**Thank you for seeking to register your interest in working with the Australian Children’s Education and Care Quality Authority (ACECQA). Before commencing your application, please read these important notes:**

* The Australian Children’s Education & Care Quality Authority (ACECQA) is an independent Statutory Authority established under the Education and Care Services National Law **based in Sydney.**
* Australian Public Service and State and Territory Government employment classifications do not apply to staff at ACECQA.
* Employment opportunities through the ACECQA Temporary Register are based in **Sydney Australia only.**
* Staff members at ACECQA are employed under the **ACECQA Enterprise Agreement 2016-2019.**
* ACECQA is collecting the information requested in this advertisement for the purpose of selection, recruitment and engagement of staff, consultants and contractors. ACECQA is authorised to do so by the Education and Care Services National Law. Please refer to our Privacy Policy which can be accessed at [www.acecqa.gov.au/privacy-policy](http://www.acecqa.gov.au/privacy-policy).
* The ACECQA HR team will review your application and contact you should there be any future opportunities available at ACECQA suitable to your skills and experience.
* If you would like your information to be shared with Australian Government agencies for future / similar opportunities, ensure you select this option when completing this form.
* Your application will remain active with ACECQA up until 31 December 2018. Following this you will be required to submit a new application.

**Steps to complete your Application**

1. As part of your Application, you must complete the following information and attach a copy of your current resume and a Cover letter
2. Your Cover letter should be no longer than two (2) pages long, and outline your area of expertise, skills, qualifications and experience
3. Please send your Resume, Cover Letter and this Form to: **Recruitment@acecqa.gov.au** quoting reference number **ACECQA-TER-2018** in the email subject.

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| --- |
| **Personal Details (mandatory)** |
| First Name:  | Surname:  |
| Address:  |
| Email Address:  |
| Mobile Contact:  | Home Phone:  |
| Are you an Australian Citizen or Permanent Resident? | [ ]  Yes [ ]  No |
| If ‘NO’ please answer the following questions  |
| Have you applied for permanent residency? | [ ]  Yes [ ]  No |
| Do you hold an appropriate work visa?  | [ ]  Yes [ ]  No If “YES” what is the expiry date: \_\_\_\_\_\_\_\_ |
| **Demographics (optional)***The following section is* ***not mandatory*** *to complete in order to submit your application.* |
| Date of Birth:  | Gender:  |
| Do you wish to identify as a member of any of the following groups: | An Aboriginal or Torres Strait Islander: [ ]  Yes [ ]  No |
| From a non-English speaking background: [ ]  Yes [ ]  No |
| A person with a disability: [ ]  Yes [ ]  No |
| **Employment Details (mandatory)** |
| Name of your current or most recent employer (if applicable):  |
| Current/most recent position:  |
| What is your expected base salary range: Choose an item. to Choose an item. |
| Notice period / Availability to commence work:  |
| Please select your work preference: | Full Time [ ]  | Part Time [ ]  |
| If part time, how many days / hours per week:  |
| Please ‘tick’ the types of roles you are interested in: |
| **Business Support Services**[ ]  Administration[ ]  Human Resources[ ]  Finance/Accounting[ ]  Facilities Management | **Technical (IT)**[ ]  Developer[ ]  Reporting[ ]  Analyst[ ]  IT Support |
| **Communications**[ ]  Communications[ ]  Marketing/Media[ ]  Content & design | **Service Delivery**[ ]  Customer Advice and Support[ ]  Early childhood education sector support[ ]  Assessment and rating |
| **Research**[ ]  Evaluation[ ]  Reporting[ ]  Research & Audit | **Compliance and Regulation**[ ]  Strategic Policy and Reporting[ ]  Policy[ ]  Records management |
| **Referee Details** *Please note: Referees will not be contacted without your knowledge and consent.* |
| Ref 1 Name:  | Contact Number:  |
| Ref 2 Name:  | Contact Number:  |
| Would you like ACECQA to share your information with Government Organisations recruiting for similar opportunities? If you agree, you will be contacted via phone by a member of ACECQA HR prior to sharing your information. | [ ]  Yes[ ]  No |