

ACON EMPLOYMENT APPLICATION FORM



A RESPONSE IS REQUIRED FOR ALL QUESTIONS, PLEASE

Position Applying for:

Position Title		Application Date	
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Personal Details:

Preferred First Name(s)		Preferred Surname(s)	
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Explanatory Note: We encourage and support our staff to use names they feel comfortable and happy with. We ask for your understanding that there are requirements for ACON to provide “legal” names to government departments and financial institutions to properly administer records for our staff. In this Form, *Preferred Names* are those you’re known by at work, *Legal Names* are those you’re known by at the Australian Taxation Office.

Legal First Name(s)		Legal Surname(s)	
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Contact Details:

Phone Numbers		Date Of Birth	
Address			
City	State	Postcode	Country
Email			

Are you of Aboriginal and/or Torres Strait Islander origin?:

<input type="checkbox"/> No	<input type="checkbox"/> Yes, Aboriginal	<input type="checkbox"/> Yes, Torres Strait Islander	<input type="checkbox"/> Prefer not to answer
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Which pronouns do you use?:

<input type="checkbox"/> She / Her	<input type="checkbox"/> He / Him	<input type="checkbox"/> They / Them	<input type="checkbox"/> I use my name only	<input type="checkbox"/> I use different words ^
^ Please Specify:				

How do you describe your gender?:

<input type="checkbox"/> Woman or Female	<input type="checkbox"/> Man or Male	<input type="checkbox"/> Non-binary	<input type="checkbox"/> I use different words for my gender ^	<input type="checkbox"/> Prefer not to answer
^ Please Specify:				

Please select the levels of education you have completed:

<input type="checkbox"/> School Certificate (Year 10)	<input type="checkbox"/> Certificate ^	<input type="checkbox"/> Diploma ^	<input type="checkbox"/> Degree ^	<input type="checkbox"/> Higher ^
<input type="checkbox"/> Higher School Certificate (Year 12)				
^ Please Specify:				

Referees:

Please provide the names and contact details of 3 referees. Please Note: Only one may be a personal referee.

1.	Name		Position	
	Phone		Email	
2.	Name		Position	
	Phone		Email	
3.	Name		Position	
	Phone		Email	

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Have you ever worked or volunteered with ACON before?:

<input type="checkbox"/> No	<input type="checkbox"/> Yes – Please give details:	
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Do you have a disability?:

Disability includes physical, intellectual, psychological, sensory, neurological, learning disability, physical disfigurement and immunological – the presence in the body of disease-causing organisms. Examples of disability include hearing speech or visual impairments (not corrected by wearing glasses or contact lenses); mental illness such as schizophrenia, depression and bipolar disorder; speech impairment such as stuttering; intellectual disability such as Down syndrome; others include arthritis, asthma, cancers, diabetes, dyslexia, epilepsy or facial disfigurements.

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Prefer not to answer
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Please tell us if you require any workplace adjustments to fully participate at interview or at work in performing your role ^:

^ Please Specify:	
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Known Allergies / Medical Conditions (that we should be made aware of for a safe Face-to-face interview):

<input type="checkbox"/> I <u>DON'T</u> have any known Allergies or Medical Conditions	<input type="checkbox"/> I have Allergies #	<input type="checkbox"/> I have Medical Conditions #
# Please Specify:		

Have you lived and/or worked in any country other than Australia for 12 months or more in the last 10 years?:

<input type="checkbox"/> No	<input type="checkbox"/> Yes – Specify all Countries:	
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Eligibility to work in Australia:

<input type="checkbox"/> Australian Citizen	<input type="checkbox"/> Permanent Resident	<input type="checkbox"/> Other *
* If Other, Visa Details:	Subclass (Number):	Type (Name):
		Expiry (Date):
<input type="checkbox"/> I've attached a copy of my valid Passport – showing my <u>Photograph</u> & <u>Passport Number</u> for verification	<input type="checkbox"/> I've attached a copy of my Visa notification from Department of Home Affairs – showing my <u>Visa Conditions</u> & <u>Duration</u>	

Please Note: If you are not an Australian Citizen or an Australian Permanent Resident, your employment with ACON is conditional on you obtaining and maintaining an appropriate valid visa from DHA enabling you to lawfully work in Australia and for ACON; and complying with any visa conditions imposed.

CoVid-19 Vaccination Status:

<input type="checkbox"/>	I <u>AM</u> vaccinated against CoVid-19 (please specify the number of doses received, and date of your last dose):					
	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5 or more	Last Dose Date:	___/___/___
<input type="checkbox"/>	I <u>AM NOT</u> vaccinated against CoVid-19 (please state your intention – if successful for the role):					
	<input type="checkbox"/> I will be Vaccinated (min. 2 doses)	<input type="checkbox"/> I will provide a Medical Exemption Certificate	<input type="checkbox"/> I will NOT be Vaccinated nor provide a Medical Exemption			

Please Note: If you're successful in your application for this role, and before you can be employed with ACON, you'll need to meet the minimum requirements of CoVid-19 vaccination certification by providing a current proof of vaccination showing a minimum of 2 approved doses, or a valid Medical Exemption.

Criminal Record Check (CRC):

<input type="checkbox"/>	I <u>AM</u> willing to participate in a Criminal Record Check by ACON (at ACON's expense)
<input type="checkbox"/>	I <u>AM NOT</u> willing to participate in a Criminal Record Check by ACON (at ACON's expense)

Please Note: ACON requires that all staff participate in a national police record check screening prior to the commencement of their employment. An international police record check is required when you have lived in an overseas country for 12 months or longer in the last 10 years.

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Mandatory: Preferred Person To Contact In An Emergency *(if required during interview):*

Full Name				Your Relationship			
Address							
City		State		Postcode		Country	
Personal Email				Phone Numbers			

Optional: Alternate Person To Contact In An Emergency *(if required during an interview):*

Full Name				Your Relationship			
Address							
City		State		Postcode		Country	
Personal Email				Phone Numbers			

Privacy Statement: This information is Confidential, being held by People & Culture, and only shared with the Recruiting Manager (and Selection Panel if you are short-listed for interview). If your application for employment is successful, this information will only be shared with relevant ACON staff on a strictly 'Need to Know' basis. If your application for employment is unsuccessful, this form (and other application data) will be deleted.

Application Checklist:

Please confirm that you've completed, and are sending the following items with your application:

<input type="checkbox"/>	This completed Application Form <i>(Required)</i>
<input type="checkbox"/>	Your Resume – outlining your past experience and relevant skills <i>(Required)</i>
<input type="checkbox"/>	Your Cover Letter – addressing how you meet the Selection Criteria in the Position Description <i>(Required)</i>

ACON is Australia's largest health promotion organisation specialising in community health, inclusion, and HIV responses for people of diverse sexualities and genders. Established in 1985, ACON works to create opportunities for people in our communities to live their healthiest lives.