# **Temporary Employment Register Application**

The National Blood Authority offers non-ongoing (temporary) work across a range of business areas. Depending on our needs, we may seek full-time, part-time or casual staff for non-ongoing employment contracts up to 18 months. To assist in this, we keep a register of people interested in temporary employment and may contact them if a vacancy arises relevant to their skill sets.

**You must complete all sections of this form and email it to** **NBA.Recruitment@blood.gov** **with your curriculum vitae (CV).**

### Personal details:

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** | **First Name:** | **Last Name:** | **Preferred Name:**  |
|  |  |  |  |
| **Street Address:** |
| **Contact Number (including area code if required):** |
| **Email Address:** |
| **Please indicate if you are an Australian Citizen?**Please note: under subsection 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be engaged in the APS unless the delegate has agreed, in writing, to the contrary. Choose an item. |
| **A successful applicant must hold or be able to obtain and maintain an Australian Government national security clearance at the Baseline level****Do you have an Australian Government Security Clearance?** Choose an item.**If yes, at what level:** Choose an item.\*A pre-employment screening check will be performed prior to the security vetting process.  |
| **Do you acknowledge and accept that pre-employment checks will be conducted as part of the assessment of your suitability if a role is offered?** Choose an item. |

### Current employment:

|  |
| --- |
| **Name of current Employer:** |
| **Have you been employed in the Australian Public Service (APS)?** | Choose an item. |
| AGS number:  |

### Interest in the NBA:

|  |  |
| --- | --- |
| **Select your classification preference:** \*Please refer to the *National Blood Authority Non-SES Employees Determination 2022/1* for salary | [ ]  APS1[ ]  APS2[ ]  APS3[ ]  APS4[ ]  APS5[ ]  APS6[ ]  EL1 |
| **Select relevant areas to your skill set and interest for a temporary role.**  | [ ]  Accounting and Finance[ ]  Information and Technology Services[ ]  Procurement and Contract Management[ ]  Human Resources [ ]  Administration [ ]  Communication and stakeholder Management[ ]  Data, Research and Analysis[ ]  Executive Assistant[ ]  Project and Program Management[ ]  Regulation and Compliance including risk and assurance management  |
| **Tell us why you would like to work with the National Blood Authority (max 300 words):** |

### Diversity:

The following questions are used for statistical and reporting purposes. The National Blood Authority aims to ensure that fair, equitable and non-discriminatory consideration is given to application.

|  |  |
| --- | --- |
| **Gender** | Choose an item. |
| **Do you identify yourself as a person with a disability?** | Choose an item. |
| **Are you from a culturally and linguistically diverse background?** | Choose an item. |
| **Are an Australian Aboriginal or Torres Strait Islander?** | Choose an item. |
| **Do you require any reasonable adjustments in the application stage to attend further selection activities?** | Choose an item. |

### Referee details:

### We will seek your referee details if we contact you regarding a vacancy.

### Declarations:

|  |
| --- |
| **Has your employment ever been terminated due to misconduct or any other performance issues?** Choose an item.**If yes, please provide details and the outcome.**Click or tap here to enter text. |

### Acknowledgement

By submitting this form, I certify that the statements made by me and any supporting documentation (e.g. resume/CV) are true and complete at the time of submission. If it is subsequently discovered as a result of a check that you have provided false or misleading information, you may be assessed as unsuitable for employment with the National Blood Authority. Further, providing false or misleading information may in itself be considered a breach of the APS Code of Conduct and the *Criminal Code Act 1995*.

By selecting ‘Yes’ you will be giving your consent to the National Blood Authority collecting and using this information for the purposes mentioned in the privacy notification section.

I acknowledge and agree to the conditions of the above declaration and wish to be considered for a position within the National Blood Authority.

Choose an item. Click here to enter a date.

### NBA Privacy Notification

The National Blood Authority (NBA) values your privacy and will only use the personal information that we collect about you, from you or your referees, to assess your suitability for a potential vacancy and/or employment related purposes. The information we collect will be handled in accordance with the Privacy Act 1988. The Privacy Act is the key law designed to protect your rights and prevent misuse of personal information collected by the NBA. Personal information is information relating to an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion (whether true or not) provided.

 The personal information collected about you may be disclosed to:

* members of the selection panel responsible for assessing your application
* the delegate (the departmental manager who has overall authority to approve selection decisions)
* those staff who manage and administer the recruitment process
* staff of an external provider if they have been engaged to manage or assist with recruitment activities
* your referees
* unsuccessful applicants to provide information about the basis of our recruitment decision. This information will not include your name or personal information only an outline of comparable skills and experience
* any other person with a lawful entitlement to view your information.

 If you do not provide all the information requested during the application process we may be unable to process your application or properly consider it.

If your application is successful, this personal information will be placed on your personal file and may be used by Australian Public Service agencies in relation to your employment. If your application is unsuccessful, your profile and past applications will stay within the NBA’s record management system, Content Manager 9 (CM9). For reporting purposes personal information may be aggregated in a non-identifiable manner. Please contact NBA.Recruitment@blood.gov.au if you would prefer that your information is destroyed. For successful applicants, information from the selection process may be used to provide reasonable adjustments in the workplace.

The NBA privacy policy can be located at 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 contact the privacy officer via email privacy@blood.gov.au.

**Security of Information**

When applying for listed vacancies, the application and resume data that you submit will be used solely for recruitment purposes by the NBA.

While the NBA provides a secure environment, you should be aware there are inherent risks associated with the transmission of information via the Internet. Applicants who are unable to apply via email should contact NBA.Recruitment@blood.gov.au prior to the closing date for applications for alternative methods of submission.

# **Mobility Register Application**

The National Blood Authority is seeking registrations from APS candidates for ongoing (permanent) and non-ongoing (temporary) employment opportunities across a broad range of classifications and business areas. Please note ongoing movements will occur at the substantive level and will not be associated with a promotion. Temporary movement may be at-level or higher.

**You must complete all sections of this form and email it to** **NBA.Recruitment@blood.gov.au** **with your curriculum vitae (CV).**

### Personal details:

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** | **First Name:** | **Last Name:** | **Preferred Name:**  |
|  |  |  |  |
| **Street Address:** |
| **Contact Number (including area code if required):** |
| **Email Address:** |
| **Please indicate if you are an Australian Citizen?**Please note under subsection 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be engaged in the APS unless the delegate has agreed, in writing, to the contrary. Choose an item. |
| **A successful applicant must hold or be able to obtain and maintain an Australian Government national security clearance at the Baseline level****Do you have an Australian Government Security Clearance?** Choose an item.**If yes, at what level:** Choose an item. |

### Current employment:

|  |
| --- |
| **Name of current Department/Agency:** |
| **Current APS employment status:** | Choose an item. |
| **AGS number:**  |
| **Current APS classification:** Choose an item. | **Current Increment:**  |
| **Current Salary:**  |

### Interest in the NBA:

|  |  |
| --- | --- |
| **Select your classification preference:** \*Please refer to the *National Blood Authority Non-SES Employees Determination 2022/1* for salary | [ ]  APS1[ ]  APS2[ ]  APS3[ ]  APS4[ ]  APS5[ ]  APS6[ ]  EL1[ ]  EL2 |
| **Select relevant areas to your skill set and interest for a temporary role.**  | [ ]  Accounting and Finance[ ]  Information and Technology Services[ ]  Procurement and Contract Management[ ]  Human Resources [ ]  Administration [ ]  Communication and stakeholder Management[ ]  Data, Research and Analysis[ ]  Executive Assistant[ ]  Project and Program Management[ ]  Regulation and Compliance including risk and assurance management  |
| **Tell us why you would like to work with the National Blood Authority (max 300 words):** |

### Diversity:

The following questions are used for statistical and reporting purposes. The National Blood Authority aims to ensure that fair, equitable and non-discriminatory consideration is given to application.

|  |  |
| --- | --- |
| **Gender** | Choose an item. |
| **Do you identify yourself as a person with a disability?** | Choose an item. |
| **Are you from a culturally and linguistically diverse background?** | Choose an item. |
| **Are an Australian Aboriginal or Torres Strait Islander?** | Choose an item. |
| **Do you require any reasonable adjustments in the application stage to attend further selection activities?** | Choose an item. |

### Referee details:

### We will seek your referee details if we contact you regarding a vacancy.

### Declarations:

|  |
| --- |
| **Code of Conduct****Have you previously been, or are currently being, investigated for a breach of the code of conduct?** Choose an item.**If yes, please provide details and the outcome.**Click or tap here to enter text.\*Note in accordance with clause 46 and clause 47 of the *Australian Public Commissioner’s Directions 2022*, a movement between APS agencies does not take effect until a suspected breach is resolved. |

### Acknowledgement

By submitting this form, I certify that the statements made by me and any supporting documentation (e.g. resume/CV) are true and complete at the time of submission. If it is subsequently discovered as a result of a check that you have provided false or misleading information, you may be assessed as unsuitable for employment with the National Blood Authority. Further, providing false or misleading information may in itself be considered a breach of the APS Code of Conduct and the *Criminal Code Act 1995*.

By selecting ‘Yes’ you will be giving your consent to the National Blood Authority collecting and using this information for the purposes mentioned in the privacy notification section.

I acknowledge and agree to the conditions of the above declaration and wish to be considered for a position within the National Blood Authority.

Choose an item. Click here to enter a date.

### NBA Privacy Notification

The National Blood Authority (NBA) values your privacy and will only use the personal information that we collect about you, from you or your referees, to assess your suitability for a potential vacancy and/or employment related purposes. The information we collect will be handled in accordance with the Privacy Act 1988. The Privacy Act is the key law designed to protect your rights and prevent misuse of personal information collected by the NBA. Personal information is information relating to an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion (whether true or not) provided.

 The personal information collected about you may be disclosed to:

* members of the selection panel responsible for assessing your application
* the delegate (the departmental manager who has overall authority to approve selection decisions)
* those staff who manage and administer the recruitment process
* staff of an external provider if they have been engaged to manage or assist with recruitment activities
* your referees
* unsuccessful applicants to provide information about the basis of our recruitment decision. This information will not include your name or personal information only an outline of comparable skills and experience
* any other person with a lawful entitlement to view your information.

 If you do not provide all the information requested during the application process, we may be unable to process your application or properly consider it.

If your application is successful, this personal information will be placed on your personal file and may be used by Australian Public Service agencies in relation to your employment. If your application is unsuccessful, your profile and past applications will stay within the NBA’s record management system, Content Manager 9 (CM9). For reporting purposes personal information may be aggregated in a non-identifiable manner. Please contact NBARecruitment@blood.gov.au if you would prefer that your information is destroyed. For successful applicants, information from the selection process may be used to provide reasonable adjustments in the workplace.

The NBA privacy policy can be located at 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 contact the privacy officer via email privacy@blood.gov.au.

**Security of Information**

When applying for listed vacancies, the application and resume data that you submit will be used solely for recruitment purposes by the NBA.

While the NBA provides a secure environment, you should be aware there are inherent risks associated with the transmission of information via the Internet. Applicants who are unable to apply via email should contact NBARecruitment@blood.gov.au prior to the closing date for applications for alternative methods of submission.