

ACON EMPLOYMENT APPLICATION FORM



A RESPONSE IS REQUIRED FOR ALL QUESTIONS, PLEASE

Position applying for:

Position Title		Application Date	
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Your 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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Your contact details:

Phone Numbers							
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"/> Yes, Both	<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 Words:				

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 Words:				


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 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.

<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 adjustments to fully participate in the interview process :

 Please Specify Adjustments:	
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Do you require any adjustments to fully participate in the interview process?:

<input type="checkbox"/> No	<input type="checkbox"/> Yes 	<input type="checkbox"/> Prefer not to answer
 Please Specify Adjustments:		

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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 & 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 & 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.

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 criminal record check prior to the commencement of their employment. An international criminal record check is required when you have lived in an overseas country for 12 months or longer in the last 10 years.

Optional: Preferred 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 submitting or sending the following items with your application:

<input type="checkbox"/>	This completed Online Application Form (Completed and submitted online <i>from the link emailed to you</i>)
<input type="checkbox"/>	Your Resume – outlining your past experience and relevant skills (<i>Required</i>)
<input type="checkbox"/>	Your Cover Letter – addressing the 3 questions in the job pack (<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.