



Legislation, Policy and Programs Temporary Employment Register

Application Form

Administrative Service Officer (ASO) Grade 6

to Senior Officer Grade (SOG) A

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.	
Are you eligible to work in Australia? <input type="checkbox"/> Yes <i>(if yes please tick the appropriate box below)</i> <input type="checkbox"/> No <input type="checkbox"/> Australian citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Work Visa <i>(please attached a copy of your Visa indicating Visa Class and work restrictions)</i>	
Preferred Employment Type: <input type="checkbox"/> Full Time Temporary <input type="checkbox"/> Part Time Temporary—Days available: Click or tap here to enter text.	
Inclusivity Legislation, Policy and Programs (LPP) supports workforce diversity and is committed to creating an inclusive workplace. To assist the LPP 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. 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. 2. Do you identify with any of these diversity/inclusion groups? If so, please indicate below: <input type="checkbox"/> Aboriginal and/or Torres Strait Islander <input type="checkbox"/> English as a second language <input type="checkbox"/> Person with Disability <input type="checkbox"/> Current or former Defence personnel <input type="checkbox"/> LGBTIQ	
LPP Area/s of Interest <input type="checkbox"/> Civil Law Policy <input type="checkbox"/> Criminal Law Policy <input type="checkbox"/> Liquor, Racing & Gaming Policy <input type="checkbox"/> Justice Reform <input type="checkbox"/> Restorative Justice <input type="checkbox"/> Office of the Aboriginal and Torres Strait Islander Children and Young People Commissioner (these are Identified positions for Aboriginal and Torres Strait Islander peoples) <input type="checkbox"/> Other—please specify: Click or tap here to enter text.	

Position Level of Interest

ASO6 SOG C SOG B SOG A

Educational Qualifications, if applicable: 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 Legislation, Policy and Programs or the 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.

Signature

Date: Click or tap here to enter text.

Attach this completed form, along with a current curriculum vitae and contact details of two referees and return to: JACSLPPTempRegister@act.gov.au

For further information please contact the Temporary Register Officer by email at JACSLPPTempRegister@act.gov.au

Note: Applications on the Temporary Employment Register will expire at the end of June and December each year. To remain on the Register, you will need to re-apply.