| beia | Questions are followed by answer fields. Use the ‘Tab’ key to navigate through. Replace Y/N or Yes/No fields with your answer. |
| --- | --- |
| Before you fill in the formUnder a special measures recruitment plan, Aboriginal applicants are considered before any non-Aboriginal applicants. Before a panel can review the applications submitted by non-Aboriginal applicants, a summary of the merits of the non-selected Aboriginal applicants must be emailed to Public Sector Appeals and Grievance Reviews at specialmeasures@nt.gov.au for review and approval. The review will be completed and returned within 2-5 working days.**Please ensure that the report summarises (briefly) the previous work history, level, experience and qualifications of the applicant.** Required attachments* job description
* all panel notes of referee discussions and referee reports
* copies of any other information considered by the panel, e.g. panel notes, interview information, etc.
 |
| Vacancy details |
| **Agency** |  | **Work unit** |  |
| **Job title** |  | **Designation** | e.g. AO3, SAO1, ECO2 |
| **Job type** | e.g. full time/part time/flexible | **Duration** |  |
| **Salary** | e.g. $61,242 - $66,094 | **Current occupant (if any)** |  |
| **Position number** |  | **RTF** |  | **Location** |  |
| **Details of the assessment of special measures applicants** – add more applicants as needed |
| To add a new applicant, highlight the rows to duplicate and copy. Go to last cell, right click and select ‘insert as new row’ under paste options. |
| **Applicant 1** |
| Applicant name |  |
| Information about the applicant and basis for not considering further, as set out above. |
|  |
| **Applicant 2** |
| Applicant name |  |
| Information about the applicant and basis for not considering further, as set out above. |
|  |
| **Applicant 3** |
| Applicant name |  |
| **Information about the applicant and basis for not considering further, as set out above.** |
| **Applicant 4** |
| Applicant name |  |
| Information about the applicant and basis for not considering further, as set out above. |
| **Applicant 5** |
| Applicant name |  |
| Information about the applicant and basis for not considering further, as set out above. |
|  |
| Panel information |
| Panel chair |
| Name |  | Job title |  |
| Signature |  | Date |  |
| Panel member |
| Name |  | Job title |  |
| Signature |  | Date |  |
| Panel member |
| Name |  | Job title |  |
| Signature |  | Date |  |
| Outcome of Public Sector Appeals and Grievance Reviews assessment of panel finding of unsuitability  |
| **Approved**  |  | **Not approved** |  |
| PSAGR officer name |  |
| Signature |  | Date |  |
| **PSAGR comments if any** |  |
| Further informationEmail to Public Sector Appeals and Grievance Reviews at specialmeasures@nt.gov.au for review and approval. |
| End of form |
|  |