

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.

Participant information	First name:		Last name:		
	Man Self-described	Woman Not disclosed	Date of birth (DD/MM/YYYY):		
	Street address:				
	Suburb:		State:	Postcode:	
	Phone:		Email:		
Personal information	Country of birth:		If you were not born in Australia, please indicate the date of your arrival (DD/MM/YYYY):		
	What is your citizenship status?	Australian Citizen	Permanent resident	Temporary resident	
	If you ticked 'Temporary Resident' please indicate whether you are a:		New Zealand Citizen that has lived in Australia for 6+ months	Asylum Seeker with work entitlements	
	What is your main language spoken at home?:				
	Are you currently registered with a Commonwealth employment service?			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	
	Have you registered with Jobs Victoria in the last 12 months?			Yes	No
	If you answered 'Yes', please indicate what service (e.g. JVEN, JVES, Work and Learning Centre, etc.):				
	Select as many categories as apply:				
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)			

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

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.

Employment information	Are you currently unemployed? Yes No		If 'Yes' please include the date when you became unemployed (DD/MM/YYYY):		
	Have you worked previously?	Yes (in Australia)	Yes (Overseas)	No	
	What was your most recent occupation?				
	Please indicate the type of employment:	Permanent	Fixed term (contract)	Casual	
		Trainee or apprentice	Self-employed		
If you are currently employed, please indicate your (approximate) hours per week:					
Highest level of education	Postgraduate degree	Bachelor's degree	Diploma	Certificate (II – IV)	
	Year 12 (or equivalent)	Year 10	Below Year 10	Never attended school	
	Not disclosed				
Referral information	How did you hear about this service?				
	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	
	Were you referred to Jobs Victoria from another organisation?				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.):					

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.

Participant declaration	<ul style="list-style-type: none">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.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 in this form is true and correct at the time of signing.
Authority to receive information	<p><u>(insert name of service provider)</u></p> <p>has been engaged by DJPR to administer this program. Both organisations are committed to protecting personal and health information consistent with the <i>Privacy and Data Protection Act 2014 (Vic)</i> (PDP Act) and <i>Health Records Act</i> (HR Act). The information you provide is important to the management of this program and for the improvement and development of future programs.</p> <p>The information 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.</p> <p>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 economicdevelopment.vic.gov.au/privacy. Alternatively, you can contact our privacy officer on (03) 8392 6916 or privacy@ecodev.vic.gov.au.</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 JVES Program.</p>

Please read the above information, sign and date:

Signature: _____ Date (DD/MM/YYYY): _____

TO BE COMPLETED BY JOBS VICTORIA PARTNER

Jobs Victoria Partner details	Jobs Victoria Partner:	
	Project number:	
Registered into GEMS by:	Signature:	Date (DD/MM/YYYY):
Registered by:	Signature:	Date (DD/MM/YYYY):