| 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 form Under 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](mailto: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 information Email to Public Sector Appeals and Grievance Reviews at [specialmeasures@nt.gov.au](mailto:specialmeasures@nt.gov.au) for review and approval. | | | | | | | | | | | | | | | | | |
| End of form | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |