  Learning and Development[ ]  Workforce Systems and Reporting[ ]  Project Management | [ ]  Project Management[ ]  Communications[ ]  Facilities[ ]  Finance[ ]  Facilities[ ]  ICT & Procurement[ ]  Executive Support |
| **Location – AHL have location sites across Australia. Please specify where you would like to work (you may choose to insert more than one location):** |
| **YOUR PERSONAL DETAILS** |
| **Title:** [ ]  Mr [ ]  Mrs [ ]  Ms [ ]  Miss [ ]  Mx [ ]  Dr [ ]  Prefer not to say |
| First Name:  | Last Name:  |
| Preferred Name:  |
| Address:  |
| Suburb:  | State:  |  | Postcode: |  |
| Telephone:  | Email:  |
| **Are you an Australian Citizen?** [ ]  Yes [ ]  No - Have you applied for Australian Citizenship [ ]  Yes [ ]  No **Note:** *Australian citizenship is a condition of employment in the Australian Public Service. If selected for employment, you must be able to provide proof of Australian citizenship.* ***If you are not an Australian Citizen, please do not submit an application.***  |
| **AVAILABILITY**Indicate your preferred hours? |
| [ ]  Full-time (37.5 hours per week)[ ]  Part-time (less than 37.5 hour per week)[ ]  Other, please specify:  |
| **FURTHER EMPLOYMENT DETAILS** |
| If successful for a position at AHL, will AHL be your only employment?\_\_\_\_Have you received a redundancy from the Australian Public Service in the last 12 months? [ ]  Yes, on (dates): \_\_\_\_ [ ]  No |

|  |
| --- |
| **WORKPLACE DIVERSITY INFORMATION (optional)** |
| **What is your gender**?[ ]  Male [ ]  Female [ ]  Indeterminate/Intersex/Unspecified [ ]  Prefer not to say |
| **Do you identify as an Aboriginal or Torres Strait Islander?**[ ]  Yes [ ]  No [ ]  Prefer not to say |
| **Do you identify as a person with a disability?**[ ]  Yes [ ]  If yes, I wish to apply under the RecruitAbility scheme.[ ]  No  |
| **Do you require any reasonable adjustment/s if successful for an interview?**[ ]  Yes – If yes, please specify:\_\_\_\_\_\_\_\_[ ]  No |
| **Have you worked for AHL before?**[ ]  Yes – if yes, when and where: \_\_\_\_[ ]  No |
| **Do you have a relative or friend who works for AHL?**[ ]  Yes, their name is: \_\_\_\_\_[ ]  No |
| **How did you become aware of employment opportunities with AHL?** [ ]  APS Jobs [ ]  AHL website [ ]  Seek [ ]  Facebook [ ]  Indigenous media outlet [ ]  Word of mouth [ ]  Other\_\_\_\_\_\_ |

|  |
| --- |
| **Your application is your opportunity to tell us why you are interested to work at Aboriginal Hostels Limited and highlight some of your accomplishments (1 page limit):** |
|  |
| **REFERENCE INFORMATION**Provide details of your nominated referees below.  |
|  | **Referee 1** | **Referee 2** |
| **Name of Referee:** |  |  |
| **Referee’s Position:** |  |  |
| **Organisation/Department:** |  |  |
| **Contact Number:** |  |  |
| **Email address:**  |  |  |

|  |
| --- |
| **IMPORTANT INFORMATION**: **DECLARATION OF CRIMINAL HISTORY & EMPLOYMENT MISCONDUCT** |
| All applicants 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 criminal convictions? If yes, provide details in the box 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 the subject of a misconduct investigation as a result of you breaching the APS Code of Conduct or employment standards set by your employer (if employed in the private sector/non-APS roles)? If yes, what was the result of that investigation? Provide details in the box below. | [ ]  Yes [ ]  No |
| Have you resigned from any previous employment immediately before an investigation into allegations you may have breached the APS Code of Conduct or employment standards set by your employer (if employed in the private sector/non-APS role) was commenced? If yes, provide details in the box below. | [ ]  Yes [ ]  No |
| Have you, in the last five years, been found by your current, or a previous employer, to have breached the APS Code of Conduct as set out in section 13 of the Public Service Act, or are you currently under investigation, or the subject of a suspected breach which was not finalised at the time of your employment?  | [ ]  Yes [ ]  No |
| Has your employment ever been terminated for conduct or performance issues?If yes, provide details in the box below. | [ ]  Yes [ ]  No |
| **Further details:**  |
| **WORKING WITH CHILDREN CHECK (WWCC)** |
| Please indicate your Working with Children Check (WWCC) status below:[ ]  I do not have a WWCC [ ]  I have applied for a WWCC [ ]  I am not permitted to hold a WWCC[ ]  I have a valid WWCC – please provide details below:State/Territory: WWCC number: Expiry date:  |
| **DECLARATION** |
| I declare that the information I have provided is true and correct. I declare that this application is a true reflection of my skills and experience. I understand and agree that giving false or misleading information is an offence and may lead to disqualification from the selection process, or termination of my employment if I am the successful candidate. |
| Full Name: Signature: Date: **Note:** *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.* |

Please submit your completed application form and resume to**jobs@ahl.gov.au**.

Applications that do not include both a completed application form and a resume will be considered incomplete and will not be assessed.