



Application form for appointment to a state, territory or regional board of a National Board

February 2015

Guide 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.
4. Please attach your signed and dated CV or resume (**maximum two pages**).
5. Please download and complete the following forms from the [Board Recruitment page](#) on the AHPRA website:
 - a. national criminal history check form (consent to check and release of criminal history information and provide certified copies of proof of identity documents)
 - b. one of the below declaration of private interests forms:
 - Victorian declaration of private interest form for VIC applicants
 - Queensland Government personal particulars form for QLD applicants only
 - AHPRA private interest declaration form for NT/TAS applicants
 - AHPRA private interest declaration form for SA applicants
6. All forms must be completed in full and sent by either by option 1 or option 2 below :

Option 1	Option 2
Mail the complete application to : Statutory Appointments – National Office Australian Health Practitioner Regulation Agency GPO Box 9958 Melbourne VIC 3001	Email all completed documents with to: boardappoint@ahpra.gov.au and then mail the national criminal history check and certified proof of identity documents to: Statutory Appointments – National Office Australian Health Practitioner Regulation Agency GPO Box 9958 Melbourne VIC 3001

Closing date: 5.00pm AEDT on Friday 13 March 2015.

If you have any questions about completing this form, please email boardappoint@ahpra.gov.au

Thank you for expressing your interest in appointment as a member on a state, territory or regional board.

Please ensure to complete all fields in the following application form:

Position applying for:	Health practitioner <input type="checkbox"/> Community member <input type="checkbox"/>
Do you have additional interest in serving in the capacity of Board Chair?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please address the Chair attributes in Section 3 (page 5)
Name of Board applying for:	<input type="checkbox"/> NT Board of the Nursing and Midwifery Board of Australia <input type="checkbox"/> NT Board of the Medical Board of Australia <input type="checkbox"/> QLD Board of the Nursing and Midwifery Board of Australia <input type="checkbox"/> TAS Board of the Nursing and Midwifery Board of Australia <input type="checkbox"/> VIC Board of the Nursing and Midwifery Board of Australia <input type="checkbox"/> VIC Board of the Medical Board of Australia <input type="checkbox"/> SA Board of the Nursing and Midwifery Board of Australia <input type="checkbox"/> SA Board of the Medical Board of Australia <input type="checkbox"/> NT/SA/WA Regional Board of the Psychology Board of Australia
Your principal place of practice:	<input type="checkbox"/> ACT <input type="checkbox"/> NT <input type="checkbox"/> Tas. <input type="checkbox"/> NSW <input type="checkbox"/> SA <input type="checkbox"/> Qld <input type="checkbox"/> Vic. <input type="checkbox"/> WA

Section 1: Personal details

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:
Surname	
First name	
Other names	
Date of birth	
Gender	Female <input type="checkbox"/> Male <input type="checkbox"/>
Your country of birth	

Residential address and postcode	
Is your postal address the same as your residential address?	Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please enter your postal address:
Telephone	Business:
	After hours:
	Mobile:
Preferred email address	
Do you live in a regional/rural area?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which location: _____
Do you identify as an Aboriginal person and/or a Torres Strait Islander person? *	Yes <input type="checkbox"/> No <input type="checkbox"/>
Were either of your parents born overseas? *	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you speak a language other than English at home? *	Yes <input type="checkbox"/> No <input type="checkbox"/> Comments: _____
Do you identify as a person with a disability? *	Yes <input type="checkbox"/> No <input type="checkbox"/> Comments: _____

Declaration of status of a government employee: <i>If you are a government or statutory employee, we kindly ask you to advise AHPRA accordingly.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, name of organisation and contact name: _____
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Section 2: Assessing your eligibility for appointment

Please answer all of the questions below.

Registration details	Are you a registered as a practitioner? Yes <input type="checkbox"/> No- Community Member <input type="checkbox"/> Profession? _____ If yes, what is your registration number? _____
Have you ever been a registered health professional?	Yes <input type="checkbox"/> - specify details below (if known) No <input type="checkbox"/> Profession _____ Who issued registration _____ When registration was issued _____ Date of last registration _____

Section 3: Expressing interest in vacancy

Please explain why you would like to be a member on a state or territory, board and how you would contribute.

If applying as a community member, please also describe how you can best represent community views and opinions as relevant to the Board? **(maximum of 2 pages)**

How will your specific skills, knowledge and experience contribute to the relevant state or territory board?

Using the board member attributes listed below and described in detail in the Application Guide please provide a statement to address these attributes (maximum 2 pages).

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>Qualifications and training – please summarise</p> <p>(qualification/s may be in addition to the qualification recognised for registration in the profession)</p>	
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Are you a registered health practitioner –

<ul style="list-style-type: none">• in current clinical practice?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<ul style="list-style-type: none">• with education and training expertise?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<ul style="list-style-type: none">• other (please specify) (e.g. practising in an administrative or academic capacity)	Yes <input type="checkbox"/> No <input type="checkbox"/> <hr/>

Employment	Employer	Position	Period of service (e.g. 2006-2007)
Current full-time employment (Please indicate role if self-employed)			
Previous employment within last 10 years			

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

Have you ever <u>previously</u> been appointed by the Ministerial Council to one of the 14 National Boards?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which Board? _____ _____
Are you <u>currently</u> a member of a state, territory or regional board of a National Board	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which Board? _____ _____
Are you currently a member of any other body relevant to the National Scheme (eg a NSW health professions council; a health conduct or performance panel or committee; or an accreditation authority)?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, what body/ies? _____ _____
Do you have any conflicts of interest to declare? <i>Eg. Should you be appointed, will you have any <u>actual</u> or <u>possible</u> conflicts of interest</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, details: _____ _____

Current memberships on other bodies – including professional associations, councils, community groups, boards

Body	Position	Period of Service (e.g. 2013-2015)	No. times appointed

Past memberships on other bodies – including professional associations, councils, community groups, boards

Body	Position	Period of service (e.g. 2006-2007)

Section 5: Referees

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

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	

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

Section 6: Privacy statement

The Australian Health Practitioner Regulation Agency (AHPRA) is collecting your personal information to:

- process your application;
- assess your suitability for appointment to a state/territory/regional board under the Health Practitioner Regulation National Law, as in force in each state and territory (the National Law); and
- manage your membership of a state/territory/regional board if you are appointed (e.g. by publishing your name on the board website and in AHPRA publications regarding the board's activities).

If you do not provide the required information, it may not be possible to process your application. Board appointments are made by the Minister of Health.

AHPRA may disclose your personal information:

- government departmental staff, and other persons engaged by AHPRA for the purpose of processing and assessing your application;
- to other people (such as government agencies and health authorities) for information relevant to your application, such as identification, work history and immigration status;
- to organisations that issued your qualifications in order to establish their accuracy (and these organisations may be overseas); and
- where this is required or permitted by law (e.g. where AHPRA has to publicly report on Board activities).

Your personal details may also be included in a pool of persons who are interested in appointment to a state/territory/regional board. If a vacancy arises, you may then be contacted to determine if you are interested in applying.

AHPRA is committed to protecting your personal information in accordance with the Privacy Act 1988 (Cth). AHPRA's privacy policy explains how you may: access and seek correction of your personal information held by AHPRA; how to complain to AHPRA about a breach of your privacy; and how your complaint will be dealt with. The policy can be accessed at: <http://www.ahpra.gov.au/About-AHPRA/Privacy.aspx>

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 [Complete and sign only if you are applying for appointment]

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 this recruitment and appointment process.

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 sharing personal information and 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 eligibility and suitability for appointment.

I understand that these inquiries will involve the disclosure of my information for these limited purposes. I understand that the AHPRA and other authorised persons may make these inquiries of any persons or organisations they consider appropriate to support the process for filling the vacancies.

By signing this declaration, I acknowledge that if shortlisted for selection, I will 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 Australian Financial Security Authority (AFSA) National Personal Insolvency Index which contains information about proceedings and administrations under the *Bankruptcy Act 1966* (Cth).

Signature:

Date: