

### Section 1: General Information

To be eligible for employment the below registrations are required:

- The Working with Vulnerable People (WWVP) (Background Checking) Registration. For further information, please visit the Access Canberra [website](#) or contact 6207 3000
- Asbestos Awareness Training – Evidence of completion of this training delivered by a Registered Training organisation (RTO) [www.worksafe.act.gov.au/health-and-safety-portal](http://www.worksafe.act.gov.au/health-and-safety-portal)
- Crystalline Silica Exposure Prevention Training – Evidence of completion of this training delivered by a registered Training organisation (RTO) [Course in Crystalline Silica Exposure Prevention](#)
- As part of the registration process, a pre-employment medical check is required. (Information will be provided if/when an applicant is near completion).

**Applicants should be aware that the application itself is not a guarantee of employment.**

### \* Section 2: Applicant Personal Details

Family Name/Surname:	Enter Family Name/Surname	First Name/Given Names:	Enter First/Given names
Preferred Phone Contact:	Enter Preferred Phone Contact	Email:	Enter Contact Email

### \* Section 3: Working with Vulnerable People (WwVP) Details

A copy of your WwVP card must be attached with this application.

WwVP Registration Number: Enter WwVP Registration Number      Expiry Date:      [Click here to enter a date.](#)

### \* Section 4: Mandatory Training Details: A certified copy these cards must be attached with this application

**Asbestos Awareness Registration:** A copy of this card **must** be attached with this application.

Registration Number (If applicable): Enter Registration Number      Expiry Date:      [Click here to enter a date.](#)

**Crystalline Silica Exposure Prevention Registration:** A copy of this card **must** be attached with this application.

Registration Number (If applicable): Enter Registration Number      Expiry Date:      [Click here to enter a date.](#)

**General Construction Induction Card (White Card).** A copy of this card **must** be attached with this application:

Registration Number (If applicable): Enter Registration Number      Date Completed:      [Click here to enter a date.](#)

**\*Other Training Details: If you hold any of the below qualifications you must attach all registration cards and/or certificates with this application.**

**Manual Handling:**

Registration Number (If applicable): Enter Registration Number      Date Completed:      [Click here to enter a date.](#)

**Risk Management:**

Registration Number (If applicable): Enter Registration Number      Date Completed:      [Click here to enter a date.](#)

**Safe Handling of Sharps and Infectious Waste:**

Registration Number (If applicable): Enter Registration Number      Date Completed:      [Click here to enter a date.](#)

### \* Section 5: Registration Information – if applicable

Have you previously been employed with the Directorate, in what capacity? Job Type:	Select
If Yes, please indicate year      and in what capacity/Job Type:	
AGS Number (if known):	

### \* Section 6: Work Right Status

Are you an Australian Citizen/Permanent Resident?	Select
If no, do you possess a current working visa? Non-Australian Citizens: You must demonstrate your right to work and residency status by providing certified true copies of the relevant pages from your passport and supporting Visa documentation.	Select

### \* Section 7: Redundancy

Have you received a voluntary redundancy from the ACTPS in the last 12 months?	Select
Note: If you have received a voluntary redundancy within the last 12 months, you are generally ineligible to be re-engaged until after the exclusion period has expired.	

### \* Section 8: BSO Duties and Responsibilities

Listed below are the duties required to be performed. The list is not comprehensive and duties may vary between schools.

**Key Responsibility:** Maintain the school buildings and grounds in a clean and tidy condition with regard to safety and security hazards and where necessary, organise emergency repairs.

**Duty Statement:**

The duties of the position require a high degree of manual activity. Applicants should possess an appropriate level of functional physical fitness.

In accordance with Directorate policies and under general supervision, a BSO1 will:

- Assume responsibility for the security of the school buildings, furniture, fittings and equipment.
- Supervise and monitor the school's maintenance programs, contractors, cleaning and security for the school and associated preschool(s). Complete risk management and safety records.
- Monitor the school buildings and grounds including any associated preschool(s). Undertake basic repairs and maintenance to the buildings, grounds, fittings, furniture and equipment.
- Operate and monitor the school's heating and cooling systems with a view to minimising energy usage OR if the school has an automated climate management system, monitor with a view to minimising energy usage.
- Assist with stock-take and the receipt and storage of equipment and supplies.
- Rearrange and/or relocate furniture and equipment within reasonable safety limits.
- Undertake relevant administrative tasks as required ensuring compliance in relation to risk management, safety and appropriate record keeping.

### \* Section 9: Additional documents

<input type="checkbox"/>	A certified copy of your WwVP, Asbestos Awareness and Crystalline Silica Exposure Prevention (Note: The WwVP card can also be used in the proof of identification)
<input type="checkbox"/>	Qualifications – If you wish for any other qualifications to be recognised ie; Certificates/Diplomas or Degrees. Certificates of obtainment and participation are not required.

# Self Disclosure

To be completed by all applicants for employment  
with the Education Directorate

## \* Section 10: Self Disclosure

The ACTPS must ensure that public service employees are fit and proper persons. Please tell us about your work history and general conduct to help determine your suitability to work for the ACTPS.  
Failure to adequately disclose relevant information may result in denial or termination of registration for casual employment, and/or cancellation of any offer of contract or permanent employment.

Are you currently under investigation for misconduct or did you leave a previous employer whilst under investigation?	Select
If yes, please provide details	
In the past 5 years, have you been found to have engaged in misconduct?	Select
If yes, please provide details	
Have you ever had your employment terminated on the grounds of misconduct?	Select
If yes, please provide details	
Do you have any other relevant information to disclose about your general conduct	Select
Have you been subject to any findings of reportable conduct?	Select
If yes, please provide details	
Do you have any other relevant information to disclose about your general conduct, such as relevant police records, convictions to help determine your suitability?	Select

I declare that I have supplied all information required and have not provided any false information.

Signature:

Date:

Note: Please insert name and date for electronic submission – preferred method of receipt

## \* Section 11: ACTPS New Employee Commencement Pack

You **MUST** now go to the ACT Government Careers and Employment webpage, scroll down to 2. Prepare all required documents and select the [New Employee Commencement Pack](#) .

You **MUST** complete the following documents – save and return them with this application to register form:

- Item 1 - New Employee Information Pack
- Provide certified copies of the following documents:
  - Commencement Document | Such as Birth certificate, Australian Citizenship or Current Passport
  - Primary Document | Such as Marriage certificate, Driver's licence, or Proof of Age.
  - Two Secondary Document(s) | Such as Medicare card or Proof of Identity Card.

For further information on the required Proof of Identity documents, please go to:

<https://www.jobs.act.gov.au/how-we-hire/accept-your-offer/national-police-check-and-self-disclosure-pack>

You **MUST NOT** complete:

- Item 2e – Nationally Coordinated Criminal History Check
- Item 3 – Medical Assessment Form

**Once you have completed the New Employee Commencement Pack, this application form and have certified copies of all required documents, please sign the declaration below and then submit all documents to**

**[EDUCasualRecruitment@act.gov.au](mailto:EDUCasualRecruitment@act.gov.au)**

## \* Section 12: Declaration

I acknowledge the information I have provided on this form is true and correct.

Signature: \_\_\_\_\_ Date: Enter Date

Note: Please insert name and date for electronic submission – preferred method of receipt

For further information please visit the [ACT Education Directorate Website](#) or phone on (02) 620 55000.