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 hours  Tuesday  morning  afternoon       # of daily hours  Wednesday  morning  afternoon       # of daily hours  Thursday  morning  afternoon       # of daily hours  Friday  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](mailto:recruitment@als.org.au).