

JOBS VICTORIA FUND EMPLOYEE CONSENT FORM

JOBS VICTORIA

Congratulations on your new job.

You are required to complete this form to support your employer's application to the Jobs Victoria Fund and determine their eligibility. You must complete this form yourself. Please use tick boxes to mark your response(s) and, where there is a line, type or write your response. Electronic signatures are accepted. If you have any questions, please contact **Jobs Victoria on 1300 208 575 or info@jobs.vic.gov.au**

Information about you	Full name: (As it appears on your identification)	
	Date of Birth (DD MM YYYY):	Email address:
	Phone number:	Residential postcode:

Information about your employer

Employer (business name):
(referred to throughout this form as 'my employer')

1. A. I am employed by my employer on a:

- permanent basis
(you are employed on an ongoing basis with no end date)
- fixed-term basis for a minimum of 12 months
(you will work regular hours for a minimum of 12 months)

B. I started my current job on (DD/MM/YYYY):

2. I work _____ hours per week with my employer

3 I identify as:

- a woman
- a man
- self-described (please specify):
- _____

- I prefer not to say

4. I identify as: (tick all options that apply)

- a woman over 45 years
- a long-term unemployed person
(unemployed for six months or more prior to commencement with my employer)
- a jobseeker registered with a Jobs Victoria Partner
- an Aboriginal and/or Torres Strait Islander person
- a person with disability
- a person seeking asylum/a refugee
- a newly arrived migrant from non-English speaking background*
- a young person aged under 25
- a person over 45 years
- a veteran
- a person perviously employed under the Working for Victoria initiative

5. I:

- am an Australian citizen
- hold a permanent resident visa with work entitlements
- hold an Australian temporary work visa
- hold a student visa and I am enrolled in an eligible course of study in Australia
- hold an Australian refugee and humanitarian visa with work entitlements

*People who have arrived in Australia during the past four years from a non-English speaking background and who also meet the Jobs Victoria Fund residency eligibility criteria.

6. I have provided my employer with a copy of the following identification (only one form of identification is required):

- Australian driver licence
- Pensioner concession card
- Medicare card
- Australian visa
- Australian passport
- International passport
- ImmiCard

7. Before I started my current job with my employer, I was:

- unemployed
- employed for 16 hours or less per fortnight
- employed by my current employer for 16 hours or less per fortnight
- employed under the Working for Victoria initiative

I understand and agree that:

- The information I have provided on this form is true and correct to the best of my knowledge.
- My employer will provide the Department of Jobs, Precincts and Regions with a copy of my one form of identification as selected above, my payslips (issued from time to time during my employment with the employer) and a copy of my current employment contract (if applicable).
- I give permission for my employer to provide this form and the information disclosed on this form to the Department of Jobs, Precincts and Regions for the purpose of an application to the Jobs Victoria Fund.
- I give permission for the Department of Jobs, Precincts and Regions to contact me, and my parent/guardian (if applicable), by email or telephone to check information in this form.

Employee Signature: _____

Date: _____

If you are under the age of 15 your parent/guardian is required to provide consent.

Parent/Guardian Name: _____

Parent/guardian email address

or telephone number: _____

Parent/Guardian Signature: _____

Date: _____

Your personal information is required in this form for the purpose of assessing eligibility under the Jobs Victoria Fund, collecting demographic information and communicating with you in relation to your employment. Your personal information may be disclosed to other Victorian Government and Commonwealth departments in the process of assessing applications. Any personal or health information collected, held, managed, used, disclosed or transferred will be held in accordance with the *Privacy and Data Protection Act 2014 (Vic)*, the *Health Records Act 2001 (Vic)* and other applicable laws. The Department is committed to protecting the privacy of personal information. You may contact us to request access to your personal information, or for other concerns regarding the privacy of your personal information, by emailing the Department's Privacy Unit at privacy@ecodev.vic.gov.au. The Department's privacy policy is also available by emailing the Department's Privacy Unit.