

Child Safety Officer (CSO) Application form

Vacancy Reference No.:

Closing Date:

Applicant details				
Preferred title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr			
Surname:		Given name/s:		
Residential address:				
Suburb:		State:		Postcode:
Home phone:		Work phone:		
Mobile:		Email address:		

Citizenship	
Are you an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If No,	
Do you have permanent residency status?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have temporary residency status?	<input type="checkbox"/> Yes <input type="checkbox"/> No PLEASE NOTE: If you have temporary residency status, you can only be considered for temporary employment. If you wish to proceed with your application, please contact Human Resources Branch.
IF YOU ARE BORN OUTSIDE OF AUSTRALIA, EVIDENCE OF CITIZENSHIP OR RESIDENCY MUST BE PRODUCED.	

Relevant Degree details			
Qualification:			
Name of tertiary institution:			
Location:			
Date qualification awarded:		Normal full-time duration of course:	
Major fields of study:			
NB: Please include details of other relevant Qualifications in your resume.			
Does this Degree meet the Mandatory Qualification Requirements? (Please refer to the Mandatory Qualification Requirement information sheet – this is listed on the website and is supplied in the applicant information pack):			
<input type="checkbox"/> Yes - My Degree is listed on the Mandatory Qualification Requirement Information sheet or;			
<input type="checkbox"/> Yes - My Degree is not listed but the Human Resources Branch, Department of Child Safety has confirmed that it meets Mandatory Qualification Requirements (Evidence Attached) or;			
<input type="checkbox"/> No – Human Resources to assess academic transcripts upon receipt of application or;			
<input type="checkbox"/> No - Unable to proceed with application process.			
Overseas Qualifications: Tertiary qualifications from outside Australia must be assessed. Please contact either the: National Office of Overseas Skills Recognition, GPO Box 1407, Canberra, NSW, 2601 Phone: 1300 363 079 (in Australia), +61 3 8341 3611 (Offshore) or visit the website: http://aei.gov.au/AEI/QualificationsRecognition/Default.htm ; or Queensland Department of Education, Training and the Arts, Skills Recognition, Locked Mail Bag 427, Brisbane, Qld, 4001 Phone: 1300 369 935, Fax: (07) 3237 0419 or go to their website: http://trainandemploy.qld.gov.au/client/jobs_and_careers/skills_recognition/qualification_pathways/index.html			
If you have completed other additional studies, please provide all relevant details on your attached resume`.			
A CERTIFIED COPY OF YOUR DEGREE AND ACADEMIC RECORD, AS WELL AS OTHER RELEVANT DOCUMENTATION (eg ASSESSMENTS OF OVERSEAS QUALIFICATIONS) , MUST BE SUBMITTED WITH YOUR APPLICATION			

Name:

Driver's licence	
Do you possess a current Driver's Licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If No, are you willing to obtain a Driver's Licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, PLEASE SUBMIT A CERTIFIED COPY OF YOUR LICENCE WITH YOUR APPLICATION.	

Special Requirements
Do you have any special requirements if invited to attend an interview? eg interpreter <input type="checkbox"/> No <input type="checkbox"/> Yes(specify)

Current position (to be completed by Public Sector employees only)			
<i>If you are currently employed as a <u>temporary</u> Child Safety Officer, please complete the section below.</i>			
Location:		Commencement date:	
Payroll number:		Status:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
<i>If you are a Queensland Public Sector employee with another Government Department, please complete the section below.</i>			
Department:		Position title:	
Location:		Classification:	
Payroll number:		Status:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Are you a deployee registered with the Office of Public Service Merit & Equity?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you accepted a voluntary early retirement (VER) or severance benefit from a Qld Government entity within the past 12 months?			<input type="checkbox"/> Yes <input type="checkbox"/> No

Resume`
<p>Your resume` is your opportunity to highlight relevant skills, experience and knowledge. Please attach a current resume` including the following:</p> <ol style="list-style-type: none"> 1. Your employment history (name of organisation, period of employment, job title, relevant duties/responsibilities and major achievements in these roles); 2. Your skills, knowledge and competencies gained in and outside of work, highlighting those you perceive as specifically relevant to the child safety officer role and those you perceive as relevant to the field of child protection in general. 3. Details of qualifications, education and training. 4. Contact details of two referees including current telephone numbers, email addresses and fax details. Referees should include a previous employer or work supervisor who can be contacted in relation to your current/previous employment. <i>You are encouraged to discuss your application with your referees prior to nominating them as referees.</i>

The Child Safety Officer Role and You
<p>The purpose of this section is to enable you to communicate your understanding of the CSO role and how it connects with your values, skills and abilities. This information will be used as part of the initial screening process prior to applicants proceeding to the next stage of the selection process.</p> <p>Please answer the following questions and attach them to your application form. It is important that you consider these questions carefully. To answer them fully we expect that your response to each question would be approximately 400 words in length, but we prefer that you limit your response to each question to one A4 page (maximum of two A4 pages in total).</p> <p>Question 1. What is your understanding of the Child Safety Officer role?</p> <p>Question 2. What attracted and motivated you to apply for the position of Child Safety Officer and what strengths do you believe you could bring to this role?</p>

Type of employment
Do you wish to be considered for:
<input type="checkbox"/> Permanent Full-Time <input type="checkbox"/> Temporary Full-Time <input type="checkbox"/> Permanent Part-Time <input type="checkbox"/> Temporary Part-Time

Location Options

To facilitate effective service delivery the Department of Child Safety has 48 Service Centres established across the state. In addition, there are Branch Offices attached to six of the Service Centres. Vacancy availability varies however, positions are more likely to be available in our rural and remote centres. The department offers a range of incentives, both financial and in terms of career development, for those willing to work in rural and remote centres. Vacancy availability and your location preferences will be discussed with you during the selection process. Individual preferences for location will not necessarily be able to be accommodated in all instances and it should be noted that employees within the department are attached to a level and zone rather than a particular position. Zones and service centres are listed below:

Please select the locations in which you would be willing to work. ALL SERVICE CENTRES IN QLD

Far Northern Zone

- Atherton
 Cairns
 Edmonton (Cairns South)
 Innisfail
 Cape York and Torres Strait Islands
 Cooktown
 Thursday Island
 Weipa
 Kowanyama

Northern Zone

- Aitkenvale
 Mt Isa
 Gulf
 Mornington Island
 Normanton
 Doomadgee
 Thuringowa
 Townsville
 Palm Island

Central Zone

- Bundaberg
 Emerald
 Gladstone
 Mackay
 Bowen
 Maryborough
 Rockhampton North
 Rockhampton South

Brisbane North & Sunshine Coast Zone

- Alderley
 Caboolture
 Chermside
 Fortitude Valley
 Gympie
 Pine Rivers
 Redcliff
 South Burnett
 Kingaroy
 Murgon
 Sunshine Coast North
 Caloundra

Brisbane South & Gold Coast Zone

- Beenleigh
 Labrador
 Mermaid Beach
 Mt Gravatt
 Nerang
 Redlands
 Stones Corner
 Wynnum

Ipswich & Western Zone

- Goodna
 Ipswich North
 Ipswich South
 Toowoomba North
 Toowoomba South
 Roma
 Charleville

Logan & Brisbane West Zone

- Beaudesert
 Browns Plains
 Inala
 Forest Lake
 Logan Central
 Loganlea
 Woodridge

Of the Location Preferences Outlined Above, please specify your top three (3) preferences below.

1.

2.

3.

Checklist

The following documents are to be included with your Application Form:

Please note: Your application will not be considered until all documents are submitted.

A certified document is one which is stamped and signed by a Justice of the Peace, Police Sergeant or Solicitor who has sighted the original document

1. A certified copy of my degree and academic record is attached (including evidence of meeting mandatory qualification requirement where applicable).	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. A certified copy of my assessment of overseas qualification is attached (if applicable).	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. A certified copy of my driver's licence or photo identity (eg 18+ card, Passport) is attached.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Evidence of my citizenship/residency is attached (if applicable). To be appointed as a permanent officer of the Public Service, a person must be: <ul style="list-style-type: none"> o an Australian citizen; o have been granted permanent residency in Australia; and/or o be a New Zealand citizen who has a stamped passport. Non-Australian citizens without permanent resident status are eligible for employment on a temporary basis only, with a term not exceeding 3 months or the period of the temporary visa, providing that the entry does not prohibit employment.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. My resume including the names of two referees and other requested information is attached.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. My responses to the two screening questions are attached.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. I have provided an original plus 3 copies of my application – 4 in total.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Applicant's declaration

I understand that appointment to the department will be subject to a criminal history check.

(Please note: A criminal conviction or charge will not automatically exclude an applicant for consideration for employment with the department).

I understand that if any of the particulars supplied in this application are found to be false or misleading, action may be taken to withdraw any offer of employment or to annul any appointment already made.

Applicant's Signature: _____ Date: _____

Privacy notice

The Department of Child Safety collects the personal information on this form for the purpose of establishing recruitment and selection records, under the *Public Service Act 1996*.

The Department of Child Safety may give some of this information to:

- o internal and external selection panel members;
- o your nominated referees.

If a different State Government agency employs you in the future, the Department of Child Safety may give some of the information from this form to the new employer.

Advertisement survey data**Where did you first hear about career opportunities with the Department of Child Safety?**

- Newspaper (*please specify*): _____ Career Fair/Expo (*please specify*): _____
- University/Student Information Pack (*please specify Uni*): _____ Manager/Supervisor Encouragement
- Qld Government Smart Jobs & Careers Government Gazette Word of Mouth Department's website
- Other, *please specify*: _____

The Department of Child Safety has developed an Equal Employment Opportunity (EEO) Management Plan which outlines strategies to ensure equity in employment matters for staff and potential staff from EEO target groups.

If you wish, please indicate below if you identify with one of the target groups below - it is not compulsory to complete this section. Prefer not to respond

- Aboriginal people Torres Strait Islander People Aboriginal and Torres Strait Islander People
- People with a Disability Women People from Culturally and Linguistically Diverse Backgrounds

Have you previously been employed as a Child Safety Officer in the Department? Yes No

If Yes, please state the approximate employment date and Service Centre Location: _____

Please return completed application forms to:

Recruitment Team
Human Resources Branch
Department of Child Safety
GPO Box 806
Brisbane QLD 4001

**Receipt**

Please complete this section if you would like it returned as acknowledgment of your application.

Your application for a Child Safety Officer position has been received. Thank you for your interest.

Please insert your name and postal address in the space provided:

Departmental use only

Post code: _____