

ACT Courts and Tribunal (ACTCT) Temporary Employment Register

The personal information collected through this application for the temporary employment register is protected under the *Information Privacy Act 2014* and will only be used for that purpose and will not be disclosed to other persons or organisations without your prior consent unless where required by law.

APPLICANT INFORMATION	
Given Names:	Click or tap here to enter text.
Family Name:	Click or tap here to enter text.
Preferred Name:	Click or tap here to enter text.
Phone:	Click or tap here to enter text.
Email Address:	Click or tap here to enter text.
<p>Are you eligible to work in Australia? <i>Double click to select box.</i></p> <p> <input type="checkbox"/> Yes <i>(if yes please tick the appropriate box below).</i> <input type="checkbox"/> No </p> <p> <input type="checkbox"/> Australian citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Work Visa <i>(please attach a copy of your Visa indicating Visa Class and work restrictions)</i> </p>	
<p>Preferred Employment Type:</p> <p> <input type="checkbox"/> Full Time Temporary <input type="checkbox"/> Part Time Temporary—Days available: Click or tap here to enter text. <input type="checkbox"/> Casual—Days available: Click or tap here to enter text. </p>	
<p>Inclusivity:</p> <p>The ACT Courts and Tribunal supports workforce diversity and is committed to creating an inclusive workplace. To assist the ACTCT in understanding and supporting any needs or requirements, your response to the following questions is requested. Please note this is optional, however we do ask that you advise your manager on your commencement of any special requirements/reasonable adjustments that may be required.</p> <p>1. Do you have any special requirements/reasonable adjustments that need to be considered? If so, please specify: Click or tap here to enter text.</p>	

2. Do you identify with any of these diversity/inclusion groups? If so, please indicate below:

- Aboriginal and/or Torres Strait Islander
- English as a second language
- Person with Disability
- Current or former Defence personnel
- LGBTIQ

AREA/S OF INTEREST

- Administration
- Finance
- Information Technology
- Other—please specify: [Click or tap here to enter text.](#)

EMPLOYMENT HISTORY

Have you received a Voluntary Redundancy from the ACT Public Service (ACTPS)

- Yes
- No

Candidates who have elected to be made voluntarily redundant from the ACTPS cannot be re-engaged in the ACTPS until a period equivalent in weeks and days to the termination payment received has expired, except with the written consent of the Head of Service.

In the last 5 years, have you ever been found guilty of misconduct as defined in Section 9 of the [Public Sector Management Act 1994](#) and/or have you any criminal matters pending or charges.

- Yes
- No

If yes, please provide further information: [Click or tap here to enter text.](#)

Misconduct occurs when an employee engages in conduct that has brought, or is likely to bring ACT Courts & Tribunal, the Justice and Community Safety Directorate or the ACTPS into disrepute. Serious misconduct is misconduct of such a nature that it would be unreasonable or inconsistent for the employer to continue the employee’s employment and usually warrants termination or suspension without pay.

Please note applicants previously found guilty of misconduct are not automatically excluded from employment. Your suitability for employment will be determined 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.

CONFLICT OF INTEREST—CLOSE PERSONAL RELATIONSHIP

Please identify whether you have any close personal relationships with a staff member of the ACT Courts and Tribunal or Justice and Community Safety Directorate:

Yes No

If yes, please specify: *Click or tap here to enter text.*

A close personal relationship is one in which there is a close connection between staff members or a staff member and client, and may include: relationships with family members; personal links with a friend; friendships with personal links outside of the workplace; relationships with a history of conflict between parties or where one person is financially linked with or dependent on the other.

CONFLICT OF INTEREST—SECONDARY EMPLOYMENT

Do you currently hold another job or have an interest in any business or company? This includes voluntary positions.

Yes No

If yes, please specify: *Click or tap here to enter text.*

I declare that the above details are correct to the best of my knowledge, and I make this declaration in good faith.

Applicant's Name (*type your full name*):

Click or tap here to enter text.

Date: *Click or tap to enter a date.*