**Cancer Australia Vacancy Application Form**

Applicants are required to complete this form as part of the application process. Please send the completed Application Cover Form, with Your Letter and current Resume through to recruitment@canceraustralia.gov.au

Pease note: Personal information provided on this form is protected by the Privacy Act 1988 and will be used for recruitment purposes only.

\* Denotes a mandatory question

# *Vacancy Details:*

|  |  |
| --- | --- |
| \* **Position Reference:** | CA      |
| \* **Position Title** |       |
| \* **Preferred Office Location:** | [ ] Sydney | [ ] Canberra |

# *Personal Details:*

|  |  |  |  |
| --- | --- | --- | --- |
| \* **Title:** |       | \* **Date of Birth:** |       |
| \* **Given Name:** |       | \* **Last Name:** |       |
| \* **Postal Address:** |       |
| \* **Best Contact Number:** |       | \* **Alternate Contact Number:** |       |
| \* **Email Address:** |       |
| \* **Are you an Australian Citizen or Permanent Resident?** |
| Australian Citizen [ ]  | Permanent Resident [ ]  | Other [ ]  |
| **If no, what is your current status?**       |
| **When are you eligible to apply for Australian Citizenship?**       |

|  |
| --- |
| \* **Do you hold a current security clearance? Yes** [ ]  **No** [ ]  |
| \* **If yes, what level of clearance?** Choose an item.  |

# *RecruitAbility*

|  |
| --- |
| \* **Are you applying for this position through the** [**RecruitAbility Scheme?**](https://www.apsc.gov.au/recruitability-scheme-guide-applicants) Yes[ ] No[ ]  |
| **If you require any special assistance to attend selection activities, please advise:**            |

# *Employment Details*

|  |  |  |
| --- | --- | --- |
| **\* Where are you currently employed?** | Federal Government[ ]  | State Government[ ]  |
|  | Private Sector[ ]  | Other[ ]  |
| **If other, please specify** |       |
| \* If you are **currently** employed by the Australian Public Service (APS), please provide the following details: |
| **\* AGS Number:** |       |
| **\* Substantive Classification:** |       |
| **\* Salary:** |       |
| **\* Work type:** | Ongoing[ ]  | Non-Ongoing[ ]  |

# *Referee details*

**If you are shortlisted to interview you will be required to provide details of two referees.**

**To mitigate any conflicts of interest and ensure integrity of the recruitment process please advise**

[ ]  I have an external to Cancer Australia referee

[ ]  I will be using a Cancer Australia Employee as a referee, *if yes provide details below*

|  |  |
| --- | --- |
| Name:       | Name:       |
| Branch / Section:       | Branch / Section:       |
|  |  |

# *APS Redundancy*

**\* Have you received, or are you expected to receive a redundancy benefit from an APS agency, other non-APS government agency or the Australian Parliamentary Service?**

Yes [ ]  No [ ]

If yes, please specify

# *Workplace Equity and Diversity*

Cancer Australia encourages applications from people with a diverse range of skills, languages and backgrounds and aims to ensure that fair, equitable and non-discriminatory consideration is given to all applications.

The following questions will be used for **statistical and reporting purposes only** and will not be used in the assessment of your application for this position.

|  |  |
| --- | --- |
| **Gender:** | Choose an item. |
| **Are you, or do you identify as Aboriginal or Torres Strait Islander?** | Yes [ ]  No [ ]  Prefer not to answer [ ]  |
| **Is your first language other than English?** | Yes [ ]  No [ ]  Prefer not to answer [ ]  |
| **Are you a person with disability?** | Yes [ ]  No [ ]  Prefer not to answer [ ]  |

# *Integrity and Code of Conduct*

|  |
| --- |
| **\* In the past five years, have you been determined or found to have breached the APS Code of Conduct during any previous APS employment?** |
| Yes [ ]  No [ ]   |  |
| **\* In the past five years, have you resigned from any previous APS employment during or following an investigation into allegations you may have breached the APS Code of Conduct?** |
| Yes [ ]  No [ ]   |  |
| **\* In the last 10 years have you been dismissed from your employment, including the Australian Public Service or Private Sector Employer, not including redundancy?** |
| Yes [ ]  No [ ]  |  |
| If you answered yes to any of these questions, please specify:       |

# *Declaration*

**\* I declare that the information I have provided is true and correct. I understand that false or misleading information may disqualify me from employment or result in my dismissal.**

Yes [ ]  No [ ] If no, you must provide details:

**\* If found suitable and placed on an order of merit, I give permission for my details to be provided to another Department/Agency to fill similar vacancies over the next 18 months from date of this role being advertised?**

Yes [ ]  No [ ] If no, you must provide details:

Name       Date