



# Application Cover Sheet

To assist in processing your application, please complete this form and submit it with your application.

## Position applied for:

Reference Number:	
Position Title:	

## Personal details:

Title: Choose an item.	Surname:	Given name:
Address for correspondence:		
Date of birth (optional):	May we contact you at work? Choose an item.	
Daytime Contact Phone Number:	Alternative Contact Phone Number:	
E-mail Address:		
Please note: under subsection 22(8) of the <i>Public Service Act 1999</i> , employees must be Australian citizens to be engaged in the APS unless the delegate has agreed, in writing, to the contrary. The NBA requires that candidates be Australian citizens or permanent residents who are eligible to apply for citizenship and have evidence that they are in the process of doing so.		
I am an Australian Citizen:    Yes <input type="checkbox"/> No <input type="checkbox"/>		

## Current employment details:

Are you employed in the APS?	Choose an item.
If yes, Name of Department/Agency:	
AGS number:	
Substantive Classification:    Choose an item.	Actual Classification: Choose an item.
Do you have an Australian Government Security Clearance?	

<b>If yes, at what level:</b>	
<b>What year did you obtain the security clearance, or most recently have your security clearance renewed?</b>	
<b>Have you received a redundancy from any Commonwealth employer in the past 12 months?</b> Choose an item.  Clause 7.1 of the <i>Australian Public Service Commissioner's Directions 2013</i> outline arrangements applying in the Australian Public Service (APS) which limit the subsequent employment of people who have received a redundancy benefit.	
<b>Current salary:</b> <b>(optional)</b>	\$
<b>Date next salary increment is due:</b> <b>(optional)</b>	Click here to enter a date.
<b>Amount of next salary increment:</b> <b>(optional)</b>	\$
<b>Current employer superannuation fund:</b>	
<b>Current APS employment status:</b>	Choose an item.

**Professional referee details:** Please note: You may provide these details at a later date.

**Referee 1:**

<b>Name of referee</b>	
<b>Job title of referee</b>	
<b>Organisation</b>	
<b>Relationship to the applicant</b>	
<b>Phone Number</b>	
<b>E-mail address</b>	
<b>Do we have your permission to contact your referee?</b>	Choose an item.

**Referee 2:**

<b>Name of referee</b>	
<b>Job title of referee</b>	
<b>Organisation</b>	
<b>Relationship to the applicant</b>	
<b>Phone Number</b>	
<b>E-mail address</b>	
<b>Do we have your permission to contact your referee?</b>	Choose an item.

**Equal Employment Opportunity Details:**

If you identify as a person with a disability, an Aboriginal/Torres Strait Islander or if you are from a non-English speaking background, you may wish to indicate this in your application. This will ensure the selection committee is appropriately structured and any special equipment needed is made available for the interview. *(Completion of this section is voluntary).*

Do you identify as a member of any of the following groups?

<b>Aboriginal/Torres Strait Islander</b>	Choose an item.
<b>Non-English speaking background</b>	Choose an item.
<b>Person with a disability</b>	Choose an item.

**NBA Privacy Notification**

The National Blood Authority (NBA) is committed to protecting the privacy of the personal information we hold. The NBA is bound by the Australian Privacy Principles as set out in the *Privacy Act 1988* (Cth).

When you apply for a position at the NBA, and upon commencement of your employment at the NBA you are asked to supply information for the primary purpose of enabling your employment application to be processed. If you are successful in your application then the NBA will also use this information for ongoing maintenance of your employment.

In most circumstances personal information will be collected directly from you such as by using this form. This form advises whether there is a legal requirement for you to supply the information, for example if it is required by immigration or taxation law. It also indicates those sections that are mandatory to complete. If you choose not to complete mandatory sections then unfortunately your application will not be able to be processed. In some circumstances information about you may be provided by third parties, such as executive search firms or third party recruitment providers.

Other people such as previous employers, other Government Agencies (such as the Australian Federal Police) and nominated referees may also provide us with information about you for the purposes of assessing your application and (where successful) on commencement of employment.

The NBA privacy policy can be located at [www.blood.gov.au/privacy](http://www.blood.gov.au/privacy). This includes further information on how you can access and seek correction of your personal information. It also details how you can complain about a breach of the Australian Privacy Principles. For specific privacy questions please call the NBA Legal Counsel on 02 6151 5040 or email [privacy@blood.gov.au](mailto:privacy@blood.gov.au).