

## 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.

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### SECTION 1 - POSITION INFORMATION

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Position title/#

Designation  
*E.g. AO4, EO1*

Division

Location

Where did you find out about this position?

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Batchelor Institute website | <input type="checkbox"/> ATSIJobs                | <input type="checkbox"/> Ethical Jobs                    |
| <input type="checkbox"/> NT Government website       | <input type="checkbox"/> The Centralian Advocate | <input type="checkbox"/> Other ( <i>please specify</i> ) |
| <input type="checkbox"/> SEEK website                | <input type="checkbox"/> NT News                 |  |

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### SECTION 2 - PERSONAL INFORMATION

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Title Family name

Given name/s

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### SECTION 3 - CONTACT DETAILS

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Postal address

Phone (home)

Phone (mobile)

Phone (work)

Email address

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### SECTION 4 - CITIZENSHIP DETAILS

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- |  |   |                  |
|--|---|------------------|
| <input type="radio"/> Australian citizen                     | <input type="radio"/> Temporary resident or overseas student<br><i>Please provide the following information ►</i> | Visa class       |
| <input type="radio"/> Permanent resident<br>Country of birth |   | End date of visa |

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## SECTION 5 - EQUAL EMPLOYMENT OPPORTUNITY (EEO) INFORMATION

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Identification of your EEO target group status is strictly confidential. There are two reasons for the collection of this information:

1. To allow selection panels to reasonably accommodate any specific applicants needs (Panels will be informed that a person belonging to a particular EEO target group has applied. They will not be informed which applicants belong to an EEO target group unless you have registered with Disability Works Australia and agree to be identified.)
2. Information is used statistically to allow us to improve our EEO programs. Individuals will not be identified.

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 (08) 8922 9535 or go to [www.dwa.org.au](http://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

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## SECTION 6 - APPLICANT STATEMENT

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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. 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.

Signature

Date

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## SECTION 7 - APPLICATION CHECKLIST

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

- Application lodgement form completed and signed
- Two page (maximum) covering letter outlining suitability for the position
- Nominated three referees including their name, address, contact numbers, fax and/or email details
- Curriculum vitae including copies of qualifications - certified copies will only be required on appointment

I have read and understand the information contained in the **Information for Applicant** sheet posted on the vacancy site on the Institute website.

Signature

Date

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