

## Application form

---

November 2015

### Physiotherapy Board of Australia

- National Registration and Notifications Committee and/or
- list of approved persons for appointment to panels

#### Checklist for applicants

1. Please read the application 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".
3. Please read the privacy information and sign the declaration at the end of the application form. Unsigned application forms cannot be progressed.
4. Please attach your **two (2) page** CV or resume.
5. Please download and complete the following form via the [Recruitment page](#) on the AHPRA website:
  - national criminal history check form (must provide certified copies of proof of identity documents)
  - private interests declaration form
6. Send your application either by option 1 or option 2 :

| Option 1  | Option 2  |
|---|---|
| <p>Mail the complete application to:</p> <p><b>Australian Health Practitioner Regulation Agency</b><br/> <b>Attn: Statutory Appointments Unit</b><br/> <b>GPO Box 9958</b><br/> <b>Melbourne VIC 3001</b></p> | <p>Email the signed application form and CV to:<br/> <a href="mailto:statutoryappointments@ahpra.gov.au">statutoryappointments@ahpra.gov.au</a><br/> <b>and then mail</b> the National Criminal History Check<br/>         and certified proof of identify documents to:</p> <p><b>Australian Health Practitioner Regulation Agency</b><br/> <b>Attn: Statutory Appointments Unit</b><br/> <b>GPO Box 9958</b><br/> <b>Melbourne VIC 3001</b></p> |

Applications close on **Monday 7 December 2015**.

If you have any questions, please contact [statutoryappointments@ahpra.gov.au](mailto:statutoryappointments@ahpra.gov.au) .

Your submission will be acknowledged by return email.

Please ensure to complete all fields in the following application form

|  |   |
|--|---|
| <p><b>Which category are you applying for?</b></p> <p><i>(Applicants may apply for both vacancies, however successful candidates will only be appointed to either the Committee or the list of approved persons for appointment to panels to avoid any potential conflicts.)</i></p> | <p><input type="checkbox"/> <b>National Registration and Notifications Committee:</b></p> <p><input type="checkbox"/> <b>Health practitioner</b></p> <p><input type="checkbox"/> <b>Community member</b></p> <p><b>*Do you have additional interest in serving in the capacity of Committee Chair?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>(*Current National Board Members only)</i></p> <p style="text-align: center;">And/or</p> <p><input type="checkbox"/> <b>List of approved persons for appointment to panels^</b></p> |
| <p><b>Area/s of expertise:</b></p>   |   |
| <p><b>Your principal place of practice:</b></p>  | <p><input type="checkbox"/> ACT <input type="checkbox"/> NSW <input type="checkbox"/> NT <input type="checkbox"/> QLD</p> <p><input type="checkbox"/> SA <input type="checkbox"/> TAS <input type="checkbox"/> VIC <input type="checkbox"/> WA</p>  |

*^Recruitment in accordance with s183(2) of the National Law, to the extent practicable, will exclude individuals whose residence or principal place of practice is in a co-regulatory jurisdiction (i.e. NSW).*

**Section 1: Personal details**

|   |   |
|---|---|
| <p><b>Title</b></p>   | <p><input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr</p> <p><input type="checkbox"/> Other :</p> |
| <p><b>Surname</b></p>   |   |
| <p><b>First name</b></p>  |   |
| <p><b>Preferred name</b></p>  |   |
| <p><b>Date of birth</b></p>   |   |
| <p><b>Gender</b></p>  | <p><input type="checkbox"/> Female <input type="checkbox"/> Male</p>  |
| <p><b>Residential address and postcode</b></p>                              |   |
| <p><b>Is your mailing address the same as your residential address?</b></p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, please detail your mailing address:</p>   |
| <p><b>Telephone</b></p>   | <p><b>Mobile</b></p>  |
|   | <p><b>Business</b></p>  |
|   | <p><b>Afterhours</b></p>  |

|   |  |
|---|--|
| <b>Preferred email address</b>  |  |
| <b>Do you live in a regional/rural area?</b>  | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| <b>Do you identify as an Aboriginal person and/or a Torres Strait Islander person?*</b> | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| <b>Were either of your parents born overseas?*</b>                                      | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| <b>Are you an Australian citizen?*</b>  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If no, what is your current status in Australia? |
| <b>What is your country of birth?*</b>  |  |
| <b>Do you speak a language other than English at home?*</b>                             | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Comments:  |
| <b>Do you identify as a person with a disability?*</b>                                  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Comments:  |

|  |   |
|--|---|
| <b>Declaration of status of a government employee:</b><br><i>If you are a government or statutory employee, we kindly ask you to advise AHPRA accordingly.</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, name of organisation and contact name:<br>_____ |
|--|---|

|   |  |
|---|--|
| <b>How did you hear about this vacancy?</b> | <input type="checkbox"/> AHPRA website <input type="checkbox"/> Board website<br><input type="checkbox"/> Word of mouth <input type="checkbox"/> Newspaper<br><input type="checkbox"/> Email from Statutory Appointments<br><input type="checkbox"/> Other : |
|---|--|

## Section 2: Assessing your eligibility for appointment

Please answer all of the questions below.

|                             |   |
|-----------------------------|---|
| <b>Registration details</b> | Do you hold current registration with one the 14 National Boards?<br><input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, what is your registration number?<br>_____ |
|-----------------------------|---|

### Section 3: Expressing interest in either vacancy

**Please address the desired committee member attributes listed below (maximum 2 pages). Further details of these attributes are listed on page 5 of the application guide.**

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

**Additional attributes for applicants expressing interest in the role of Chair:**

7. Demonstrates leadership
8. Engages externally
9. Chairs effectively

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

Please attach your resume or CV to this application (**no longer than 2 pages**). In addition, please complete the summary below.

|  |  |
|--|--|
| <p><b>Qualifications and training –</b><br/>please summarise</p> <p>(Qualification/s may be in addition to the qualification recognised for registration in the profession.)</p> |  |
|--|--|

**Are you a registered health practitioner –**

|  |  |
|--|--|
| <p>• <b>in current clinical practice?</b></p>  | <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>       |
| <p>• <b>with education and training expertise?</b></p>   | <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>       |
| <p>• <b>other (please specify)</b><br/>(e.g. practising in an administrative or academic capacity)</p> | <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <hr/> |

| Employment   | Employer | Position | Period of service |
|--|----------|----------|-------------------|
| <p><b>Current full-time employment</b><br/>(Please indicate role if self-employed)</p> |          |          |                   |
| <p><b>Previous employment within last 10 years</b></p>                                 |          |          |                   |
|  |          |          |                   |
|  |          |          |                   |
|  |          |          |                   |

**Membership on Boards established under, or relevant to, the National Registration and Accreditation Scheme**

|  |  |
|--|--|
| <p><b>Are you <u>currently</u> a member of a committee of a National Board?</b></p>  | <p><input type="checkbox"/> Yes   <input type="checkbox"/> No<br/>If yes, which Board?</p>   |
| <p><b>Have you ever <u>previously</u> been appointed to one of the 14 National Boards?</b></p>   | <p><input type="checkbox"/> Yes   <input type="checkbox"/> No<br/>If yes, which Board?</p>   |
| <p><b>Are you currently a member of any other body relevant to the National Scheme?</b><br/>e.g. a NSW health professions council; a health conduct or performance panel or committee; or an accreditation authority</p> | <p><input type="checkbox"/> Yes   <input type="checkbox"/> No<br/>If yes, what body/ies?</p> |

|  |  |
|--|--|
| <p><b>Are you engaged in any work which may present any actual or perceived conflict of interest, if successfully appointed to panels?</b></p> | <p><input type="checkbox"/> Yes   <input type="checkbox"/> No<br/>If yes, details:</p> |
|--|--|

**Current memberships on other bodies, including councils, community groups, boards and committees**

| Body | Position | Period of Service | No. times appointed, if applicable |
|------|----------|-------------------|------------------------------------|
|      |          |                   |                                    |

**Past memberships on other bodies, including councils, community groups, boards and committees**

| Body | Position | Period of Service | No. times appointed, if applicable |
|------|----------|-------------------|------------------------------------|
|      |          |                   |                                    |

### Section 5: Referees

Provide the names and contact details of two or three referees, noting their relationship with you.

Please ensure that you have contacted your referees before submitting your application, advising that they may be called up.

#### Referee 1

---

Name

---

Position

---

Contact phone

---

Email

---

Relationship with candidate

---

#### Referee 2

---

Name

---

Position

---

Contact phone

---

Email

---

Relationship with candidate

---

#### Referee 3

---

Name

---

Position

---

Contact phone

---

Email

---

Relationship with candidate

---

## Privacy statement

The Australian Health Practitioner Regulation Agency (AHPRA) and the relevant National Health Practitioner Board(s) are 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 or the National Boards.

AHPRA and the National Boards treat all personal information provided by an individual in relation to an application for, or existing, appointment in accordance with the laws that apply to AHPRA, including the applicable provisions of the Privacy Act 1988 (Cth).

The personal information you provide in this form and any accompanying document is required for the purposes of processing and assessing your application. It may be shared with other persons or organisations, such as organisations that issued your qualifications, in order to establish its accuracy and/or to assess your application and suitability for appointment. This may involve disclosing your personal information to overseas entities if, for example, your qualifications were obtained through overseas institutions.

If you do not provide the required information it may not be possible to proceed with your application.

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 [www.ahpra.gov.au](http://www.ahpra.gov.au).

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 and the relevant National Board(s) as part of administering appointments.

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 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 suitability for appointment. I understand that these inquiries will involve the disclosure of my information for these limited purposes. I understand that the relevant National Board(s), AHPRA and selection panels may make these inquiries of any persons or organisations they consider appropriate.

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

- an Australia-wide criminal 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)
- a check of the Insolvency and Trustee Service Australia (ITSA) National Personal Insolvency Index which contains information about proceedings and administrations under the *Bankruptcy Act 1966* (Cth).

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_