

About ACT Health Directorate

The ACT Health Directorate (AHD) is responsible for strategic direction and leadership of the ACT health system. AHD provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

AHD develops strategies and sets the direction to ensure that services meet community needs and expectations, deliver improved health outcomes, and that the health system is innovative, effective, and sustainable now and in the future.

About the Temporary Employment Register

The Temporary Employment Register is used for short-term vacancies of **up to three months** within the AHD. All registrations on the Register are kept until 31 December of each year.

To remain on the register, you will need to complete a new application each year after 1 January.

If you are interested in longer-term or permanent opportunities within AHD, please visit Jobs ACT at www.jobs.act.gov.au.

Some of our positions require mandatory eligibility requirements. If you have any enquiries, please email AHDJobs@act.gov.au. Employment conditions and entitlements are governed by the *Administrative and Related Classifications Enterprise Agreement 2023-2026*, for more information, please refer to www.jobs.act.gov.au/about-the-actps/agreements.

Applying for the Register

To submit an Expression of Interest for the AHD Temporary Employment Register, please complete this document and forward, along with a current CV which includes your work history, relevant qualifications, and training, to AHDJobs@act.gov.au.

Privacy Statement

The AHD collects your personal information in the application process for the purpose of assessing your suitability for registration on the AHD Temporary Employment Register. You are not required to answer all questions, but if you do not do so you may be assessed as unsuitable. Any mandatory questions will be marked with a *. Your personal information will be held, and may be used or disclosed, in accordance with the *Information Privacy Act 2014*.

Accessibility

The ACT Government is committed to making its information, services, events and venues accessible to as many people as possible.

If you have difficulty reading a standard printed document and would like to receive this publication in an alternative format, such as large print or audio, please telephone (02) 5124 9201.

If English is not your first language and you require the translating and interpreting services—please telephone 131 450.

If you are deaf or hearing impaired and require the Text telephone (TTY) Service, phone 133 677 then ask for 133 427

Temporary Employment Registration Form

Section 1 – Personal Details	
*Full Name:	
Preferred Name:	
Preferred Title:	
What is your pronoun*?: If other, please provide here: *Gender pronouns are the terms people choose to refer to themselves that reflect their gender identity.	
*Phone number:	
*Email address:	
Diversity (optional)	
Do you identify as any of the following?	
Aboriginal and/or Torres Strait Islander:	
Person with Disability*: *AHD will provide reasonable adjustments for persons with disabilities who are employees or applicants for employment	
Do you require any reasonable adjustments?	
If yes, what adjustments would you require:	
Is English your second language:	
If yes, other languages spoken:	
Current and former Australian Defence Force member:	
LGBTIQ:	
Qualifications, Credentials and Licences	
*Do you have a current Driver’s Licence?	
	Driver’s Licence No.
*Do you have a current Working with Vulnerable People (WWVP) Registration?	
	WWVP Registration No.
*Do you have a current Security Clearance?	
	Clearance type:
Do you have any relevant credentials/qualifications? (E.g., Master of Business Administration)	
List credentials/qualifications here:	
Section 2 – Employment Status	
*Which of these describes your current residency status?	
If you hold a valid Australian visa please provide the following. Visa type: _____ Visa Expiry date: _____	
*Are you currently or have you previously been employed in the ACT Public Service? If yes, how are/were you employed?	
*Are you currently or have you previously been employed in the Commonwealth Public Service or another Australian State Government? If yes, are/were you ongoing or non-going? At which Department/Directorate are/were you employed?	

In the last 5 years, have you ever been found guilty of misconduct?

*Misconduct includes any of the following:

- a) failing to meet the obligations of a workplace code of conduct or relevant legislation (including bullying or harassment or discrimination);
- b) engaging in conduct that has brought, or is likely to bring, an employer into disrepute;
- c) a period of unauthorised absence whereby you did not offer a satisfactory reason upon your return to work;
- d) being convicted of a criminal offence or where a court finds that you have committed an offence, but a conviction is not recorded, taking into account the circumstances and seriousness of the offence, your duties the interests of your employer;
- e) failing to notify your employer of criminal charges; or
- f) making a vexatious or knowingly false allegation against another employee.

Please note applicants previously found guilty of misconduct are not automatically excluded from employment. AHD will determine suitability for employment based on the nature of misconduct and other information provided in your application.

We may also ask for more information by contacting you through the details provided in Section 1.

If yes, what sanctions were imposed upon you for the proven misconduct?

Do you have any other relevant information to disclose about your general conduct, such as relevant police records, convictions or reportable conduct, to help determine your suitability?

Section 3 – Redundancy Benefit Information*

*Candidates that have received a redundancy benefit from an ACTPS agency cannot work in the ACTPS for two years unless this is waived by the ACT Public Sector Standards Commissioner (former ACTPS Commissioner of Public Administration).

*Have you received a redundancy benefit from the ACTPS in the past 2 years?

If yes, when can you recommence employment in the ACTPS?

Section 4 – Work Preferences

*** Preferred Hours**

Full time	Part time*	Casual*
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*If you selected part time or casual, what is your availability? (E.g., Monday to Wednesday 9am to 5pm, Monday to Friday 10am – 3pm)

Are you able to undertake shift work and/or work on weekends?

Shift work Weekends

*** Classification**

Administrative Service Officer Grade 2 (Salary range: \$59,813 - \$66,047)	<input type="checkbox"/>	<input type="checkbox"/>
Administrative Service Officer Grade 3 (Salary range: \$67,770 - \$72,935)	<input type="checkbox"/>	<input type="checkbox"/>
Administrative Service Officer Grade 4 (Salary range: \$75,239 – \$81,466)	<input type="checkbox"/>	<input type="checkbox"/>
Administrative Service Officer Grade 5 (Salary range: \$83,620 - \$88,510)	<input type="checkbox"/>	<input type="checkbox"/>
Administrative Service Officer Grade 6 (Salary range: \$90,099 - \$103,117)	<input type="checkbox"/>	<input type="checkbox"/>

Senior Officer Grade C (Salary range: \$113,397 - \$122,062)			
Senior Officer Grade B (Salary range: \$133,552 - \$150,347)			
Senior Officer Grade A (Salary: \$155,107)			
* Skills and Interests (please select up to four)			
Skills and Interest 1:			
Skills and Interest 2:			
Skills and Interest 3:			
Skills and Interest 4:			
* Referee details (one of which needs to be your current or a recent supervisor/manager)			
Name:		Name:	
Phone number:		Phone number:	
Email:		Email:	
Relationship to applicant:		Relationship to applicant:	
Any other information that you want us to know in relation to your application?			

Please complete this document and forward, along with a current CV which includes your work history, relevant qualifications and training, to AHDJobs@act.gov.au.

ACT Health Directorate is an accredited Breastfeeding Friendly Workplace.

