

Section 1: General Information			
<p>To be eligible for employment the below registration is required:</p> <ul style="list-style-type: none"> - The Working with Vulnerable People (WWVP) (Background Checking) Registration. For further information, please visit the Access Canberra website or contact 6207 3000 <p>Applicants should be aware that the application itself is not a guarantee of employment.</p>			
* 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 - Certified copy these cards must be attached with this application			
<p>A copy of your WwVP card must be attached with this application.</p> <p>WwVP Registration Number: Enter WwVP Registration Number Expiry Date: Click here to enter a date.</p>			
* Section 4: 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:		h	
AGS Number (if known):			
* Section 5: Work Right Status			
Are you an Australian Citizen/Permanent Resident?	Select		
<p>If no, do you possess a current working visa?</p> <p>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.</p>			Select
* Section 6: Redundancy			
Have you received a voluntary redundancy from the ACTPS in the last 12 months?		Select	
<p>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.</p>			

* Section 10: Kitchen Hand - Duties and Responsibilities

Listed below are the duties required to be performed. The list is indicative of general duties only and is not a comprehensive list as duties may vary.

The duties of the position require a high degree of manual activity which includes some lifting and standing for long periods. Applicants must possess an appropriate level of functional physical fitness.

Duty Statement:

The primary responsibilities for this position are to:

- Under supervision of the Chef and/or Catering Team Leader, assist with the safe and efficient preparation and delivery of food services, including the use of commercial ovens, slicers and dishwashers.
- Under supervision receive and store goods in accordance with appropriate food safety protocols.
- Maintain a professional working relationship with staff and clients at Birrigai.
- Maintain any required records in accordance with the Territory Records Act 2002.
- Other duties as directed by the Principal or Business Manager, including basic cleaning tasks.

* Section 11 Mandatory Training Details: Certified copy these cards must be attached with this application

Drivers Licence (C-class)

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

Senior First Aid Certificate

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

APPLICATION FORM CONTINUES BELOW

Health and Self Disclosure

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

* Section 9: Health Disclosure

Are you aware of any medical condition or other factors relating to your health and physical fitness which may prevent you from performing the duties of the position/s for which you are applying? Select

If you have selected yes, please provide an overview of your condition:

* 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
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If yes, please provide details	
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In the past 5 years, have you been found to have engaged in misconduct?	Select
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If yes, please provide details	
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Have you ever had your employment terminated on the grounds of misconduct?	Select
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If yes, please provide details	
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Do you have any other relevant information to disclose about your general conduct	Select
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Have you been subject to any findings of reportable conduct?	Select
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If yes, please provide details	
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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
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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 14 * Expression of Interest

Please provide a copy of your resume and a one page pitch below summarising your skills, experience and suitability, including responses to the below questions:

1. Why are you interested in undertaking this position?
2. What skills and experience do you have that can contribute to the work at Birrigai and what skills are you hoping to develop while in this role?

* Section 15: Declaration

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

Signature: _____ Date: _____

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

Please submit this completed application form, with a resume and your mandatory certificates/cards to EDUCasualRecruitment@act.gov.au.