Thank you for your interest in working for us. Please complete all sections of this form. Information on specific positions can be found on our website or [www.seek.com.au](http://www.seek.com.au).

**Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Given Name** |       | **Family Name** |       |
| **Address** |       |
| **Suburb** |       | **State and Post Code** |       |
| **Mobile Number** |       | **Email** |       |
| **Date of Birth** |       | **Gender** |       |
| **Are you of Australian Aboriginal or Torres Strait Islander descent, and do you identify as Australian Aboriginal or Torres Strait Islander?** | [ ]  Yes [ ]  No |
| **Are you authorised to work in Australia** | [ ]  Australian Citizen [ ]  New Zealand Citizen [ ]  Permanent Resident[ ]  Working Visa – Type and Expiry       [ ]  Other        |

**Type of Opportunity**

|  |  |  |  |
| --- | --- | --- | --- |
| **Are you applying for an advertised vacancy?** | [ ]  Yes [ ]  No | **If yes, what position?** |       |
| **What types of opportunities are you interested in?** | [ ]  Employment – full time [ ]  Employment – part time       # of weekly hours [ ]  Employment – casual       # of weekly hours [ ]  Volunteering /placement       # of weekly hours       # of weeks  |
| **Availability** **(if part time, casual or volunteering / placement)** | Monday [ ]  morning [ ]  afternoon       # of daily hoursTuesday [ ]  morning [ ]  afternoon       # of daily hoursWednesday [ ]  morning [ ]  afternoon       # of daily hoursThursday [ ]  morning [ ]  afternoon       # of daily hoursFriday [ ]  morning [ ]  afternoon       # of daily hours |
| **Do you have leave in the next 6 months?** | [ ]  Yes [ ]  No | **If yes, when?** |       |
| **What positions are you interested in (either employment or volunteering / placement?** | **Legal**[ ]  Court Officer (Section 50d) [ ]  Diversion Officer (Section 50d) [ ]  Lawyer (Restricted Practice) [ ]  Lawyer [ ]  Managing Lawyer[ ]  Legal Secretary [ ]  Volunteering / placement**Admin**[ ]  Finance [ ]  Human Resources [ ]  IT [ ]  Mail/Records/ Reception (Section 50d) [ ]  Volunteering / placement  |
| **If Legal, which unit are you interested in?** | [ ]  Civil and Human Rights [ ]  Criminal [ ]  Family |
| **Are you interested in regional positions?** | [ ]  Yes [ ]  No | **If yes, where?** |       |

**Clearances**

|  |  |
| --- | --- |
| **Do you hold a National Police Clearance, Working with Children Check or State Traffic Certificate? \*** | [ ]  Yes [ ]  No |
| **If yes, what are the expiry details** |       |
| **Would you be willing to obtain a National Police Clearance, Working with Children Check and State Traffic Certificate? \*** | [ ]  Yes [ ]  No |
| **Do you hold a current drivers licence?** | [ ]  Yes [ ]  No | **If yes, what are the expiry details** |       |

\* A criminal record does not necessarily disqualify an applicant.

**Complete if applying for lawyer positions only**

|  |  |  |  |
| --- | --- | --- | --- |
| **Do you hold a current practising certificate** | [ ]  Yes [ ]  No | **Are you a restricted practitioner?** | [ ]  Yes [ ]  No |
| **If yes, when do you expect to complete your RP?** |       |
| **Are you prepared to appear as counsel in indictable matters in the District and Supreme Courts, including if needed, jury trials?** | [ ]  Yes [ ]  No |

**Complete if applying for legal positions only**

|  |  |
| --- | --- |
| **Do you have any previous or current criminal and / or driving charges against you?** | [ ]  Yes [ ]  No |
| **If yes, please provide details** |       |

**Declaration and signature**

The information collected on this form, any notes taken at the interview and any further information collected about you throughout other stages of the recruitment process will form part of the recruitment process. In addition to Human Resources, referees, hiring managers and the Executive team may receive the information collected through the process as required.

Please be aware that if you choose not to consent to providing this information, ALSWA may be unable to make a decision regarding your prospective employment.

I acknowledge the above and provide my consent to ALSWA to obtain, collect, use and disclose personal information in the manner described above. I hereby declare that all the information given on this form and attached cover letter and resume, signed and dated by me, is true and complete. I understand that providing any false or misleading information is an offence under Australian law and may lead to review and termination of my employment.

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name** |       | **Date** |       |
| **Signature** (if unable to sign due to electronic lodgement, you will be required to sign this should you receive an interview) |        |

Please submit this form with your cover letter and resume to Human Resources at recruitment@als.org.au.