

State Service Management Office Tasmania State Service

ABORIGINAL AND TORRES STRAIT ISLANDER FIXED-
TERM EMPLOYMENT REGISTER 2017-2019

INFORMATION SHEET AND APPLICATION FORM

ABORIGINAL AND TORRES STRAIT ISLANDER FIXED-TERM EMPLOYMENT REGISTER

INFORMATION SHEET

Please read this information carefully before completing the Application Form.

All eligible people who lodge applications will have their details recorded on the Aboriginal and Torres Strait Islander Fixed-term Employment Register 2017-2019 (the Register).

As the main aim of Tasmania State Service Aboriginal and Torres Strait Islander employment strategies is to increase access by Aboriginal and Torres Strait Islander people to State Service employment opportunities, the Register is only available to Aboriginal and Torres Strait Islander people.

The Register is used for filling Aboriginal Identified positions as well as vacancies targeted to be filled under specific Aboriginal recruitment strategies. It may also be used to fill other fixed-term and casual positions for periods of up to 12 months.

As of 1 July 2016, there is a new process for determining eligibility for Aboriginal and Torres Strait Islander programs and services. To be considered eligible, you must:

- have Aboriginal and/or Torres Strait Islander ancestry;
- self-identify as an Aboriginal person and/or Torres Strait Islander; and
- be recognised as an Aboriginal person and/or Torres Strait Islander by the Aboriginal and/or Torres Strait Islander community in which you live or have lived.

In order to assess your eligibility, you must complete the [Confirmation of Eligibility Form](#). The form includes:

- a statutory declaration stating that you meet the above criteria; and
- a statement of communal recognition to be completed and signed by an Aboriginal organisation.

More information about the Government's Aboriginal Eligibility policy, including a copy of the eligibility form, can be found at http://www.dpac.tas.gov.au/divisions/csr/oa/eligibility_policy

To apply to be included on the Register, please provide your completed Application Form, Resume, and Confirmation of Eligibility Form marked 'Private and Confidential' to Employment Registers, State Service Management Office, GPO Box 123, Hobart 7001 or email jobs@dpac.tas.gov.au

Please let the State Service Management Office know if any of your personal details change or if you are no longer wish to be considered for any fixed term vacancies.

PREVIOUSLY ELIGIBLE APPLICANTS

You do not need to complete the eligibility form if you have previously been eligible for Tasmanian Government Aboriginal and Torres Strait Islander programs and services. Please ensure you tick the box on the application form stating that you are previously eligible. Using your name and date of birth your existing eligibility can be confirmed through the Office of Aboriginal Affairs.

PLEASE KEEP THIS INFORMATION SHEET FOR FUTURE REFERENCE – DO NOT RETURN IT WITH YOUR APPLICATION FORM.

ABORIGINAL AND TORRES STRAIT ISLANDER FIXED-TERM EMPLOYMENT REGISTER - APPLICATION FORM

If you wish to be considered for placement on the Register, your application must include this application form, the Confirmation of Eligibility Form, your Resume and any other relevant material. Your application should be directed to Employment Registers, State Service Management Office, GPO Box 123, Hobart 7001 or email jobs@dpac.tas.gov.au

Preferred title	<input type="checkbox"/> Mrs	<input type="checkbox"/> Mr	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Other:	<input type="checkbox"/> Prefer not to say
Name					Mobile	
Email address					Phone	
Postal address						
Consent to receive electronic notices Our eRecruitment system allows us to manage all applications electronically and communicate with applicants by email at each stage of the recruitment process, including notice on the outcome of an application. Please confirm your consent to receive notices that we are required by law to provide you in writing by electronic means using the email address you provided in your application.						
<input type="checkbox"/> YES, I consent to receive notices electronically. <input type="checkbox"/> NO, I do not consent to receive notices electronically.						

Preferred Employment Status	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Casual	
Indicate the type of work you are interested in	<input type="checkbox"/> Policy /Project	<input type="checkbox"/> Education Worker/Teacher's Assistant	<input type="checkbox"/> Admin	<input type="checkbox"/> Health
Other (please Specify)				
Preferred Location(s)				
Indicate the State Government Departments you are interested in				
Do you have a current driver's licence?	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Are you currently employed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No, I am studying	

Have you previously been found eligible for any Tasmanian Government Aboriginal and Torres Strait Islander Specific Programs and Services	<input type="checkbox"/> Yes (if yes please provide us with your date of birth and the agency) D.O.B: Agency:	<input type="checkbox"/> No
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Are you currently, or have you previously been employed by the Tasmania State Service?			
<input type="checkbox"/>	Yes, I am currently employed by (Department/Agency)	Employee No.	
<input type="checkbox"/>	No, I have never been employed by the Tasmanian State Service.		
<input type="checkbox"/>	Yes, I was previously employed by (Department/Agency)	Date ended:	

If you were previously employed by the Tasmanian State Service and separated through redundancy or acceptance of a Workforce Renewal Incentive Program (WRIP) payment, are you eligible for re-employment? YES NO.

Please provide the details of TWO referees who are able to comment on your skills and experience.

(1) Full name		Position	
Organisation			
Phone number		Email	
(2) Full name		Position	
Organisation			
Phone number		Email	

Do you give permission to confidentially pass on your name, contact details and a copy of your Resume to other employment providers (for possible employment opportunities outside of the State Government)?

No I do not give permission Yes I do give permission

I understand that providing false information, or withholding relevant information may result in the withdrawal of an offer of employment, or dismissal.

Signature		Date	
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How did you hear about this register?

<input type="checkbox"/> The www.jobs.tas.gov.au website	<input type="checkbox"/> Agency intranet	<input type="checkbox"/> Other job website (please specify)
<input type="checkbox"/> Newspaper: <input type="checkbox"/> The Mercury <input type="checkbox"/> The Examiner <input type="checkbox"/> The Advocate <input type="checkbox"/> Other:	<input type="checkbox"/> Word of mouth	<input type="checkbox"/> Other source (please specify)

The Tasmanian State Service values the benefits of a diverse and inclusive workforce. If you are selected for an interview, please let the vacancy contact officer know if you require any additional assistance.