



Application Cover Sheet

To assist in processing your application, please complete all sections of this form and submit it with your application.

Position applied for:

Position(s):

Personal details:

Title:

First Name:

Last Name:

Address for correspondence:

Date of birth (optional):

Preferred Contact Number:

Email Address:

Please indicate if you are an Australian Citizen or Permanent Resident?

Please note: under subsection 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be engaged in the APS unless the delegate has agreed, in writing, to the contrary.

Do you have an Australian Government Security Clearance?

Yes

No

If yes, at what level:

Where did you see this job advertised?

Current employment:

Are you currently employed in the Australian Public Service (APS)?	
Current APS employment status:	
Name of Department/Agency:	
AGS number:	
Current APS Classification:	

Diversity:

The National Blood Authority is committed to building a workforce that reflects the diversity of the Australian community and maintaining a workplace that is flexible, fair, equitable, respectful, safe and rewarding. The information we are seeking below is collected for statistical analysis to help us understand the nature of our workforce. Having comprehensive and accurate diversity information helps the agency:

- provide more targeted support, training and advice
- identify and implement initiatives that assist in attracting, recruiting and retaining employees
- make sure we are forward looking to build and sustain a diverse workforce now and into the future
- provide greater focus on improving workplace culture and social inclusion.

Gender	
Do you identify yourself as a person with a disability?	
Are you from a culturally and linguistically diverse background?	
Are you of Australian Aboriginal or Torres Strait Islander descent, do you identify as an Australian Aboriginal or Torres Strait Islander and are you accepted as such by the community in which you live or have lived?	
Do you require any reasonable adjustments to attend selection activities?	

Referee details:

Referee 1 (This referee must be your current supervisor)

Full Name	
Job title	
Employer	
Relationship	
Contact Number	
Email address	
Do we have your permission to contact your referee?	

Referee 2:

Full Name	
Job title	
Employer	
Relationship	
Contact Number	
Email address	
Do we have your permission to contact your referee?	

Declarations:

APS Redundancy

Are you currently serving a Commonwealth Redundancy exclusion period (redundancy benefit period)?

Clause 48.1 of the *Australian Public Service Commissioner's Directions 2016* outlines arrangements applying in the Australian Public Service (APS) which limit the subsequent employment of people who have received a redundancy benefit.

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?

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?

In the last 10 years have you been dismissed from your employment, including the Australian Public Service or Private Sector Employer, not including redundancy?

Acknowledgement

By submitting this form, I certify that the statements made by me and any supporting documentation (e.g. resume/CV, academic results) are true and complete at the time of submission. If it is subsequently discovered as a result of a check that you have provided false or misleading information, you may be assessed as unsuitable for employment with the National Blood Authority. Further, providing false or misleading information may in itself be considered a breach of the APS Code of Conduct and the *Criminal Code Act 1995*.

By selecting 'Yes' you will be giving your consent to the National Blood Authority collecting and using this information for the purposes mentioned above.

I acknowledge and agree to the conditions of the above declaration and wish to be considered for a position within the National Blood Authority.

Date

NBA Privacy Notification

The National Blood Authority (NBA) is committed to protecting the privacy of the personal information we hold. The NBA is bound by the Australian Privacy Principles as set out in the *Privacy Act 1988* (Cth).

When you apply for a position at the NBA, and upon commencement of your employment at the NBA you are asked to supply information for the primary purpose of enabling your employment application to be processed. If you are successful in your application then the NBA will also use this information for ongoing maintenance of your employment.

In most circumstances personal information will be collected directly from you such as by using this form. This form advises whether there is a legal requirement for you to supply the information, for example if it is required by immigration or taxation law. It also indicates those sections that are mandatory to complete. If you choose not to complete mandatory sections then unfortunately your application will not be able to be processed. In some circumstances information about you may be provided by third parties, such as executive search firms or third party recruitment providers.

Other people such as previous employers, other Government Agencies (such as the Australian Federal Police) and nominated referees may also provide us with information about you for the purposes of assessing your application and (where successful) on commencement of employment.

The NBA privacy policy can be located at www.blood.gov.au/privacy. This includes further information on how you can access and seek correction of your personal information. It also details how you can complain about a breach of the Australian Privacy Principles. For specific privacy questions please call the NBA Legal Counsel on 02 6151 5070 or email privacy@blood.gov.au.