



# ENTRY LEVEL RECRUITMENT REGISTRATION FORM

Please read the Information for Candidates carefully before completing this form.

## 1 PERSONAL DETAILS

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Given Name/s: \_\_\_\_\_ Surname: \_\_\_\_\_

Postal Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \*required\* \_\_\_\_\_

### Eligibility to work in Australia

Are you an Australian Citizen? ☐ Yes ☐ No

Do you have permanent resident status? ☐ Yes ☐ No

If NO to both questions, what are your Working Visa Details: \_\_\_\_\_

## 2 EQUAL EMPLOYMENT OPPORTUNITY DETAILS

Identification of your Equal Employment Opportunity (EEO) target group status is strictly confidential; however we need statistical information about people who apply for jobs and gain employment with the Northern Territory Public Sector. This information allows us to improve our EEO programs. Providing this information is voluntary.

### Please indicate where appropriate

- What is your gender? ☐ Male ☐ Female
- Were you born in Australia? ☐ Yes ☐ No
- Are you of Aboriginal or Torres Strait Islander origin?

Aboriginal	<input type="checkbox"/> Yes <input type="checkbox"/> No
Torres Strait Islander	<input type="checkbox"/> Yes <input type="checkbox"/> No
Both	<input type="checkbox"/> Yes <input type="checkbox"/> No
- If yes, would you like to be contacted about any recruitment programs that target the special need of EEO groups? ☐ Yes ☐ No
- Do you identify yourself as a person with a disability? ☐ Yes ☐ No
- If yes, will you need an adjustment of your duties, environment, equipment or hours to enable you to carry out some jobs? ☐ Yes ☐ No

### 3 QUALIFICATIONS AND OTHER INFORMATION

- Northern Territory Driver's Licence or equivalent ☐ Yes ☐ No
- First Aid Certificate ☐ Yes ☐ No
- Ochre Card ☐ Yes ☐ No
- Criminal History Check ☐ Yes ☐ No
- Northern Territory Government ☐ Apprentice ☐ Trainee ☐ Cadet Year \_\_\_\_\_
- Tertiary Certificate (please name) \_\_\_\_\_

### 4 WORK EXPERIENCE HISTORY – BRIEF OVERVIEW

**Tick either Yes or No to indicate a brief overview of any work experience you have:**

- Administration ☐ Yes ☐ No – School Aid ☐ Yes ☐ No – Recruitment ☐ Yes ☐ No
- Customer Service ☐ Yes ☐ No – Hospitality ☐ Yes ☐ No – Ministerial / Legal ☐ Yes ☐ No
- Finance / Accounts ☐ Yes ☐ No – Medical / Health ☐ Yes ☐ No – ICT ☐ Yes ☐ No
- Secretarial / Reception ☐ Yes ☐ No – Physical / Outdoor ☐ Yes ☐ No – MVR ☐ Yes ☐ No
- Data Entry ☐ Yes ☐ No – Payroll ☐ Yes ☐ No
- Other \_\_\_\_\_

### 5 WHAT TYPE OF JOB ARE YOU LOOKING FOR?

To give the Northern Territory Government an indication of where you would like to work and what you would like to do, **tick** the selection where appropriate.

Preferred Vacancy Type	Preferred Region/Location of Work	Preferred Working Arrangement
AO1 <input type="checkbox"/>	Alice Springs <input type="checkbox"/>	Full time (8.00 am - 4.21 pm) <input type="checkbox"/>
AO2 <input type="checkbox"/>	Darwin <input type="checkbox"/>	Part time <input type="checkbox"/>
Less than 3 months <input type="checkbox"/>	Katherine <input type="checkbox"/>	Casual <input type="checkbox"/>
3 – 6 months <input type="checkbox"/>	Nhulunbuy <input type="checkbox"/>	Shift <input type="checkbox"/>
Over 6 months <input type="checkbox"/>	Tennant Creek <input type="checkbox"/>	
Ongoing <input type="checkbox"/>		
Fixed <input type="checkbox"/>		

### 6 ARE YOU CURRENTLY EMPLOYED?

☐ Yes ☐ No

If you are employed now, how much notice would you be required to give your current employer? (Your ability to commence new employment may influence the selection process.)

Notice required: None ☐ 1 week ☐ 2 weeks ☐ Over 2 weeks ☐

**7 COMPETENCIES/WORK EXPERIENCE**

Government agencies may request specific skills, experience and knowledge for their vacancies and we want to ensure we refer the most suitable applicant for the job. To gauge a better understanding on the depth and extent of your experience, we would like to know what you think your competency is for each of the following criteria.

Please note that not all jobs will require all of these competencies so you will not be disadvantaged for rating yourself as not having used a particular criterion. Please be honest in your self-assessment.

**Yes: Excellent understanding and have current working experience**  
**No: Have not used**

**Oral communication skills**

– Have you the ability to communicate orally within an office environment? ☐ Yes ☐ No

**Written communication skills**

– Have you the ability to communicate in writing within an office environment? ☐ Yes ☐ No

**Numeracy Skills**

– I have experience with Accounting Procedures ☐ Yes ☐ No

– I have experience with Finance Procedures ☐ Yes ☐ No

– I can perform Basic Calculations ☐ Yes ☐ No

– I have experience with Data Entry ☐ Yes ☐ No

**Customer Service and Team Working Skills**

– Are you experienced in providing good customer service? ☐ Yes ☐ No

– Have you the ability to work effectively in a team? ☐ Yes ☐ No

– Are you able to complete tasks with minimal supervision? ☐ Yes ☐ No

– Do you complete tasks within required deadlines? ☐ Yes ☐ No

– Do you display willingness and motivation? ☐ Yes ☐ No

– Can you maintain confidentiality? ☐ Yes ☐ No

Additional Comments: \_\_\_\_\_

**Computer Software / Systems**

Please indicate various computer packages that you have used:

– Word ☐ Yes ☐ No      – Internet ☐ Yes ☐ No

– Excel ☐ Yes ☐ No      – Access ☐ Yes ☐ No

– Outlook (Email) ☐ Yes ☐ No      – Powerpoint ☐ Yes ☐ No

**Government Systems**

– TRIM ☐ Yes ☐ No      – MYOB ☐ Yes ☐ No

– PIPS ☐ Yes ☐ No      – SAMS ☐ Yes ☐ No

– GAS ☐ Yes ☐ No      – CARESYS ☐ Yes ☐ No

– eRecruit ☐ Yes ☐ No      – CCIS ☐ Yes ☐ No

– MOVERS ☐ Yes ☐ No      – IJIS ☐ Yes ☐ No

## 8 DECLARATION

I declare that:

- The information I have provided in this registration for the Northern Territory Government's Entry Level Recruitment service and any attachments, are true and correct; and that the above ratings are my own assessments.
- I have read the Information for Candidates and I acknowledge that there is no guarantee of employment.
- I give my authorisation for Department of Corporate and Information Services and Northern Territory Government agencies to contact the referees listed in my resume in relation to prospective employment within the Northern Territory Government.

I acknowledge that:

- In the course of providing services to Northern Territory Government agencies, DCIS collects the information on this form to process my registration and provide and gather statistical information for the Northern Territory Government.
- DCIS and Northern Territory Government agencies may disclose my personal information to external service providers or other Northern Territory Government agencies, only when it is necessary in the selection process or as required by law.
- If I do not advise ELR or the recruiting agency of my inability to attend scheduled meetings my registration status may be affected.

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## 9 TO SUBMIT YOUR REGISTRATION / CONTACT RECRUITMENT SERVICES

Email your **completed registration** and a **detailed resume** to:

**Email:** [RecruitmentEntryLevel@nt.gov.au](mailto:RecruitmentEntryLevel@nt.gov.au)

**Contact Entry Level Recruitment**

**T: 1300 659 247**

Updated March 2014