**A RESPONSE IS REQUIRED FOR ALL QUESTIONS, PLEASE**

**Position applying for:**

|  |  |  |  |
| --- | --- | --- | --- |
| Position Title |  | Application Date |  |

**Your personal details:**

|  |  |  |  |
| --- | --- | --- | --- |
| *Preferred* First Name(s) |  | *Preferred* Surname(s) |  |

*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) |  |

**Your contact details:**

|  |  |
| --- | --- |
| Phone Numbers |  |
| Address |  |
| City |  | State |  | Postcode |  | Country |  |
| Email |  |

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

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Stop outline** | No | **Stop outline** | Yes, Aboriginal | **Stop outline** | Yes, Torres Strait Islander | **Stop outline** | Yes, Both | **Stop outline** | Prefer not to answer |

**Which pronouns do you use?:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Stop outline** | She / Her | **Stop outline** | He / Him | **Stop outline** | They / Them | **Stop outline** | I use my name only | **Stop outline** | I use different words ^ |
| ^ Please Specify Words: |  |

**How do you describe your gender?:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Stop outline** | Woman or Female | **Stop outline** | Man or Male | **Stop outline** | Non-binary | **Stop outline** | I use different words for my gender ^ | **Stop outline** | Prefer not to answer |
| ^ Please Specify Words: |  |

**Do you identify as a person who is neurodivergent?:**

Neurodiversity and neurodivergence are nonmedical terms used to describe people who experience the world differently than others. This may be because they live with a condition such as autism spectrum disorder or dyslexia.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Stop outline** | No | **Stop outline** | Yes ^ | **Stop outline** | Prefer not to answer |

Please tell us if you require any adjustments to fully participate in the interview process ^:

|  |  |
| --- | --- |
| ^ Please Specify Adjustments: |  |

**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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Stop outline** | No | **Stop outline** | Yes ^ | **Stop outline** | Prefer not to answer |

Please tell us if you require any adjustments to fully participate in the interview process ^:

|  |  |
| --- | --- |
| ^ Please Specify Adjustments: |  |

**Have you ever worked or volunteered with ACON before?:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Stop outline** | No | **Stop outline** | Yes – Please give details: |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Stop outline** | No | **Stop outline** | Yes – Specify all Countries: |  |

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

**Eligibility to work in Australia:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Stop outline** | Australian Citizen | **Stop outline** | Permanent Resident | **Stop outline** | Other \* |
| If you ARE an *Australian Citizen* or an *Australian Permanent Resident*, please attach a copy of your current (valid) photo ID – showing your full legal name. | If you are NOT an *Australian Citizen* or *Permanent Resident* – see below: |
| **Stop outline** | \* I’ve attached a valid copy of my ID – showing my Legal Name for verification |

*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.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| \* If Other, Visa Details: | Subclass (Number): |  | Type (Name): |  | Expiry (Date): |  |
| **Stop outline** | \* I’ve attached a copy of my valid Passport – showing my Photograph & Passport Number for verification | **Stop outline** | \* I’ve attached a copy of my Visa notification from Department of Home Affairs – showing my Visa Conditions & Duration |

**Criminal Record Check (CRC):**

|  |  |
| --- | --- |
| **Stop outline** | I AM willing to participate in a Criminal Record Check by ACON (*at ACON’s expense*) |
| **Stop outline** | I AM NOT willing to participate in a Criminal Record Check by ACON (*at ACON’s expense*) |

*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 submitting or sending the following items with your application:

|  |  |
| --- | --- |
| **Stop outline** | This completed Online Application Form (Completed and submitted online *from the link emailed to you*) |
| **Stop outline** | Your Resume – outlining your past experience and relevant skills (*Required*) |
| **Stop outline** | Your Cover Letter – addressing how you meet the Selection Criteria in the Position Description (*Required*) |

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.