

Application for Temporary Employment Register

Use this form to apply for the ACT Courts and Tribunal (ACTCT) temporary employment register.

Privacy note: 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. It will not be disclosed to other persons or organisations without your prior consent unless where required by law.

APPLICANT DETAILS

Given name	
Family name	
Preferred name	
Phone	
Email address	

APPLICANT INFORMATION

Are you eligible to work in Australia?

- ☐ Yes
- ☐ No

If you answered **YES**, please tell us your eligibility:

- ☐ I am an Australian Citizen
- ☐ I am a Permanent Resident
- ☐ I have a Work Visa (please attach a copy of your Visa indicating Visa Class and work restrictions)

Please tell us your preferred type of employment (tick all that apply).

- ☐ Full time temporary
- ☐ Part time temporary (please outline your availability below)
- ☐ Casual (please outline your availability below)

Please outline your availability below:

AREAS OF INTEREST

Please tell us your areas of interest so we can match you with appropriate business units (tick all that apply).

- ☐ Administration
- ☐ Customer service
- ☐ Finance
- ☐ Information technology
- ☐ Legal
- ☐ Other (please specify below):

CONFLICTS OF INTEREST

Close Personal Relationship – Please identify whether you have any close personal relationships with a staff member of ACT Courts and Tribunal:

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.

- ☐ Yes
- ☐ No

If you answered YES, please provide further information:

Matters before a Court or Tribunal – Do you know someone who has a matter before the ACT Supreme Court, ACT Magistrates Court or the ACT Civil and Administrative Tribunal?

- ☐ Yes
- ☐ No

If you answered YES, please provide further information:

Secondary Employment – Do you currently hold another job or have an interest in any business or company?

This includes voluntary positions.

- ☐ Yes
- ☐ No

If you answered YES, please provide further information:

PRE-SCREENING - EMPLOYMENT

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

If you received a redundancy benefit from an ACT Public Service Directorate you may not be eligible for employment without prior approval from both the ACT Public Service Commissioner of Public Administration and the respective Director-General, unless your redundancy period has expired or you exited as a result of the National Disability Insurance Scheme transition.

- ☐ Yes
- ☐ No

If you answered YES, please provide further information:

Have you ever been found to have engaged in misconduct, or are you currently subject to any investigation related to misconduct?

Information on misconduct allegations or investigations is provided [here](#). Applicants are required to disclose any current or previously upheld allegations or investigations of misconduct in their application. Misconduct is defined in accordance with the Public Sector Management Act 1994 (PSM Act).

- ☐ Yes
- ☐ No
- ☐ Unsure

If you answered YES, please provide further information:

Have you resigned or ended your employment while you were subject to a formal misconduct investigation?

- ☐ Yes
- ☐ No
- ☐ Unsure

If you answered YES, please provide further information:

Have you been the subject of an investigation relating to disclosable conduct (i.e. an action or a policy, practice or procedure that is maladministration or results in a substantial and specific danger to public health or safety, or the environment)?

- ☐ Yes
- ☐ No
- ☐ Unsure

If you answered YES, please provide further information:

Have you been found to have engaged in corrupt conduct in the ACT or as a result of any other integrity commission investigation in another jurisdiction?

- ☐ Yes
- ☐ No

PRE-SCREENING - EMPLOYMENT

☐ Unsure

If you answered **YES**, please provide further information:

PRE-SCREENING – COURT/TRIBUNAL PROCEEDINGS

Do you currently have a civil or criminal matter before the ACT Civil and Administrative Tribunal, the Magistrates Court and/or the Supreme Court?

☐ Yes

☐ No

If you answered **YES**, please provide further information:

Do you have any criminal charges pending?

☐ Yes

☐ No

If you answered **YES**, please provide further information:

Do you have a criminal history (other than that protected by the *Spent Convictions Act 2000*)?

Information on police records, reportable conduct and criminal history is provided [here](#). Applicants will be asked on the application form about any relevant police records, reportable conduct or criminal history. Spent convictions do not need to be disclosed, however successful applicants who are new to the ACT Public Service are required to complete a national criminal history check.

☐ Yes

☐ No

☐ Unsure

If you answered **YES**, please provide further information:

Nature of the charge/s:

Outcome/s:

Year/s:

QUALIFICATIONS

This section is optional. Qualifications and/or certificates are not mandatory for all roles. Please provide details of any relevant qualifications:

- ☐ Admission as a legal practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory
- ☐ A degree in laws of an Australian tertiary institution, or a comparable overseas qualification
- ☐ Working With Vulnerable People registration
- ☐ Other, please outline below:

QUALIFICATIONS

DECLARATION

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

Your name

Your signature:

Date: