

Job Application Form

IMPORTANT INFORMATION

This document is to be completed and attached with your application i.e. curriculum vitae and statement/ letter addressing the selection criteria (unless the advertisement indicates otherwise) ONLY if you are NOT applying online via the *WA Government Job Board* at www.jobs.wa.gov.au.

Before you begin your application, we would appreciate it if you could advise below where you **first** saw this vacancy advertised e.g. Department of Biodiversity, Conservation and Attraction website, Jobs WA, *West Australian* newspaper, etc.: _____

JOB DETAILS	Position title:						
	Position number:						
PERSONAL DETAILS	Title:	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Dr	<input type="checkbox"/> Professor
		<input type="checkbox"/> Other – please specify:					
	First & middle names:						
	Family name:						
	Preferred name:						
	Postal address:						
	Preferred phone no:						
	Alternative phone no:						
	If you have a disability, what is your preferred method of communication:						
	Email address:						
Email consent:	I agree for the above email address to be used for all correspondence <input type="checkbox"/> Yes <input type="checkbox"/> No						
EMPLOYMENT DETAILS	Name of current agency/employer:						
	Are you currently employed in the WA public sector?	<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes', please complete the remainder of this section below:					
	Employment status:	<input type="checkbox"/> Permanent		<input type="checkbox"/> Fixed-Term		<input type="checkbox"/> Casual	
	Classification level:						
	Award:						

CESSATION DETAILS	Have you ever taken a voluntary severance or redundancy payment from the WA public sector?		<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes', provide the re-entry date in your letter of redundancy or severance below:	
	Re-entry date:			
REFEREES (PROVIDE TWO)	We ask that you provide referee details (including a current/recent supervisor) with your application. However, if this is not possible, please provide the necessary details at interview (if short listed) or upon request.			
	Referee name:		Position title:	
	Relationship to you:		Organisation:	
	Daytime phone no:		Email address:	
	Referee name:		Position title:	
	Relationship to you:		Organisation:	
	Daytime phone no:		Email address:	
DISCIPLINE DISCLOSURE	A disciplinary process does not necessarily disqualify an applicant, however it is something that we need to be made aware of. If rejection of your application is considered solely because of a disciplinary record, you will be given the opportunity to discuss the matter fully before a final decision is made.			
	Do you have any current disciplinary proceedings in progress against you, or have you previously been subject to a disciplinary process by an employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If 'Yes', please provide details of any disciplinary proceedings.			
ELIGIBILITY FOR APPOINTMENT	Are you currently employed as a ministerial officer or engaged as such on a contract for service basis? If yes, under current legislation, you are ineligible to apply for this position. To be eligible for permanent appointment to the WA public sector you must be an Australian citizen or have permanent resident status in Australia. To be eligible for a fixed term appointment you must have documentary evidence of your entitlement to live and work in Australia for the duration of the fixed term contract. If you are an international applicant and/or not currently eligible to work in Australia, refer to the <i>International applicants</i> page on the department's website at www.dbca.wa.gov.au for information on how it might be possible to become eligible to work in Australia for the department.			
	Please indicate your current eligibility to work in Australia:		<input type="checkbox"/> Australian citizen <input type="checkbox"/> Permanent resident <input type="checkbox"/> I have a current working visa, but not for the duration of the position <input type="checkbox"/> I have a current working visa for the duration of the position Visa expiry date:	

	<input type="checkbox"/> I would need to obtain a working visa to be appointed to the position		
APPLICANT SURVEY QUESTIONS	The six applicant survey questions below will assist us to measure how well we are meeting diversity and recruitment targets. <i>You do not have to answer these if you do not wish to do so.</i>		
	Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
		<input type="checkbox"/> Intersex/Unspecified	
	Date of birth:		
	Are you an Aboriginal or Torres Strait Islander?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Country of birth:		
	Language(s) spoken at home:		
	Have you ever been involved with Bush Rangers WA?	<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes', indicate year(s) involved e.g. 2020 – 2022:	
DISABILITY INFORMATION	The Department is committed to building a workplace culture that values diversity and inclusion. We actively promote the employment of people with disability. People with disability will be provided with adjustments in our recruitment processes and in the workplace. To assist us with this, please respond to the following questions.		
	Do you have a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If you have a disability, please provide brief details of any adjustments you require to allow you to participate in the interview process.		
	If you have a disability, do you have a preferred method of communication? For example, a person with a hearing impairment may prefer written communication.		
DECLARATION	*I declare the above statements to be true in all respects. I acknowledge that any statement which is found to be false or deliberately misleading will make me, if employed, liable for dismissal. I understand that appointment to the Department of Biodiversity, Conservation and Attractions is conditional upon the provision of appropriate proof of identity and evidence of entitlement to live and work in Australia for the duration of employment.		
	Signature:	Date:	
Please include all supporting information with your application e.g. resume, statement addressing selection criteria (if requested) etc.			

*Applicants who subsequently become aware that information they have provided is false or misleading must immediately bring this to the attention of the selection panel.