**Application Cover Sheet**

All applicants must complete all mandatory sections of this form and submit it with your application.

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| **Vacancy Details** |
| Ref No: Click or tap here to enter text. |
| Position title: Click or tap here to enter text. |
| APS Classification: Choose an item. |
| How did you first become aware of this employment opportunity? Choose an item.Other: Click or tap here to enter text. |

| **Personal Details** |
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| Title:  | Choose an item.Other: Click or tap here to enter text. |
| Surname: | Click or tap here to enter text. |
| Given Names: | Click or tap here to enter text. |
| Preferred name: | Click or tap here to enter text. |
| Pronouns: | Choose an item.Other:Click or tap here to enter text. |
| Address for correspondence: | Click or tap here to enter text.Click or tap here to enter text.Click or tap here to enter text. |
| Telephone (work): | Click or tap here to enter text. |
| Telephone (mobile): | Click or tap here to enter text. |
| E-mail address: | Click or tap here to enter text. |
| Preferred method of contact: | Choose an item.Other:Click or tap here to enter text. |
| You must be an Australian citizen to be employed with the NCA. Permanent Residency status does not meet this criterion.* Are you an Australian citizen? Choose an item.
* If not, are you in the process of obtaining Australian citizenship? Choose an item.
* If you are in the process of obtaining Australian citizenship, please advise what stage your application is at:Click or tap here to enter text.
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| **Current Employment** |
| Employer Type: Choose an item. |
| Position title: Click or tap here to enter text. |

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| **APS Employment (if applicable)** |
| Employing agency | Click or tap here to enter text. |
| Substantive Classification | Choose an item. |
| Current Acting | Choose an item. |
| Employment type | Choose an item. |
| AGS Number | Click or tap here to enter text. |

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| **Redundancy Restriction?** |
| If you have taken a redundancy benefit from an APS Agency or the Australian Parliamentary Service, please indicate the date your exclusion period expires (see direction 66 of the *Australian Public Service Commissioner’s Directions 2022*):Click or tap to enter a date. |

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| **Inclusion and Diversity *(optional)*** |
| **The following information is collected for statistical and reporting purposes only and is optional to complete.****The National Capital Authority (NCA) is committed to creating an inclusive, diverse workplace which provides a greater appreciation for all its employees’ different ways of thinking and working. Achieving and continuously improving our workplace diversity means identifying and eliminating all forms of discrimination and putting measures in place to overcome the employment disadvantages faced by diverse groups.****The disclosing of diversity data enables the NCA to provide targeted support. It also allows for a greater understanding our workforce in order to provide advice and guidance. The NCA recognises that the decision to disclose, or not to disclose, is an individual decision.** |
| What is your gender? | Choose an item. |
| Do you identify as Aboriginal and/or Torres Strait Islander? | Choose an item. |
| Do you identify as culturally and linguistically diverse? | Choose an item. |
| Do you identify as a person with disability? | Choose an item. |
| Do you identify as neurodiverse? | Choose an item. |

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| **Reasonable Adjustment** |
| We are committed to supporting reasonable adjustments throughout the selection process. Reasonable adjustments in recruitment processes reflect the understanding that people, whether they opt into RecruitAbility or not, may need modifications to perform at their best. Some examples of when reasonable adjustments may be applied include, but are not limited to:* Candidates who have specific access or communication requirements
* Candidates who are experiencing or recovering from injury or illness

Examples of reasonable adjustments may include but are not limited to:* Accessible venues for assessment
* Arranging for relevant support for interviews such as Auslan interpreters
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| Do you require any reasonable adjustment in order to participate equitably in a recruitment process?: [ ]  |
| If this role has been advertised under RecruitAbility, would you like to opt into RecruitAbility for this position? [ ]  |

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| **Merit Pool** |
| If you are placed in a merit pool, do you agree to your information being shared with other Australian Government Agencies to fill similar roles in the APS? Choose an item. |

| **Security Clearance** |
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| Security clearance | Choose an item. |

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| **Integrity** |
| **Code of Conduct Breaches**In the past five years, have you been found by a current or previous employer, to have breached the APS Code of Conduct? | Choose an item. |
| **Code of Conduct Investigations**In the past five years, have you resigned from any previous APS employment during or following an investigation into allegations you may have breached the APS Code of Conduct? | Choose an item. |
| **Dismissals (Conduct)**In the past five years, have you been dismissed from your employment, including the APS or private sector employer (not including redundancy)? | Choose an item. |

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| **Referees** |
| **Referee No 1** | **Referee No 2** |
| Name: | Click or tap here to enter text. | Name: | Click or tap here to enter text. |
| Title: | Click or tap here to enter text. | Title: | Click or tap here to enter text. |
| Organisation: | Click or tap here to enter text. | Organisation: | Click or tap here to enter text. |
| Contact no | Click or tap here to enter text. | Contact no | Click or tap here to enter text. |
| Email address: | Click or tap here to enter text. | Email address: | Click or tap here to enter text. |
| Relationship: | Click or tap here to enter text. | Relationship: | Click or tap here to enter text. |
| Length of relationship: | Click or tap here to enter text. | Length of relationship: | Click or tap here to enter text. |

| **Declaration** |
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| I declare that the information that I have provided on this form, statements made by me, and any supporting documentation (e.g. resume/CV, academic results) are true and complete at the time of submission.**Electronic Signature:**Click or tap here to enter text. Click or tap to enter a date. |

**Note**

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 Capital 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.

**Notification of the collection of personal information**

The National Capital Authority (NCA) values privacy and promotes good privacy governance within the agency. The NCA respects rights to privacy under the *Privacy Act 1988* (Cth) and complies with all its requirements in respect of the collection and management of personal information.

When you apply for a position at the NCA, and upon commencement of your employment at the NCA you are asked to supply information for the primary purpose of enabling your employment application to be processed. If you are successful in your application, then the NCA will also use this information for ongoing maintenance of your employment.

In most circumstances personal information will be collected directly from you - such as, by using this form. This form advises whether there is a legal requirement for you to supply the information, for example if it is required by immigration or taxation law. In some circumstances information about you may be provided by third parties, such as executive search firms or third-party recruitment providers.

Other people such as previous employers, other government agencies, and nominated referees may also provide us with information about you for the purposes of assessing your application and (where successful) on commencement of employment.

If the NCA does not obtain the information in this form, we may not be able to process your job application or there may be significant delays in employment.

NCA privacy policy information can be located at [Privacy Policy | National Capital Authority](https://www.nca.gov.au/about-us/corporate-documents/corporate-policies/privacy-policy). You can also download the policy in full using this link: [NCA privacy policy](https://www.nca.gov.au/sites/default/files/2024-02/nca_privacy_policy_-_january_2024_.pdf). This includes details 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 call the Privacy Officer on (02) 6271 2888 or email privacy@nca.gov.au.