

# JOBS VICTORIA PARTICIPANT REGISTRATION FORM

JOBS VICTORIA

Version: March 2021

## TO BE COMPLETED WITH PARTICIPANT

<b>Participant details</b>	<b>Title:</b>	<input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> Male	<b>Date of birth (DD/MM/YYYY):</b>	
	<b>First name:</b>			<b>Last name:</b>
	<b>Phone number:</b>			<b>Residential postcode:</b>
	<b>Street address:</b>			
	<b>Suburb:</b>	<b>State:</b>	<b>Postcode:</b>	
	<b>Email:</b>	<b>Telephone:</b>		
	<b>Country of birth:</b>	<b>Main language spoken:</b>		
	<b>Date of arrival in Australia (DD/MM/YYYY):</b>	<b>Preferred occupation:</b>		
	<b>Vehicle licences held:</b>			
<b>Residency status</b>	<input type="checkbox"/> Australian citizen	<input type="checkbox"/> Permanent resident	<input type="checkbox"/> Temporary resident	
	If you ticked 'Temporary resident':		<input type="checkbox"/> New Zealand citizen that has lived in Australia for 6 months <input type="checkbox"/> Asylum seeker with temporary visa with work entitlements	
<b>Highest level of education</b>	<input type="checkbox"/> Doctoral Degree	<input type="checkbox"/> Masters Degree	<input type="checkbox"/> Graduate Diploma	<input type="checkbox"/> Bachelor or Degree
	<input type="checkbox"/> Associate Diploma	<input type="checkbox"/> Advanced Diploma	<input type="checkbox"/> Diploma	<input type="checkbox"/> Advanced Certificate
	<input type="checkbox"/> Certificate	<input type="checkbox"/> Trade qualification	<input type="checkbox"/> Other Secondary	<input type="checkbox"/> VCE or equivalent
	<input type="checkbox"/> Primary	<input type="checkbox"/> Not known	Year of qualification (YYYY):	
<b>Participant characteristics</b>	Unemployed <input type="checkbox"/> Yes <input type="checkbox"/> No		Date unemployed (DD/MM/YYYY):	
	If currently employed please state approximate hours per week: _____		At risk of long-term unemployment <input type="checkbox"/> Yes <input type="checkbox"/> No	
	JobActive registered? <input type="checkbox"/> Yes <input type="checkbox"/> No	Stream: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> Not known		
	Previously employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes: <input type="checkbox"/> Contract <input type="checkbox"/> Trainee/apprentice <input type="checkbox"/> Self employed <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual		
	Previous occupation/employment:			
<b>Demographic information</b>	<input type="checkbox"/> Aboriginal*	<input type="checkbox"/> African heritage**	<input type="checkbox"/> Asylum Seeker	<input type="checkbox"/> Culturally diverse
	<input type="checkbox"/> Ex-offender	<input type="checkbox"/> Homeless	<input type="checkbox"/> Low income	<input type="checkbox"/> Mature aged
	<input type="checkbox"/> Pasifika heritage**	<input type="checkbox"/> Person with disability	<input type="checkbox"/> Person with mental illness	<input type="checkbox"/> Refugee
	<input type="checkbox"/> Retrenched – from automotive manufacturing	<input type="checkbox"/> Retrenched – other	<input type="checkbox"/> Single parent	<input type="checkbox"/> Social housing resident
	<input type="checkbox"/> Unemployed 6–12 months	<input type="checkbox"/> Unemployed more than 12 months	<input type="checkbox"/> Veteran or veteran's family	<input type="checkbox"/> Young person aged 15–24
	<input type="checkbox"/> Young person in out of home care	<input type="checkbox"/> Youth justice client	<input type="checkbox"/> Coronavirus (COVID-19) impacted	

\* Includes Aboriginal and Torres Strait Islander peoples

\*\* Only for participants registering in the Support for Jobseekers of African and Pasifika Heritage Program

## Participant Declaration

- I understand and agree that the Department of Jobs, Precincts and Regions (DJPR) and **(insert name of service provider)** may collect, use and disclose information provided by me in accordance with the above Privacy Statement.
- I understand and agree that DJPR and the service provider may ask me to participate in appropriate surveys to establish my progress towards employment.
- I authorise DJPR and the service provider to obtain information about my placement from my employer to verify my employment and income for the purposes of this project.
- If relevant, I understand that DJPR and the service provider may collect information about my criminal record. However, I understand that DJPR and the service provider will not disclose this information without my express consent.
- I certify the information provided on this form is true and correct at the time of signing.

## Authority to release information

**(insert name of service provider)**

(the service provider) has been engaged by the DJPR to administer this program. Both organisations are committed to protecting personal and health information consistent with the *Privacy and Data Protection Act 2014 (Vic) (PDP Act)* and *Health Records Act 2001 (HR Act)*.

The information you provide is important to the management of this program and for the improvement and development of future programs.

The service provider and DJPR may use the information you provided for planning and administering the program. Information you provided may also be used for policy development, program evaluation, communication, resource allocation and/or research activities. For these purposes, DJPR and the service provider may disclose information to consultants, advisers, other government agencies, professional bodies and/or other organisations. All of these agencies are bound to comply with relevant privacy legislation.

DJPR and the service provider will not otherwise disclose your personal information without your consent unless required or authorised by law.

If you have any concerns or questions about the way in which DJPR or the service provider will handle your information, a copy of our privacy policy is located at [www.economicdevelopment.vic.gov.au/privacy](http://www.economicdevelopment.vic.gov.au/privacy). Alternatively, you can contact our privacy officer on (03) 8392 6329 or [privacy@ecodev.vic.gov.au](mailto:privacy@ecodev.vic.gov.au).

Please note that if you do not provide your consent to the above collection, use and disclosure of your personal information, you will not be able to participate in Jobs Victoria programs.

Participant to read, sign and date:

Signature: \_\_\_\_\_ Date (DD/MM/YYYY): \_\_\_\_\_

## TO BE COMPLETED BY JOBS VICTORIA PARTNER

<b>Project details</b>	Project number: JVEN <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
	Opportunity name:		
	Jobs Victoria Partner:		
<b>Referral source</b>	<input type="checkbox"/> Department of Health & Human Services	<input type="checkbox"/> Department of Justice & Regulation	<input type="checkbox"/> Department of Education & Training
	<input type="checkbox"/> Commonwealth Program	<input type="checkbox"/> Office of Multicultural Affairs & Citizenship	<input type="checkbox"/> Court Services Victoria
	<input type="checkbox"/> Work and Learning Centre	<input type="checkbox"/> Skills and Jobs Centre	<input type="checkbox"/> Referral other Jobs Victoria Partner
	<input type="checkbox"/> Walk-in	<input type="checkbox"/> Existing client	<input type="checkbox"/> SJAPH Program
	Other (please comment):		
<b>Registered by (name):</b>	<b>Signature:</b>	<b>Date (DD/MM/YYYY):</b>	
_____	_____	_____	
<b>Entered into GEMs by (name):</b>	<b>Signature:</b>	<b>Date (DD/MM/YYYY):</b>	
_____	_____	_____	