



IPEA Recruitment – Personal Particulars Form

Please ensure this form is completed and attached with your application.

Position Details					
Position Title					
Position Number					
Classification					
Branch					
Closing Date					
Advertising source	(e.g. APSJobs, IPEA website, LinkedIn etc)				
<p>If you are considered a suitable applicant you may be placed in a merit pool, to be accessed for similar vacancies for a 18 month period (from the date of advertising). This merit pool may be shared with other Australian Public Service departments and agencies seeking to fill similar vacancies.</p> <p>Please confirm whether you wish to have your information shared with other departments or agencies under these circumstances. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>					
Personal Particulars					
Title		Given names		Surname	
Email address					
Address					
Mobile number					
Alternative number	(e.g. home or work – please specify)				
Date of birth					
Citizenship¹	(if you are not an Australian citizen, please provide details as to your ability to work in Australia)				
Security clearance²	(e.g. Baseline, Negative Vetting 1, etc)				
Department/agency	(please advise which department or agency has issued your clearance, if applicable)				

¹ Section 22(8) of the *Public Service Act 1999* sets out requirements associated with Australian citizenship.

² IPEA positions require employees to gain and maintain a minimum Baseline security clearance. If you do not possess the required clearance you must be willing to undergo the process to gain a Baseline security clearance.

Do you have any health or wellbeing matters that may impact on your ability to perform the duties of the position you have applied for? Yes No

Do you have any current workers compensation claims? Yes No

Have you received a redundancy benefit, or incentive to retire payment, from a Commonwealth department or agency? Yes No

Have you ever been involved in any action or investigation associated with misconduct? Yes No

Has your performance ever been rated as below satisfactory? Yes No

Are you aware of any perceived or actual conflicts of interests that may arise from your employment with IPEA? Yes No

If there is any other information you wish to provide regarding your responses, please include this below:

Please note that you may be contacted for further information about any of the above responses.

Employment Details – Commonwealth Employee

Are you currently employed in a Commonwealth department or agency? Yes No

If yes, please advise which department or agency

Are you an ongoing or non-ongoing employee? Ongoing Non-ongoing

Substantive classification

Acting classification (if applicable)

AGS Number

Approximate duration of employment

Are you an excess employee? Yes No

Employment Details – Non-Commonwealth Employee

Are you currently employed? Yes No

If yes, please advise the organisation's name

Approximate duration of employment

Qualifications

Please provide details of your relevant, completed qualifications

Qualification

Institution

Year completed

If there is any other relevant training or experience you wish to advise, please include it below:

Diversity Details

Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Indeterminate/Intersex/Unspecified <input type="checkbox"/> Choose not to give this information
Do you identify as Aboriginal or Torres Strait Islander?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Choose not to give this information
Were you born in Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Choose not to give this information
Are you from a non-English speaking background?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Choose not to give this information
Do you identify as a person with disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Choose not to give this information
Do you require any special arrangement to be made during the assessment process (e.g. interviews, skills testing, etc)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Choose not to give this information

Australian Public Service RecruitAbility Scheme: an opportunity for job applicants with disability.

IPEA's participation in this scheme means that we will further assess an applicant with disability, where they opt into the scheme and meet the minimum requirements for the position. Further information about the scheme can be found on the APSC's RecruitAbility website at: <https://www.apsc.gov.au/recruitability-scheme-guide-applicants>.

Do you wish to participate in the APS RecruitAbility Scheme for this application? Yes No

Referee Details

Referee 1	
Name	
Relationship³	
Phone number	
Email address	
Are there any sensitivities associated with contacting this referee? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Referee 2	
Name	
Relationship	
Phone number	
Email address	
Are there any sensitivities associated with contacting this referee? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Declaration	
If there is any other information you wish to disclose in relation to your application, or suitability for employment at IPEA, please provide the details below:	
<p>By submitting this form with my application I declare that, to the best of my knowledge, the information I have provided and the details in my application are true and correct. I confirm that:</p> <ul style="list-style-type: none"> • I have not knowingly provided any false or misleading information in connection with my application; • I have disclosed information that I know, or ought reasonably to have known, was relevant to IPEA in making a decision to engage me; and • I have behaved honestly and with integrity in connection with my application.⁴ 	
Signature	
Name	
Date	

³ It is expected that one of your referees will be your current, or most recent, supervisor or manager. If you choose not to nominate your current, or most recent, supervisor or manager and you are a preferred applicant in the recruitment process, please be advised that you may be asked to provide their details for referee comments by the selection panel.

⁴ If you are found to have made false declarations in connection with your application, and possible engagement in IPEA, you may be taken to have breached the Australian Public Service Code of Conduct in accordance with section 15(2A) of the *Public Service Act 1999*.