



# CareerStart SA

## Application Coversheet

### Vacancy Details:

Vacancy Number		Department	
Is the position advertised a	Traineeship, <input type="checkbox"/>	Cadetship, <input type="checkbox"/>	or an Apprenticeship? <input type="checkbox"/>

### Applicant Details:

Full Name		Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Postal Address				
Suburb		Postcode		
Phone Number				
Email				
Date of Birth				

Country of birth:	
Language spoken at home:	
Highest vocational qualification achieved:	

### Please tick if applicable:

	Yes	No
Are you Aboriginal or Torres Strait Islander?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a declared disability?	<input type="checkbox"/>	<input type="checkbox"/>
Are you, or have you been under State Care?	<input type="checkbox"/>	<input type="checkbox"/>
Are you currently long term unemployed? (12 months or longer)	<input type="checkbox"/>	<input type="checkbox"/>
Do you have status of migrant or refugee? (with appropriate work visa)	<input type="checkbox"/>	<input type="checkbox"/>
Are you a mature aged applicant? (40+) <sup>1</sup>	<input type="checkbox"/>	<input type="checkbox"/>
Are you a parent returning to work? (after 2 or more years out of the workforce)	<input type="checkbox"/>	<input type="checkbox"/>
Have you taken a State Government package within the last 3 years? <sup>2</sup>	<input type="checkbox"/>	<input type="checkbox"/>
Are you a South Australian resident? <sup>3</sup>	<input type="checkbox"/>	<input type="checkbox"/>

### Traineeships only:

	Yes	No
Have you previously commenced a State Government traineeship and completed the probationary period? <sup>4</sup>	<input type="checkbox"/>	<input type="checkbox"/>
Are you a permanent State Government employee? <sup>5</sup>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>1</sup> Mature aged applicants can only apply for cadetships or apprenticeships

<sup>2</sup> Must be 'No' to be eligible to apply for this position

<sup>3</sup> Must be 'Yes' to be eligible to apply for this position

<sup>4</sup> Must be 'No' to be eligible for this position

<sup>5</sup> Must be 'No' to be eligible for this position

**Application Checklist:**

1. Be sure that you have responded to every field on the coversheet.
2. Attach to your coversheet a copy of the following essential documents:
  - Evidence of your date of birth<sup>6</sup>
  - A copy of your resume
  - Evidence of visa status (for migrants and refugees only)

3. Post your application to:  
Assistant Consultant  
CareerStart SA  
GPO Box 320  
ADELAIDE SA 5001

*Note:*

- Applications received after the advertised closing date will be deemed ineligible.
- Applications received without indicating a vacancy number will be deemed ineligible.
- The declaration below must be signed and completed by the applicant.

***Applicant Declaration***

I ..... hereby declare that all information included on the above form is correct/true. I have read all special conditions and understand that failure to meet these requirements or providing false information will deem my application ineligible.

*Applicant Signature* ..... Date: / /20

This information will only be shared with an agency advertising a position with CareerStart and will not be sent to any other unrelated party. The information may be collated and shared for statistical analysis only.

Do you consent to the information on this form being shared with the agency advertising this position?

Yes  No

I understand that my personal information held by DFEEST is subject to the Information Privacy Principles, issued by the South Australian Department of the Premier and Cabinet, and the information held is subject to the *Privacy Act 1988* (Cth). Accordingly, I understand that my personal information will be dealt with by DFEEST in accordance with the relevant privacy obligations applicable to each Agency.

*Applicant Signature* ..... Date: / /20

Office Use Only

Start date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>6</sup> Evidence of your date of birth can include a photocopy of any of the following: Student ID Card, Birth Certificate, Passport, Driver's License, Proof of Age Card, Statutory Declaration witnessed by a Justice of the Peace.