

APPLICATION LODGEMENT

To assist Human Resources staff in processing your application quickly, it is important that you complete all sections of this form. Please attach the completed form to the front of your application.

SECTION 1 - POSITION INFORMATION

Position title/#

Designation
E.g. AO4, EO1

Division

Location

Where did you find out about this position?

- Batchelor Institute website ATSI Jobs Ethical Jobs
 NT Government website SEEK website Other (*please specify*)

SECTION 2 - PERSONAL INFORMATION

Title Family name

Given name/s

SECTION 3 - CONTACT DETAILS

Postal address

Phone (home) Phone (mobile)

Phone (work)

Email address

SECTION 4 - CITIZENSHIP DETAILS

- Australian citizen Temporary resident or overseas student
Please provide the following information ► Visa class
 Permanent resident Country of birth End date of visa

SECTION 5 - EQUAL EMPLOYMENT OPPORTUNITY (EEO) INFORMATION

Identification of your EEO target group status is strictly confidential. This information will be collected and stored and used at Batchelor Institute in accordance with the Information Privacy Principles set out in the Northern Territory Information Act.

Do you identify yourself as an Aboriginal? Yes No

Do you identify yourself as a Torres Strait Islander? Yes No

Do you identify yourself as an Aboriginal and Torres Strait Islander? Yes No

Were you born in Australia? Yes No

What is your gender? Female Male Gender X

Do you identify yourself as a person with a permanent disability? Yes No

If you have a disability and require additional support with your application, Disability Works Australia can assist you. Call 1800 356 670 or go to www.dwa.org.au for more information

If yes, might you need an adjustment to your duties, environment, equipment or hours that enable you to carry out this job? Yes No

Have you previously worked for Batchelor Institute of Indigenous Tertiary Education? Yes No

SECTION 6 - APPLICATION CHECKLIST

Please ensure that you have completed and attached the following before lodging your application.

- Application lodgement form completed and signed
 - All selection criteria have been individually addressed
 - Nominated three referees, at least one of which identifies as Aboriginal and/or Torres Strait Islander.
 - Curriculum vitae including copies of qualifications – certified copies will only be required on commencement
-

SECTION 7 - APPLICANT DECLARATION

1. I declare that the information provided on this form and all the attachments is accurate and correct.
2. I consent to Batchelor Institute of Indigenous Tertiary Education seeking verbal or written information on a confidential basis about me from previous employers and the referees nominated on my curriculum vitae and authorise the information sought to be released by them to the Institute for the purposes of ascertaining my suitability for the position for which I am applying.
3. Should I be successful in this application, I understand that I am required to undergo a National Criminal History police check and obtain a Working with Children check (NT Ochre card) and willing to undertake the required check at my own expense, before I commence employment.
4. The COVID-19 Safety Management Plan and other COVID-19 related information Policy and Procedure require all Batchelor Institute workers to have had a third COVID-19 vaccination. Temporary or permanent exemptions apply in certain circumstances.

Signature

Date