



An Australian Government Initiative

Skills Assessment Pilots

Skills Assessment Pilots Application Form Pilot 3 | Employability Assessments

NOTE: This form is a SmartForm designed to be used in Adobe Acrobat Reader. Adobe Acrobat Reader software must be set as the default program for .pdf documents. If you do not do this you may experience difficulties using this form. If you do not currently have the Adobe Acrobat Reader software program, it is available as a free download from the Adobe website – get.adobe.com/reader/

Section 1 | Personal Details

Given name(s)

Family name

Phone number

Email

Residential postcode

Current visa subclass (e.g., 190.)

NOTE: Visa Subclass selection has been arranged by ascending order.

Section 2 | Current Employment Details

Are you currently employed?

Yes No (if no, move to Section 3)

Do you receive paid income for this employment?

Yes No

What is your current occupation for this employment? (this is the title that describes your job or position e.g. labourer, store manager, cashier)

How many hours per fortnight do you work for this employment?

What is the postcode of your current workplace?

What is the ANZSCO code for your current occupation? (You can find your ANZSCO code on the [ABS website](http://www.abs.gov.au))

What is the ANZSCO code for the occupation you received a suitable skills assessment outcome for?

If you currently have more than one job, please use **Attachment A – Additional Information** to add details.

Section 3 | Agreements and Declarations

I agree to undergo a free Employability Skills Assessment as part of Pilot 3 – Employability Assessments delivered by the Department of Employment and Workplace Relations (the Department).

I agree to the collection by the Employability Assessment Provider (EAP) and the Department of any sensitive information provided by me in the course of receiving Pilot 3 services, where that collection is not required or authorised by law.

I understand my Assessing Authority will provide my personal details (as provided in the Application Form) to the EAP so I may be contacted about my Employability Skills Assessment.

I understand my Assessing Authority will provide my email to the Department to send a voluntary survey 6 and 12 months after I complete my Employability Skills Assessment.

I understand during Pilot 3 I will need to complete a Self-Assessment Questionnaire, a Self-Assessment Check-In and a Coaching Session with the EAP. Further information will be provided by the EAP. The EAP will handle personal information in accordance with the *Privacy Act 1988 (Privacy Act)*.

I confirm I am not registered as a job seeker or have an active referral with Workforce Australia, Disability Employment Services or the Community Development Program.

I confirm I am not currently registered with another Commonwealth Employment Service.

I declare that the information I have provided in this Application Form is true and correct.

I confirm I have read and understood the Privacy Notice.

Signature

Date Signed

Privacy Notice

Participation in Pilot 3 – Employability Assessments is entirely voluntary. There is no requirement for the Applicant to submit the Application Form. However, by not submitting the Applicant forfeits their possible participation in Pilot 3.

Your personal information is protected by law, including under the *Privacy Act 1988 (Privacy Act)*.

Personal information is information or an opinion about an identifiable individual. Personal information includes an individual's name and contact details. Your personal information is collected for the purpose of administering Pilot 3. This includes:

- Determining your eligibility for Pilot 3
- Assessing your employability skills
- Providing advice to you on employment opportunities
- Assisting you in undertaking training to improve your employability skills
- Evaluating and monitoring Pilot 3
- Involving you in surveys conducted by the Department or on behalf of the Department
- Helping to resolve complaints made by you

Following an Eligibility Assessment by your Assessing Authority, your personal information may be disclosed to:

- The EAP to enable provision of Pilot 3 services. The EAP may collect further personal information as part of providing their services.
- The Department for the purposes of administering Pilot 3.
- Training Providers to allow enrolment in training. If this occurs, your consent will be sought when you sign the Training Agreement with the EAP.

Your personal information may also be disclosed to other parties where you have agreed, or whether it is otherwise permitted under the *Privacy Act*.

Your personal information is unlikely to be disclosed to overseas recipients.

The Department's Privacy Policy, including information about how to make a complaint and request access to and correction of your personal information, can be found at dewr.gov.au/privacy or by requesting a copy from the Department at privacy@dewr.gov.au.

To contact the Department about your personal information email privacy@dewr.gov.au.

AFTER COMPLETING THE FORM PLEASE SAVE IT AND EMAIL IT BACK TO YOUR ASSESSING AUTHORITY.

Attachment A | Additional Information

If you currently have more than one job, please provide details below:

Additional employment

Do you receive paid income for this employment?

Yes No

What is your current occupation for this employment? (this is the title that describes your job or position e.g. labourer, store manager, cashier)

How many hours per fortnight do you work for this employment?

What is the postcode of your current workplace?

Additional employment

Do you receive paid income for this employment?

Yes No

What is your current occupation for this employment? (this is the title that describes your job or position e.g. labourer, store manager, cashier)

How many hours per fortnight do you work for this employment?

What is the postcode of your current workplace?

Additional employment

Do you receive paid income for this employment?

Yes No

What is your current occupation for this employment? (this is the title that describes your job or position e.g. labourer, store manager, cashier)

How many hours per fortnight do you work for this employment?

What is the postcode of your current workplace?