



## ACT Department of Justice & Community Safety

# TEMPORARY EMPLOYMENT REGISTER

ACT Department of Justice and Community Safety is seeking people interested in short term temporary employment. People may register by filling out this application form (minimum requirement) and if applicable, attaching a current CV or statement of employment record.

APPLICANT DETAILS				
Surname		Given Names		
Postal Address				
Telephone (H)		Telephone (W)		Telephone (M)
Email				
Are you an Australian Citizen, Permanent Resident OR an New Zealand Citizen with a special category temporary Visa (SCV)? <input type="checkbox"/> Yes <input type="checkbox"/> No				
EMPLOYMENT DETAILS				
Desired Level (eg. ASO 3)				
Hours of Work	Full Time	Part Time	Casual	
Availability				
Are you currently employed in the ACT Public Service?			Yes	No
Have you received a Voluntary Redundancy from the ACTPS in the last two years?			Yes	No
EMPLOYMENT PREFERENCES				
Please indicate the type of work you are interested in (select all that apply):				
<input type="checkbox"/> Project	<input type="checkbox"/> Research	<input type="checkbox"/> Administration	<input type="checkbox"/> Law	
EMPLOYMENT HISTORY				
<input type="checkbox"/> Resume attached				
Employer				
Start (MM/YY)		End (MM/YY)		Job title
Main responsibilities and skills ( <i>please limit to 100 words</i> ):				



Employer				
Start (MM/YY)		End (MM/YY)		Job title
Main responsibilities and skills ( <i>please limit to 100 words</i> ):				
Do you have any special qualifications, skills or experiences? (eg. Software applications, etc.)				

**REFEREES**

Please provide the names of two people who may be contacted as employment referees. If you do not have previous work experience, please nominate two academic referees

**First Referee**

Name	
Position	
Organisation	
Telephone number (daytime)	
Relationship to applicant	

**Second Referee**

Name	
Position	
Organisation	
Telephone number (daytime)	
Relationship to applicant	

I declare that the information provided on this form and given in my application including my 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 educational / training institution to be contacted for verification of my qualifications. I understand that giving false or misleading information may result in prosecution, fines and/or termination of employment.

Signature:

Date:

**Note: Please insert name and date for electronic submission**

**Attach this completed form and a current curriculum vitae (or statement of employment record) and return to:**

Email: [jacs.people&workplacestrategy@act.gov.au](mailto:jacs.people&workplacestrategy@act.gov.au)

**POSTAL:**

People and Workplace Strategy  
 ACT Department of Justice and Community Safety  
 GPO BOX 158  
 CANBERRA ACT 2601

**HAND DELIVERY:**

People and Workplace Strategy  
 ACT Department of Justice and Community Safety  
 Level 4, 1 Moore Street  
 CANBERRA CITY

