Application form

October 2016

Application form – applying for appointment to a National Board

Checklist for applicants

1. Please read the information guide for this vacancy before you complete this form.
2. Please complete this **application form**.

Information marked with an **\* is optional**. If you provide this information, it may be used to measure diversity in appointments.

To use the ‘check boxes’ in the application form, please double-click on the box, and select “default value – checked”.

1. Please read the privacy information and sign the declaration at the end of the application form. Unsigned application forms cannot be progressed.
2. Please attach your **CV or resume** (no longer than two pages).
3. Please download and complete the following forms available on the [Board recruitment page](http://www.ahpra.gov.au/National-Boards/Board-member-recruitment.aspx) on the AHPRA website:

* **national criminal history check consent form** (please provide certified copies of proof of identity documents)
* **private interests declaration form**

1. Submit your application via one of the following options:

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| **Option 1** | **Option 2** |
| Mail complete application to:  **Australian Health Practitioner Regulation Agency**  **Attn: Statutory Appointments – National Office**  **GPO Box 9958**  **Melbourne VIC 3001** | Email the signed application form, CV and private interests declaration form to: [statutoryappointments@ahpra.gov.au](mailto:statutoryappointments@ahpra.gov.au)  **and then mail** the national criminal history check consent form with accompanying certified proof of indentify documents to:  **Australian Health Practitioner Regulation Agency**  **Attn: Statutory Appointments – National Office**  **GPO Box 9958**  **Melbourne VIC 3001** |

Applications close **Monday 28 November 2016**.

For enquiries, please contact [statutoryappointments@ahpra.gov.au](mailto:statutoryappointments@ahpra.gov.au)

Your submission will be acknowledged by return email.

Vacancies and eligibility requirements

*Note: Some of these vacancies have specific* ***eligibility requirement/s*** *in accordance with the Health Practitioner Regulation National Law that requires you be from a particular jurisdiction/s.*

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| **Practitioner member applicants** | **Nursing and Midwifery Board of Australia**  (To be eligible for vacancy **you must be from Queensland**)  **Please confirm your principle place of practice is:**  **Queensland** |
| **Community member applicants** | **Medical Radiation Practice Board of Australia**  (There is no eligibility requirement to be from a particular jurisdiction)  **Pharmacy Board of Australia**  (There is no eligibility requirement to be from a particular jurisdiction) |

Section 1: Short bio

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| Please provide a short bio to describe yourself and your interests and experience relevant to the vacancy *(max 150 words)* | Please either type directly into box or attach a separate sheet. |

### Section 2: Personal details

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| **Title** | Mr  Mrs  Ms  Miss  Dr  Other: |
| **Surname** |  |
| **First name** |  |
| **Other names** |  |
| **Date of birth** |  |
| **Gender** | Female  Male |
| **Your country of birth** |  |
| **Residential address and postcode** |  |
| **Is your mailing address the same as your residential address?** | Yes  No  If no, please enter your mailing address: |
| **Telephone** | **Mobile After Hours Mobile** |
| **Other** |
| **Preferred email address** |  |
| **Do you live in a regional/rural area?**  Section 33(7) of the National Law requires at least one member of a National Board to live in a regional or rural area. | Yes  No |
| **Do you identify as an Aboriginal person and/or a Torres Strait Islander person? \*** | Yes  No |
| **Were either of your parents born overseas? \*** | Yes  No |
| **Do you speak a language other than English at home? \*** | Yes  No  Comments: |
| **Do you identify as a person with a disability? \*** | Yes  No  Comments: |
| **Declaration of status of a government employee:**  If you are a government or statutory employee, we kindly ask you to advise AHPRA accordingly. | Yes  No  If yes, name of organisation and contact name: |

### Section 3: Assessing your eligibility for appointment

Section 34 of the National Law sets out the eligibility requirements of National Board members. Please refer to the **information guide** for more information.

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| **All applicants:**  Registration details (Section 34(3)(a) of the National Law) | Do you hold current registration with a National Board?  Yes  No  If yes, what is your registration number? |
| **For NMBA applicants –**  **Please specify your registration:** | Please specify your division/s of registration:  Registered Midwife  Registered Nurse  Enrolled Nurse  Endorsement on Registration (please specify)   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **All applicants:** | Have you ever previously been registered?  (e.g. as a practitioner under a former state or territory registration system)  Yes  No  If yes, please say what profession, who issued your registration, and when (if known) |

### Section 4: Summary of qualifications, experience, employment and membership of other bodies

**If you are a registered health practitioner, are you –**

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| * **a practitioner in current clinical practice?** | Yes  No |
| * **a practitioner with education and training expertise?** | Yes  No |
| * **other (please specify)**   *(*e.g. practising in an administrative or academic capacity) | Yes  No |

Qualifications and professional memberships

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| **Qualifications, training, professional memberships –** please summarise  Qualification/s may be in addition to the qualification recognised for registration in the profession.  If you are a member of a professional body you may wish to say so here. |  |

Employment

| **Employment** | **Employer** | **Position** | **Period of service**  (e.g. 2006-2007) |
| --- | --- | --- | --- |
| **Current full-time employment**  (Please indicate role if self-employed) |  |  |  |
| **Previous employment within last 10 years** |  |  |  |
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Appointments: made under the National Registration and Accreditation Scheme or relevant to the scheme

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| **Have you ever previously been appointed by the Ministerial Council to one of the 14 National Boards?** | Yes  No  If yes, which Board? |
| **Are you currently a member of any other body directly relevant to the National Scheme**  (e.g. a NSW Health Professions Council; a committee of the National Board; a health conduct or performance panel or committee; or an accreditation authority)? | Yes  No  If yes, what body/ies?  From when: |

**Appointments: other board and committee experience**

Are you appointed as a sitting member on a board or committee or executive of a government agency, private agency or not for profit organisation (e.g. board member, committee member, council member, community member)? This can be paid or unpaid positions – for example a board member appointed to a professional association or a member of a school committee.

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| **Body** | **Appointed position** | **Period of service**  (e.g. 2013-current) | **No. times appointed** |
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**Please list any former appointments** (within the past 5-10 years).

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| **Body** | **Appointed position** | **Period of service**  (e.g. 2013-2015) | **No. times appointed** |
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**Section 5: Board member attributes and final statement**

Please provide a statement addressing the board member attributes listed below and described in the information guide *(maximum 2 pages)*.

**All applicants**:

1. Displays integrity
2. Thinks critically
3. Applies expertise
4. Communicates constructively
5. Focuses strategically
6. Collaborates in the interests of the National Scheme

**Community member applicants**:

1. Demonstrates strong community connection

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| Please either type directly into box or attach a separate sheet. |

**Section 5: Referees**

Provide the names and contact details of **three** referees, noting their relationship to you.

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| **Referee 1** |  |
| Name: |  |
| Position: |  |
| Contact phone: |  |
| Email: |  |
| Relationship to you: |  |

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| **Referee 2** |  |
| Name: |  |
| Position: |  |
| Contact phone: |  |
| Email: |  |
| Relationship to you: |  |

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| **Referee 3** |  |
| Name: |  |
| Position: |  |
| Contact phone: |  |
| Email: |  |
| Relationship to you: |  |

### Section 6: Privacy statement

The Australian Health Practitioner Regulation Agency (AHPRA) is collecting your personal information to assess your suitability for appointment. Your information will be stored in a secured database (the AHPRA database) and will only be accessed by authorised officers of AHPRA. AHPRA treats all personal information provided by an individual in relation to an application for appointment in accordance with the laws that apply to AHPRA, including the applicable provisions of the Privacy Act 1988 (Cth).

If you do not provide the required information, it may not be possible to process your application. National Board appointments are made by the Australian Health Workforce Ministerial Council (the Ministerial Council), which includes ministers responsible for health from the Commonwealth and each state and territory.

AHPRA may disclose your personal information:

* to members of the Ministerial Council and government departmental staff, and other persons engaged by AHPRA for the purpose of processing and assessing your application
* to other people (such as government agencies and health authorities) for information relevant to your application, such as identification, work history and immigration status
* to organisations that issued your qualifications in order to establish their accuracy (and these organisations may be overseas), and
* where this is required or permitted by law (e.g. where AHPRA has to publicly report on Board activities).

Should you wish to gain access to your personal information held by AHPRA please contact our Privacy Officer by writing to the Privacy Officer at the AHPRA office in your state or territory. AHPRA’s Privacy Policy sets out how you may access your information, seek correction of it, how you may complain if your privacy is breached and how that complaint will be dealt with. AHPRA’s Privacy Policy is available at: <http://www.ahpra.gov.au/About-AHPRA/Privacy.aspx>

When you provide us with information about other individuals, we rely on you to make them aware that such information will or may be provided to us as part of the application process.

Consent and declaration

I consent to the use of personal information in this form (including any sensitive information such as gender or ethnic origin) by AHPRA as part of administering this recruitment process.

I declare that:

* I have never been, nor am I currently insolvent, and
* I have not been disqualified from acting as a director or acting in the management of a company.

I grant permission for sharing personal information and for inquiries to be made to establish the accuracy of any of the information provided by me in this form and accompanying attachments and to determine my eligibility and suitability for appointment by the Ministerial Council. I understand that these inquiries will involve the disclosure of my information for these limited purposes. I understand that the AHPRA and other authorised persons may make these inquiries of any persons or organisations they consider appropriate to support the process for filling the vacancies for appointment by the Ministerial Council.

By signing this declaration, I acknowledge that I will be required to provide a completed *private interests declaration* and grant permission for the conduct of probity checks, which will consist of:

* an Australia-wide criminal history record check by CrimTrac
* a check of the Australian Securities and Investment Commission (ASIC) register of persons prohibited/disqualified by ASIC under the provisions of the *Corporations Act* *2001* (Cth), and
* a check of the Australian Financial Security Authority (AFSA) National Personal Insolvency Index which contains information about proceedings and administrations under the *Bankruptcy Act 1966* (Cth).

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| **Signature:** |  | **Date:** |  |