**A RESPONSE IS REQUIRED FOR ALL QUESTIONS, THANK YOU**

*Privacy Statement: This information is Confidential, and only shared with the recruitment team including the Selection Panel if short-listed for interview. If your application for employment is successful, this information will only be shared with relevant QPP employees on a strictly ‘Need to Know’ basis. If your application for employment is unsuccessful,*

*this form (and other application data) will be deleted.*

**Position Applying for:**

|  |  |  |  |
| --- | --- | --- | --- |
| Position Title |  | Application Date |  |

**Personal Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| *Preferred* First Name |  | *Preferred* Surname (s) |  |

*Explanatory Note:* We encourage and support our employees to use names they feel comfortable and happy with. We ask for your understanding that there are requirements for QPP to provide “legal” names to government departments and financial institutions to properly administer records for our employees. In this Form, *Preferred Names* are those you’re known by at work, *Legal Names* are those you’re known by at the Australian Taxation Office.

|  |  |  |  |
| --- | --- | --- | --- |
| *Legal* First Name |  | *Legal* Surname (s) |  |

**Contact Details:**

|  |  |
| --- | --- |
| Phone  |  |
| Address |  |
| City |  | State |  | Postcode |  | Country |  |
| Email |  |

**Are you of Aboriginal and/or Torres Strait Islander origin (please tick all that apply)?**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ] No | [ ] Yes, Aboriginal | [ ] Yes, Torres Strait Islander | [ ] Prefer not to answer |

**Which pronouns do you use?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ] She / Her | [ ] He / Him | [ ] They / Them | [ ] I use my name only | [ ] I use different words ^ | [ ] Prefer not to answer |
| ^ Please Specify: |  |

**How do you describe your gender?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ ] Woman or Female | [ ] Man or Male | [ ] Non-binary | [ ] I use different words for my gender ^ | [ ] Prefer not to answer |
| ^ Please Specify: |  |

**Please select the highest level of education you have completed:**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ] Certificate ^ | [ ] Diploma ^ | [ ] Degree ^ | [ ] Higher ^ |
| ^ Please specify: |  |
|[ ]  I have included evidence of completion of my education as required for my role (as identified in the position description) |

**Referees:**

Please provide the names and contact details of 3 referees. Please Note: Only one may be a personal referee.

QPP will not contact you referees without talking to you first, and after interview.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. | Name |  | Position |  |
| Phone |  | Email |  |
| 2. | Name |  | Position |  |
| Phone |  | Email |  |
| 3. | Name |  | Position |  |
| Phone |  | Email |  |

**Have you ever worked or volunteered with QPP before?**

|  |  |  |
| --- | --- | --- |
| [ ] No | [ ] Yes – Please give details: |  |

**To ensure we provide a safe and inclusive workplace, do you have a disability you wish to share?**

Disability includes temporary and/or permanent disabilities including physical, intellectual, sensory, neurological, learning, and psychosocial disabilities, diseases or illnesses, physical disfigurement, medical conditions, and injuries.

|  |  |  |
| --- | --- | --- |
| [ ] No | [ ] Yes | [ ] Prefer not to answer |

**Please tell us if you require any workplace adjustments to fully participate at interview or at work in performing your role ^:**

|  |  |
| --- | --- |
| [ ] Yes – Please give details: |  |

**Are you living with HIV?**

|  |  |  |
| --- | --- | --- |
| [ ] I am a person living with HIV^ | [ ] I am not living with HIV | [ ] Prefer not to answer |
| ^It is your choice to disclose your status, but please be aware that we acknowledge that people living with HIV (PLHIV) bring unique perspectives, skills and knowledge that are important to QPP’s work. QPP therefore promotes the recruitment and continued employment of PLHIV and, where appropriate, an affirmative action approach will apply in employee selection to demonstrate QPP’s commitment to the core organisational principle of MIPA (Meaningful Involvement of PLHIV). For example, if two applicants are equally ranked as per merit principles, the PLHIV will be selected. ^If a role requires a positive HIV status, you will be required to provide evidence e.g., Peer Navigator.   ^If relevant, please include confirmation of your status with your application. |

**Eligibility to work in Australia:**

|  |  |  |
| --- | --- | --- |
| [ ] Australian Citizen | [ ] Permanent Resident | [ ] Other \* |
| \* If Other, Visa Details: | Subclass (Number): |  | Type (Name): |  | Expiry (Date): |  |

*Please Note*: If you are not an *Australian Citizen* or an *Australian Permanent Resident*, your employment with QPP is conditional on you obtaining and maintaining an appropriate valid visa from DHA enabling you to lawfully work in Australia and for QPP; and complying with any visa conditions imposed.

**Hepatitis B Immunisation (if applying for a role at RAPID):**

|  |
| --- |
|[ ]  I AM vaccinated against Hepatitis B (*please specify the date of your vaccination*): |
|  |  / /  |
|[ ]  I have included a copy of my vaccination record  |
|[ ]  I AM NOT vaccinated against Hepatitis B (*please state your intention – if successful for the role*): |
|  | [ ]  I will be Vaccinated | [ ]  I will provide a Medical Exemption Certificate | [ ]  I will NOT be Vaccinated nor provide a Medical Exemption |

**Criminal Record Check (CRC):**

|  |
| --- |
|[ ]  I have included a current (within 6 months) National Criminal Record Check, or an international check if applicable (see below), or evidence that a criminal record check has been applied for. |

*Please Note*: QPP requires that all employees provide a national police record check screening prior to the commencement of their employment. An international police record check is required when you have lived in an overseas country for 12 months or longer in the last 10 years.

**Blue Card:**

|  |
| --- |
|[ ]  I have included a copy of my current Queensland Blue Card or equivalent interstate Working with Children Check. |

*Please Note*: As required under Qld legislation (Blue Cards – no card, no start law), all employees must provide a current Blue Card prior to the commencement of their employment. If you hold an equivalent interstate check, QPP will discuss options if you are the successful candidate.

**Please respond to the Key Selection Criteria: EACH QUESTION MAX. 500 WORDS**

If this section is not completed, we will be unable to consider your application.

|  |  |
| --- | --- |
| Demonstrated management experience in health or community services program management including managing multiple funding agreements, project management, change management and human resource management, and the ability to effectively lead and build high performing teams. |   |
| Demonstrated understanding of Australia’s public health and community response to HIV and STI’s including contemporary prevention, testing, treatment, support, and research strategies. |  |
| Demonstrated understanding and/or experience working with people living with HIV and/or diverse individuals and communities, showing empathy and inclusivity.  |  |
| Effective well-developed written and verbal communication skills including analytical and research skills with ability to collect, analyse and present data and facilitate actions to address identified issues. |  |
| Demonstrated experience in managing and developing diverse teams and ability to foster positive and unified organisational and team cultures with the ability to drive and implement change. |  |
| Exceptional interpersonal skills with well-developed conflict resolution and negotiation skills and the ability to engage meaningfully with a diverse range of stakeholders. |  |

**Application Checklist:**

**Please confirm that you’ve completed, and are sending the following items with your application:**

|  |  |
| --- | --- |
| [ ]  | This completed application form (*Required*) |
| [ ]  | Your resume – outlining your previous experience and relevant skills (*Required*) |
| [ ]  | Supporting documents as outlined in the above (*Required*) |

**Please send your application and supporting documents to** **hr@qpp.org.au****.**

**Applications close 5pm Monday 22 July 2024.**

**For more information on the position, please contact CEO Melissa Warner**

**via email: mwarner@qpp.org.au or call 07 3013 5555.**

**Interviews will be held on Monday 05 August 2024.**

At Queensland Positive People we value Diversity, Equity, Quality, Freedom, Empathy, and Belonging.

We bring these to every aspect of the work that we do.

Our mission is to improve the quality of life of people living with HIV and help reduce new

transmissions of HIV and STIs.

We strive to ensure our services are inclusive, innovative, equitable, and informed by people living with HIV. We aim to empower and strengthen resilience and are committed to reconciliation.

We wish you every success in your application.