

# JOBS VICTORIA REGISTRATION FORM

JOBS VICTORIA

## TO BE COMPLETED WITH PARTICIPANT

Please note that all fields with a white background are mandatory. While fields with a grey background are not mandatory, Jobs Victoria strongly encourage Partners and/or jobseekers to include as much information as possible/relevant. If you are a jobseeker and have any issues completing this form, please contact your Jobs Victoria Partner for assistance.

<b>Participant information</b>	<b>First name:</b>		<b>Last name:</b>		
	<b>Man Self-described</b>	<b>Woman Not disclosed</b>	<b>Date of birth (DD/MM/YYYY):</b>		
	<b>Street address:</b>				
	<b>Suburb:</b>		<b>State:</b>	<b>Postcode:</b>	
	<b>Phone:</b>		<b>Email:</b>		
<b>Personal information</b>	<b>Country of birth:</b>		<b>If you were not born in Australia, please indicate the date of your arrival (DD/MM/YYYY):</b>		
	<b>What is your citizenship status?</b>				
	Australian Citizen	Permanent resident	Temporary resident	First Nations	
	<b>If you ticked 'Temporary Resident' please indicate whether you are a:</b>		New Zealand Citizen that has lived in Australia for 6+ months	Asylum Seeker with work entitlements	
	<b>What is your main language spoken at home?:</b>				
	<b>Are you currently registered with a Commonwealth employment service?</b>			Yes	No
	If you answered 'Yes' please indicate which Commonwealth employment service you are registered with:	Jobactive (Stream A)	Jobactive (Stream B)	Jobactive (Stream C)	
		Jobactive (Stream unknown)	Disability Employment Services (DES)	Not stated	
	<b>Have you registered with Jobs Victoria in the last 12 months?</b>			Yes	No
	If you answered 'Yes', please indicate what service (e.g. JVEN, JVES, Work and Learning Centre, etc.):				
	<b>Select as many categories as apply:</b>				
Aboriginal and/or Torres Strait Islander	Culturally diverse (self-described)	Person with disability	Person with long-term health condition (6 months or more)		
Person with mental health condition	Ex-offender	Justice or Youth Justice client	Young person in out-of-home care (including foster, kinship, permanent or residential care)		
Drug or alcohol dependence	Veteran or veteran's family	Single parent	Asylum seeker		
Refugee	Refugee background	Experiencing or history of family violence	Retrenched worker		
Public housing resident*	Community housing resident*	Homeless (including insecure housing, rooflessness and rough sleeping)			
Other					

\* Public housing is owned and managed by the Victorian Government. Community housing is provided by not-for-profit organisations.

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<b>Employment information</b>	<b>Are you currently unemployed?</b> Yes                  No		<b>If 'Yes' please include the date when you became unemployed (DD/MM/YYYY):</b>		
	<b>Have you worked previously?</b>	Yes (in Australia)	Yes (Overseas)	No	
	<b>What was your most recent occupation?</b>				
	Please indicate the type of employment:	Permanent	Fixed term (contract)	Casual	
		Trainee or apprentice	Self-employed		
	<b>If you are currently employed, please indicate your (approximate) hours per week:</b>				
	<b>What is your preferred occupation?</b>				
<b>Highest level of education</b>	Postgraduate degree	Bachelor's degree	Diploma	Certificate (II – IV)	
	Year 12 (or equivalent)	Year 10	Below Year 10	Never attended school	
	Not disclosed				
<b>Referral information</b>	<b>How did you hear about this service?</b>				
	Friend	Family	Community	Online (e.g. Google search)	
	Social media	Jobs Victoria Hotline	Jobs Victoria Advocate	Jobs Victoria Website	
	Jobs Victoria Online Jobs Hub	Work and Learning Centre	Jobs Victoria Career Counsellor	Veterans in Construction Program	
	Education or training service	Non-vocational service	Not known	Other	
	<b>Were you referred to Jobs Victoria from another organisation?</b>				Yes                  No
	If Yes' please indicate where you were referred from:				
Other Jobs Victoria service	Other employment service	Education or training service	Non-vocational support service		
Please indicate what service (e.g. TAFE Skills and Jobs Centre, Jobs Victoria Advocate, housing service, mental health service, LAC, Jobactive, etc.):					

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<b>Participant declaration</b>	<ul style="list-style-type: none"><li>I understand and agree that the Department of Jobs, Precincts and Regions (DJPR) and Jobs Victoria service provider may collect, use and disclose information provided by me in accordance with the Privacy Statement below.</li><li>I understand and agree that DJPR and the service provider may ask me to participate in appropriate surveys to establish my progress towards employment.</li><li>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.</li><li>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.</li><li>I certify the information provided in this form is true and correct at the time of signing.</li></ul>
<b>Collection of personal information</b>	<p><b>Jobs Victoria is committed to protecting personal information in accordance with Victorian privacy laws.</b></p> <p>Jobs Victoria values the personal information you provide and protects the privacy of individuals in compliance with the <i>Privacy and Data Protection Act 2014</i>.</p> <p>Jobs Victoria and its Partners collect personal information to deliver, monitor and improve our services.</p> <p>Jobs Victoria collects the information you provide for the following purposes:</p> <ul style="list-style-type: none"><li>to enable Jobs Victoria to meet its intended functions, including assurance that service commitments are met as outlined in grant agreements</li><li>for research, planning, and policy design to meet Jobs Victoria's operational requirements, assessing the merit and impact of proposed changes to services and programs and to assist in the development, delivery and management of services by Jobs Victoria</li><li>to provide briefings and updates to the Department of Jobs, Precincts and Regions, other Victorian Public Service departments and agencies, and Ministers on the impact of services provided by Jobs Victoria using deidentified data</li><li>to enable referral of matters to regulatory bodies where a matter of compliance is outside the remit of Jobs Victoria.</li></ul> <p>You have the right to access and correct your personal information. Please send any requests for access to <a href="mailto:info@jobs.vic.gov.au">info@jobs.vic.gov.au</a>.</p> <p>For more information, read the DJPR Information Privacy Policy at <a href="http://jobs.vic.gov.au/privacy">jobs.vic.gov.au/privacy</a> and the <i>Victorian Privacy and Data Collection Act 2014</i>.</p> <p>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 the Jobs Victoria Mentors service.</p>

Please read the above information, sign and date:

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

## TO BE COMPLETED BY JOBS VICTORIA PARTNER

<b>Jobs Victoria Partner details</b>	Jobs Victoria Partner:
	Project number:

Responsible staff member:

Registered into GEMS by:	Signature:	Date (DD/MM/YYYY):
Registered by:	Signature:	Date (DD/MM/YYYY):