IPEA Recruitment – Personal Particulars Form

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

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| **Position Details** | | | | | | | | | | |
| **Position Title** | |  | | | | | | | | |
| **Position Number** | |  | | | | | | | | |
| **Classification** | |  | | | | | | | | |
| **Branch** | |  | | | | | | | | |
| **Closing Date** | |  | | | | | | | | |
| **Advertising source** | | (e.g. APSJobs, IPEA website, LinkedIn etc) | | | | | | | | |
| 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.  Please confirm whether you wish to have your information shared with other departments or agencies under these circumstances.  Yes  No | | | | | | | | | | |
| **Personal Particulars** | | | | | | | | | | |
| **Title** |  | **Given names** | |  | | | | | **Surname** |  |
| **Email address** | |  | | | | | | | | |
| **Address** | |  | | | | | | | | |
| **Mobile number** | |  | | | | | | | | |
| **Alternative number** | | (e.g. home or work – please specify) | | | | | | | | |
| **Date of birth** | |  | | | | | | | | |
| **Citizenship[[1]](#footnote-1)** | | (if you are not an Australian citizen, please provide details as to your ability to work in Australia) | | | | | | | | |
| **Security clearance[[2]](#footnote-2)** | | (e.g. Baseline, Negative Vetting 1, etc) | | | | | | | | |
| **Department/agency** | | (please advise which department or agency has issued your clearance, if applicable) | | | | | | | | |
| **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** | | |
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| If there is any other relevant training or experience you wish to advise, please include it below: | | | | | | | | | | |
| **Diversity Details** | | | | | | | | | | |
| **Gender** | | | | | | Male  Female  Indeterminate/Intersex/Unspecified  Choose not to give this information | | | | |
| **Do you identify as Aboriginal or Torres Strait Islander?** | | | | | | Yes  No  Choose not to give this information | | | | |
| **Were you born in Australia?** | | | | | | Yes  No  Choose not to give this information | | | | |
| **Are you from a non-English speaking background?** | | | | | | Yes  No  Choose not to give this information | | | | |
| **Do you identify as a person with disability?** | | | | | | Yes  No  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)?** | | | | | | Yes  No  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** | | | | | |  | | | | |
| **Relationship[[3]](#footnote-3)** | | | | | |  | | | | |
| **Phone number** | | | | | |  | | | | |
| **Email address** | | | | | |  | | | | |
| **Are there any sensitivities associated with contacting this referee?**  Yes  No | | | | | | | | | | |
| **Referee 2** | | | | | | | | | | |
| **Name** | | | | | |  | | | | |
| **Relationship** | | | | | |  | | | | |
| **Phone number** | | | | | |  | | | | |
| **Email address** | | | | | |  | | | | |
| **Are there any sensitivities associated with contacting this referee?**  Yes  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: | | | | | | | | | | |
| 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:   * 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]](#footnote-4) | | | | | | | | | | |
| **Signature** | | | | | | |  | | | |
| **Name** | | | | | | |  | | | |
| **Date** | | | | | | |  | | | |

1. Section 22(8) of the *Public Service Act 1999* sets out requirements associated with Australian citizenship. [↑](#footnote-ref-1)
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. [↑](#footnote-ref-2)
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. [↑](#footnote-ref-3)
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*. [↑](#footnote-ref-4)