

# Employment application form

Please complete this document, attach it to your application and forward to the Human Resources Department.

## Details of Advertised Vacancy

Job Title:	
Classification:	Position No.:
Campus:	Closing date for applications:

## Details of Applicant

Title:	Family Name:		
Given Name/s:			
Home Address:			
Suburb:		State:	Postcode:
Contact Details:	Work:	Home:	
	Mobile:	E-mail:	
<b>Qualifications</b> (Note: Failure to include details of mandatory qualifications may result in your non selection for interview)			
Qualification:		Year obtained:	
.....		.....	
.....		.....	
.....		.....	
Are you an Australian Citizen / Permanent Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If No, do you have a Working Visa? <input type="checkbox"/> Yes <input type="checkbox"/> No Expiry Date:			
Have you accepted a voluntary departure package as a Victorian public sector employee?			
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, date received:			

## Applicant Employment Information

Are you currently employed by Goulburn Ovens TAFE? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Current Status: <input type="checkbox"/> Casual/Sessional <input type="checkbox"/> Fixed-Term <input type="checkbox"/> Ongoing			
Have you previously been employed by Goulburn Ovens TAFE? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes, please indicate the role and location:			
Are you currently employed in another Government Sector Agency? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes, please complete the following information			
Name of Government Sector Agency:		Classification:	
Current Status: <input type="checkbox"/> Casual/Sessional <input type="checkbox"/> Fixed-Term <input type="checkbox"/> Ongoing			
Do you have a current National Police Records Check? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes, please attach a copy			
If No, on commencement of employment you will be required to complete and pay for a "Consent to check and release National police record" form			

Where did you **first** see details of the vacancy?

☐ GOIT website

☐ Shepparton News

☐ Wangaratta Chronicle

☐ Border Mail

☐ Seymour Telegraph

☐ Benalla Ensign

☐ The Age

Other (please give details)

## Health Declaration

Do you have a current Workers Compensation Claim?

☐ Yes

☐ No

Do you have any pre-existing medical conditions, injury or illness that may affect your capacity to safely perform the work as outlined in the Position Description?

☐ Yes

☐ No

If Yes, please provide details:

**Note:** You are required to disclose any current or prior Workers Compensation claim/s or pre-existing injury that may be affected by the proposed employment with the Institute. Failure to do so, or providing misleading information, could result in that injury/ illness not being eligible for future workers compensation claims under Section 82 (8) of the Accident Compensation Act (1985)

## Important Information

To maximise your opportunity of employment in this role and in accordance with Institute Recruitment and Selection policy and procedures, you must include the following information with this form:-

- Statement of skills or experience addressing each Key Selection Criteria (Details of the Key Selection Criteria are outlined in the Position Description, which is available from the contact officer or the Institute's website <http://www.gotafe.vic.edu.au>). Please read the details in the Position Description carefully before submitting your application.
- Current Resume/Curriculum Vitae
- Copies of any formal qualification certificates.
- Where a mandatory qualification is specified, please ensure that you complete the necessary field on the first page of this form. If selected for interview, you will be asked to bring the originals of your qualifications with you.
- A copy of your National Police Records check, if you have one.
- 3 nominated referees

To the best of my knowledge the above information is true and correct:

Applicant's Name:

Signature:

Date:

## Privacy Statement

Goulburn Ovens Institute of TAFE collects this personal information for the purposes of processing and considering your application for employment. We will use the information we collect from you only for these purposes and will not disclose personal information unless authorised by you or as permitted by law. The Institute may disclose personal information contained in your application to nominated referees in order to verify statements contained in your application for employment. Sensitive and health information is only collected and disclosed with your consent or as permitted by law. Failure to provide some or all of the information requested may result in your application not being processed. Your information is treated as confidential and managed in accordance with the Institute Information Privacy Policy, as per the Information Privacy Act (2000) and the Health Records Act (2001).