

APPLICATION FORM

ASSESSMENT OF SKILLED EMPLOYMENT HISTORY

MIGRATION

- This form is for the assessment of skilled employment history for the purpose of obtaining additional points for migration to Australia under the General Skilled Migration categories.
- Please read the accompanying explanatory notes before completing this form.
- Make sure you provide ALL documents required, attach payment as instructed, and sign the Declaration section of this form.
- This form is valid for the period 1 June 2016 – 31 May 2017. If applying after this time new fees may apply, and you must obtain an updated form from the APS website at psychology.org.au or from the National Office of the APS (refer to the enclosed Guidelines and Procedures for further details).
- The APS will provide an opinion for each role as to whether the claims of work experience equate to work at the appropriate skilled level of a psychologist in Australia.
- Points for relevant skilled employment history are awarded by the Department of Immigration and Border Protection (DIBP). The APS provides an opinion only.

PERSONAL DETAILS

Dr ☐ Mr ☐ Ms ☐ Other ☐ _____

Family name: _____

Former name (if applicable): _____

Given names: _____ Date of birth: ____ / ____ / ____
DD MM YY

If your application is in a different name to that on your documentation, please attach a certified copy of your change of name certificate (e.g. marriage certificate, deed poll extract etc).

**Please provide a secure postal address for you or your agent
(this is the address to which your Statement of Skilled Employment History will be posted):**

Suburb: _____ State: _____ Postcode: _____

Country: _____

Telephone*: () _____ Fax*: () _____

**include country and area codes, where relevant.*

Email*: _____

**We will contact you by email if we have any queries about your application.*

BASIS FOR APPLICATION

I have attained a positive skills assessment for migration to Australia under the category of psychologist on the basis of either:

a. Qualifications comparable to a six year sequence of study in psychology completed in Australia and fulfilment of the English language proficiency requirement, **OR** ☐

b. Holding unconditional general registration as a psychologist in Australia ☐

APS Reference number _____

WORK EXPERIENCE: Skilled Employment History Record

Please list your relevant professional employment experiences, over the past ten years. Please attach additional pages if required.

Position title	Period of employment (month/year - month/year)	Employer's name, address and contact details	Brief description of main tasks/duties undertaken	Hours per week

PRIVACY INFORMATION

1. The Australian Psychological Society Limited (APS) is committed to protecting your privacy, and the confidentiality and security of the personal information you provide.
2. The personal information provided by you on this form will be used to:
 - assess your claims in relation to the professional skills gained by you in your work experience (outside and/or within Australia) and whether they equate to the appropriate professional skills and level of skills required of a psychologist practising in Australia;
 - provide the APS with statistics relating to the number and type of assessments conducted by the APS, and the countries in which applicants gain their professional work experience.
3. If you do not provide the APS with this personal information, it may not be able to process your application.
4. Statistics relating to the number and type of assessments conducted by the APS based on the personal information you have provided in this form will be disclosed on a regular basis to Australian Education International – the Educational and Professional Recognition Unit, the Department of Immigration and Border Protection (DIBP) and to other Departments of the Australian Commonwealth Government.
5. In response to a request from DIBP or a psychologist registration board, the APS may, in its discretion, disclose information held about your qualifications, experience and practice as a psychologist.
6. You have the right to access personal information held by the APS that relates to you, subject to the exceptions set out in the Privacy Act 1988 (C'th), and to correct any information which may not be accurate. Please contact the APS National Office with any such access request.
7. For more information on the Society's policies regarding privacy, refer to the APS website at psychology.org.au. Copies of the full APS Privacy Policy may be obtained from the APS National Office upon request.

DECLARATION

I hereby declare that:

- I have read and understood the accompanying Guidelines and Procedures for the Assessment of Skilled Employment History.
- All information submitted by me in this application is true to the best of my knowledge. I understand that any misleading statement, or omission, made by me may be cause for rejection of my application.
- I understand that whatever the outcome of my application, I will be charged the current relevant assessment fee.
- I understand that documentation submitted to The Australian Psychological Society Limited (APS) in support of my application will not be returned.
- I understand that by seeking an assessment of my skilled employment history by the APS, such an assessment will be the opinion of the APS only. Where the opinion is provided for the purpose of an applicant being able to attain points for migration purposes from the Department of Immigration and Border Protection (DIBP), on behalf of the Commonwealth of Australia, only the Commonwealth of Australia may rely on the opinion. The opinion cannot be relied on by any other person as being determinative for any particular purpose and the APS accepts no liability for any loss or damage whatsoever incurred or suffered by me or any third party as a result of reliance on the opinion.
- I understand that any points which may be attained by me following an assessment by the APS of my relevant skilled employment history would be allocated by DIBP and not by the APS.
- I understand that in response to a request from DIBP or a psychologist registration board, the APS may, in its discretion, disclose information held about my qualifications, experience and practice as a psychologist.

Signature: _____

Date: ____/____/____
DD MM YY

ASSESSMENT FEE

The following fee of \$240.00 AUD is for applications received until 31 May 2017. If applying after this time, you must obtain an updated form from the APS website at psychology.org.au or from the National Office of the APS (refer to the enclosed Guidelines and Procedures for contact details). If you do not submit an updated form, the processing of your application will be delayed.

Please note that the assessment fee is not refundable under any circumstances.

PAYMENT

1. Please staple or pin payment here if paying by **cheque, postal order or international bank draft (in Australian dollars only)**, which should be made payable to: The Australian Psychological Society Limited.

OR

2. If you are paying by **credit card**, please complete the following details:

☐ APS American Express

☐ American Express

☐ Mastercard

☐ VISA

Amount: \$ _____

Card number:

Expiry date: ____/____
MM YY

Card holder's name (please print): _____

Card holder's Signature: _____

Date: ____/____/____
DD MM YY

IMPORTANT: Your assessment will not be processed unless payment is provided.

CHECKLIST (HAVE YOU ... ?)

- ☐ Attached evidence of my first full or general registration as a psychologist, if applicable
- ☐ Attached evidence of my continued registration as a psychologist for the time period spanning each employment position, if applicable
- ☐ Provided evidence of my relevant employment history which shows relevant employment of at least 20 hours per week in each position I have held
- ☐ Provided supporting documents for each position that I was employed for at least 20 hours a week, which show that I was employed as a psychologist or in a psychological role
- ☐ Supplied additional documentation for private practitioner positions, if applicable
- ☐ Supplied additional documentation for academic positions, if applicable
- ☐ Attached my detailed resume/curriculum vitae
- ☐ Attached evidence of membership of a professional psychology association, if applicable
- ☐ Attached evidence of participation in relevant continuing professional development activities, if applicable
- ☐ Completed the form and signed the declaration section
- ☐ Attached payment

HOW TO LODGE YOUR APPLICATION

Applications can be mailed to our postal address at:

Membership
The Australian Psychological Society Limited
PO Box 38
Flinders Lane VIC 8009
AUSTRALIA

OR

Couriered to our street address at:

Membership
The Australian Psychological Society Limited
Level 13, 257 Collins Street
Melbourne VIC 3000
AUSTRALIA