

# TEMPORARY EMPLOYMENT REGISTER



## About the Register

The Temporary Employment Register is used for short-term vacancies of up to three months within the Community Services Directorate (CSD). All registrations on the Register are kept until 31 December of each year. If you would like to remain registered, please complete a new application after this date. If you are interested in longer-term or permanent opportunities within CSD, please visit Jobs ACT at [www.jobs.act.gov.au](http://www.jobs.act.gov.au).

Please note that Health Professional Officer and some other roles required mandatory qualifications. For more information, please refer to [www.jobs.act.gov.au/about-the-actps/agreements](http://www.jobs.act.gov.au/about-the-actps/agreements).

### About CSD

The ACT Government Community Services Directorate has responsibility for a wide range of human services functions in the ACT, including multicultural affairs, community services, older people, women, public and community housing services and policy, community recovery, children, youth and family support services and policy, support for families concerned about their child's development, Child and Family Centres, homelessness, Aboriginal and Torres Strait Islander Affairs and the ACT Office for Disability.

CSD provides staff with flexible working arrangements, access to a range of varied and interesting roles and training that is tailored to career goals. Staff working in CSD are expected to demonstrate quality customer service, problem solving and teamwork skills, be willing to continuously improve, adapt to change, be outcome focused and accountable for their actions. Further information relating to CSD can be found at [www.communityservices.act.gov.au](http://www.communityservices.act.gov.au).

### Applying for the Register

To submit an Expression of Interest for the CSD Temporary Employment Register, please complete this document and forward, along with a current CV which includes your work history, relevant qualifications and training, to [CSDWorkforceManagement@act.gov.au](mailto:CSDWorkforceManagement@act.gov.au).

### Privacy Statement

The ACT Community Services Directorate collects your personal information in the application process for the purpose of assessing your suitability for registration on the CSD Temporary Employment Register. You are not required to answer all questions, but if you do not do so you may be assessed as unsuitable. Your personal information will be held, and may be used or disclosed, in accordance with the *Information Privacy Act 2014*. The ACT Community Services Directorate has a Privacy Policy which is available at [www.communityservices.act.gov.au/home/full\\_privacy\\_statement](http://www.communityservices.act.gov.au/home/full_privacy_statement). The Privacy Policy explains how information is handled and you may access your information, seek corrections to your information if necessary, or make complaints about the Directorate's information handling.

#### 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) 6207 0334.

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

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## Temporary Employment Registration Form

### Section 1 – Personal Details

Name: Click or tap here to enter text.

Phone number: Click or tap here to enter text.

Email address: Click or tap here to enter text.

### Diversity Status

Do you identify with any of the following?

Aboriginal or Torres Strait Islander: Choose an item.

People with Disability<sup>#1</sup>: Choose an item.

<sup>#1</sup>CSD will provide reasonable adjustments for persons with disabilities who are employees or applicants for employment.

Do you have current Working with Vulnerable (WWVP) People Registration?

Choose an item.

WWVP Registration No. Click or tap here to enter text.

### Section 2 – Employment Status

Are you an Australian citizen or permanent resident? Choose an item.

In the last 3 years, have you ever been found guilty of misconduct? <sup>#2</sup> Choose an item.

<sup>#2</sup> Misconduct includes any of the following:

- failing to meet the obligations set out in Section 9 of the Public Sector Management Act 1994 (including bullying or harassment or discrimination);
- engaging in conduct that has brought, or is likely to bring, CSD or the ACTPS into disrepute;
- a period of unauthorised absence whereby you do not offer a satisfactory reason upon your return to work;
- 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 the ACTPS and/or of CSD;
- failing to notify the head of service of criminal charges; or
- making a vexatious or knowingly false allegation against another employee.

Please note applicants previously found guilty of misconduct are not automatically excluded from employment. CSD 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.

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What sanctions were imposed upon you for the proven misconduct?

Click or tap here to enter text.

## Section 3 – Redundancy Benefit Information<sup>#3</sup>

<sup>#3</sup> 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? Choose an item.

If yes, when can you recommence employment in the ACTPS? Click or tap here to enter text.

## Section 4 – Work Preferences

### Preferred Hours

Full-time	Choose an item.	Part-time	Choose an item.	Casual	Choose an item.
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### Classification

Administrative Services Officer Grade 2 (\$64,744 – \$71,126)	Choose an item.
Administrative Services Officer Grade 3 (\$72,889 - \$78,177)	Choose an item.
Administrative Services Officer Grade 4 (\$80,535 - \$86,909)	Choose an item.
Administrative Services Officer Grade 5 (\$89,114 - \$94,120)	Choose an item.
Administrative Services Officer Grade 6 (\$95,746 - \$109,072)	Choose an item.
Senior Officer Grade C (\$119,595 - \$128,465)	Choose an item.
Senior Officer Grade B (\$140,226 - \$157,418)	Choose an item.
Senior Officer Grade A (\$162,291)	Choose an item.
Child and Youth Protection Professional Level 1 (\$73,505 - \$92,131)	Choose an item.
Child and Youth Protection Professional Level 2 (\$78,014 - \$105,024)	Choose an item.
Child and Youth Protection Professional Level 3 (\$107,887 - \$113,381)	Choose an item.
Child and Youth Protection Professional Level 4 (\$123,373 - \$132,376)	Choose an item.
Child and Youth Protection Professional Level 5 (\$142,095 - \$159,543)	Choose an item.
Child and Youth Protection Professional Level 6 (\$164,490)	Choose an item.
Health Professional Officer Level 1 (\$66,285 - \$86,842)	Choose an item.
Health Professional Officer Level 2 (\$70,679 - \$97,028)	Choose an item.

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Health Professional Officer Level 3 (\$97,177 - \$107,476)	Choose an item.
Health Professional Officer Level 4 (\$111,887 - \$120,436)	Choose an item.
<b>Skills and Interests</b>	
Skills and Interests (1)	Choose an item.
Skills and Interests (2)	Choose an item.
Skills and Interests (3)	Choose an item.