|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Before you fill in the form The forum is a two-day event and is only open to Aboriginal employees in the NTPS. | | | | | | | | | | | | | | |
| Fields marked with asterisk (\*) are mandatory. Incomplete forms will not be accepted. | | | | | | | | | | | | | | |
| Venue | | | Date | | | | Applications close | | | | | | Registration fee (excl. GST) | |
| DoubleTree by Hilton, Esplanade Darwin | | | 8 & 9 May 2024 | | | | 26 April 2024 | | | | | | $300 | |
| Applicant details | | | | | | | | | | | | | | |
| Given Name\* | |  | | | | | | | Gender\* | | | | |  |
| Surname\* | |  | | | | | | | Classification\* (e.g AO3, T1, P2) | | | | |  |
| AGS number\* | |  | | | | | | | CF level | | | | |  |
| Position title\* | |  | | | | | | | Work Unit / Division\* | | | | |  |
| Department\* | |  | | | | | | |
| Contact\* | |  | | | | | | | Location\* | | | | |  |
| Email\* | |  | | | | | | | | | | | | |
| Remote Sponsorship (are you applying for remote sponsorship?)  Only employees based in a remote location (e.g. Borroloola, Wadeye, Tiwi, Maningrida and other remote areas) can apply for the sponsorship. The remote sponsorship covers the cost of the registration fee only ($300). | | | | | | | | | | | | | | 🞏 Yes  🞏 N/A |
| **Equal Employment Opportunities (EEO) details in the myHR system** | | | | | | | | | | | | | | |
| To ensure accurate reporting of Aboriginal employment data in the NTPS, employees must identify as Aboriginal and/or Torres Strait Islander in the myHR system. This is a requirement to attend the forums. | | | | | | | | | | | | | | |
| Do you identify as Aboriginal and/or Torres Strait Islander?\* | | | | | | | | | 🞏 Yes, Aboriginal  🞏 Yes, Aboriginal and Torres Strait Islander  🞏 Yes, Torres Strait Islander | | | | | |
| Please check your EEO details in myHR and confirm you identify in myHR?\* | | | | | | | | | | | | | | 🞏 Yes 🞏 No |
| Further information | | | | | | | | | | | | | | |
| **Do you have any dietary requirements or allergies?**\* | | | | | 🞏 Yes, please explain:  🞏 N/A | | | | | | | | | |
| **Do you have any special needs or impairments (physical or other)?**\* | | | | | 🞏 Yes, please explain:  🞏 N/A | | | | | | | | | |
| **Selection Process** | | | | | | | | | | | | | | |
| **Have you previously attended the NTPS Aboriginal Employee Forum?** | | | | | | | | | | | | 🞏 Yes 🞏 No 🞏 Unsure | | |
| As places are limited, please provide a short explanation of why you would like to attend: | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Please select which topics or initiatives you are interested in? You can select more than one answer. | | | | | | | | | | | | | | |
| 🞏 Professional Development | | | | 🞏 NTPS employment information | | | | | | | 🞏 Cross Cultural Awareness / Training | | | |
| 🞏 Career Progression paths | | | | 🞏 Employment conditions and entitlements | | | | | | | 🞏 Performance Management Conversations | | | |
| 🞏 Secondments / Higher Duties | | | | 🞏 Merit Selection and recruitment | | | | | | | 🞏 Special Measures | | | |
| 🞏 Coaching and/or mentoring | | | | 🞏 Policy | | | | | | | 🞏 Other: | | | |
| **Do you have a career development plan in place?**\*  (E.g. MyPlan, WPP, CEP, MyDP or performance plan etc) | | | | | | | | 🞏 Yes 🞏 No 🞏 In progress 🞏 Unsure | | | | | | |
| **Applicant Commitment** | | | | | | | | | | | | | | |
| The applicant must commit to participate in the forum activities, workshops and to provide feedback. I understand it is my responsibility to attend both days of the forum and make a commitment to participate and/or actively listen to other forum participants and speakers. | | | | | | | | | | | | | | |
| **Signature**\* |  | | | | | | | | **Date**\* | | | | |  |
| **Line Manager Endorsement** | | | | | | | | | | | | | | |
| I endorse this application and agree to support participation in the forum by releasing the employee from the workplace during normal work hours. I understand if the employee withdraws prior to the forum dates, a replacement can be nominated to attend if eligible. I understand if the employee fails to notify or attend that the agency will still be charged the registration fee ($300). | | | | | | | | | | | | | | |
| **Name**\* | |  | | | | | **Position title**\* | | |  | | | | |
| **Signature**\* | |  | | | | | **Date**\* | | |  | | | | |
| **Financial Section**  Please ensure all the required fields in the financial section is complete before submitting the form. | | | | | | | | | | | | | | |
| **Journal Ledger Transfer (JLT)**  Agencies will be charged the registration fee ($300) directly to the nominated cost centre and standard classification code below. Cost recovery will occur after the forum. | | | | | | | | | | | | | | |
| **Delegate name\*** | |  | | | | **Delegate Signature\*** | | | |  | | | | |
| **Cost Centre\*** | |  | | | | **Standard Classification Code\*** (Refer to agency charter of accounts) | | | | | | | | 3 7 1 \_ \_ \_ |
| Please note, if you complete the JLT section you **do not** need to complete the following invoicing section. | | | | | | | | | | | | | | |
| **Invoicing**  This section only applies to Government Owned Corporations (Power and Water Corporation, Jacana Energy, and Territory Generation) or agencies not on the JLT system. | | | | | | | | | | | | | | |
| As the financial delegate, I am authorised to approve the nominated amount | | | | | | | | | | | | | | |
| **Organisation name\*** | |  | | | | | | | | | | | | |
| **Delegate name\*** | |  | | | | | **ABN** | | |  | | | | |
| **Position title\*** | |  | | | | | **Unit/Section\*** | | |  | | | | |
| **Email\*** | |  | | | | | **Contact\*** | | |  | | | | |
| **Signature\*** | |  | | | | | **Date** | | |  | | | | |
| **Billing address** | | | |  | | | | | | | | | | |
| **Email invoice to\*** | | | |  | | | | | | | | | | |
| Please email your completed form to [AECDS.NTG@nt.gov.au](mailto:AECDS.NTG@nt.gov.au)  **Note:** by attending this forum you will be added to the NTPS Aboriginal Employee Network (also known as the NTPS Aboriginal Employee Mailing List). If you do not wish to be added please let the AECD division know when submitting your form. | | | | | | | | | | | | | | |
| Further information Contact the Aboriginal Employment and Career Development division on 08 8999 4118 or [AECDS.NTG@nt.gov.au](mailto:AECDS.NTG@nt.gov.au) | | | | | | | | | | | | | | |

PRIVACY STATEMENT: All information collected from this form will be treated in accordance with the NT Information Act. It will be processed by the Aboriginal Employment and Career Development division to assist with registering employees for the NTPS Aboriginal Employee Forum and will assist with cost recovery when issuing the Journal Ledger Transfer.