

Indigenous APS Employees Network Forum

An Australian Public Service Commission Programme

All level

Indigenous Network Forum – Applying for Jobs in the APS

Programme overview

This half day forum will focus on key messages about applying for jobs in the Australian Public Service and to provide models and examples that may assist you in the process. This forum is for Aboriginal and Torres Strait Islander employees at all levels within the public sector. It is hosted jointly by the Department of Families, Housing, Community Services and Indigenous Affairs and the Australian Public Service Commission to support an SA Indigenous Australian Public Service Employees Network (IAPSEN).

About the presenters

Gail Kinnane from the Australian Public Service Commission will facilitate the forum with some participants sharing their experiences and tips in applying for APS jobs.

The Australian Public Service Commission encourages agencies to support the attendance of Indigenous employees.

Event details

Date

Thursday 21 August 2008

Time

12.30pm – 1.30pm Registration and networking lunch
1.30pm – 4.30pm Forum

Venue

Dept of Families, Housing,
Community Services and Indigenous
Affairs, Conference Room
Level 18, ANZ Building,
11 Waymouth Street
Adelaide SA 5000

Fees

No cost to APS Employees
Forum materials provided

Registration

www.apscregistration.gov.au or fax
the completed registration form on the
back of this flyer to 08 8223 5866

Terms and conditions

Cancellation terms and conditions are
detailed on the registration form on the
back of this flyer.

More information

Ph: (08) 8224 0955
or email apsc.adelaide@apsc.gov.au



Australian Government
Australian Public Service Commission



ONLINE register at www.apscregistration.gov.au or FAX completed form to 08 8223 5866

Programme name Indigenous APS Employees Network Forum

Programme date/s 21 August 2008

Surname _____ First name _____

Mr Ms Mrs Miss other _____

Classification APS 1-2 APS 3 APS 4 APS 5 APS 6 EL 1 EL 2

Title/position _____ Agency _____

Branch/team _____

Postal address _____

Phone _____ Fax _____

Email _____ Agency ABN _____

Do you identify as Aboriginal or Torres Strait Islander?

(This information will assist the Commission to improve learning and development outcomes for Indigenous employees).

Special needs

Please note any special dietary or other requirements _____

Authorised person to complete and sign

I understand the terms and conditions below. Signature _____

Name _____

Phone _____ Date _____

Payment

Invoice Amount \$ _____ (GST inclusive)
 Participants are responsible for their own travel and accommodation costs and arrangements.

Credit card payment

Visa Mastercard American Express Card holder's name _____

Card number _____ / _____ / _____ / _____

Expiry date _____ Card holder's phone _____

Card holder's signature _____ Amount \$ _____ (GST inclusive)

TERMS AND CONDITIONS

Fees and charges: Please refer to the accompanying programme materials. The total amount payable includes GST for the supply. This completed document will be a tax invoice for GST when you make payment by credit card ONLY. Otherwise upon registration a tax invoice will be sent to you for payment. A course confirmation will be emailed to you once your place has been secured. Fees may be subject to change without notice. Participants are responsible for their own travel and accommodation costs and arrangements.

Substitutes, rescheduling and refunds: If you are unable to attend your programme we would welcome a substitute at the appropriate level. Rescheduling and refunds (only available for development programmes) can be made if your written advice is received at least 30 calendar days prior to the start of the programme.

Identifying information: Your information is collected for the purpose of the Public Service Commissioner's functions under the *Public Service Act 1999*, which include coordinating and supporting APS-wide training and career development opportunities and fostering leadership and reporting on the State of the Service. It will be used for course administration, statistical analysis and evaluation of programmes. Some details may be disclosed to your home agency for administrative and statistical/monitoring purposes. Your information may be used to distribute information about Commission-run or sponsored opportunities and to check our other databases. Occasionally mailing lists are made available to bodies with related functions. If you do not wish to have your information used for marketing purposes email aspcmailing@apsc.gov.au. For more details see our privacy statement at <http://www.apsc.gov.au>.

Other conditions: Whilst the Commission aims to deliver programmes at the prescribed location(s), using the specified facilitator(s) and/or guest speaker(s) on the date(s) provided in this publication, changes may occur. The Commission will endeavour to provide reasonable notice to participants of these changes. Where a change in location, facilitator(s), guest speaker(s) or date occurs a refund of the programme fee may be made at the discretion of the Commission. The Commission accepts no liability for any other losses incurred as a result of changes to the programme details.