

# Jobs Victoria Fund Employee Consent Form

Congratulations on your new job.

Please 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](mailto: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 (organisation name) : (referred to throughout this form as 'my employer')
1. I am employed by my employer on a: (please tick)  <input type="checkbox"/> permanent basis (you are employed on an ongoing basis with no end date) <input type="checkbox"/> fixed-term basis for at least 12 months (you will work regular hours for a minimum of 12 months)
2. I started my eligible job on (DD/MM/YYYY):  If you have transitioned to a job with the same employer that offers at least 10 additional hours per week in excess of the hours you were working under previous employment arrangements, provide the date you started the new arrangements. If you were/are employed under the Working for Victoria initiative, provide the date you will start your new permanent or 12 month fixed-term arrangements not funded under the Working for Victoria initiative.
3. I work (enter amount) hours per week with my employer  If you have transitioned to a job that offers at least 10 additional hours per week in excess of the hours worked under your previous employment arrangement (with the applicant or another employer), provide the number of hours you worked the previous employment arrangements (enter amount):  If you work 8 to 19 hours per week, to be eligible you must have a disability or provide constant care. Please provide evidence to your employer to be attached to the application. See the <a href="#">Jobs Victoria Fund guidelines</a> for evidentiary requirements and the definition of providing constant care.
4. I identify as: (please tick)

- a woman
- a man
- self-described
- I prefer not to say

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

- an Aboriginal and/or Torres Strait Islander person
- a jobseeker registered with a Jobs Victoria Mentor service\*
- Jobs Victoria Mentor service provider name:
- a long-term unemployed person (unemployed for six months or more)
- a newly arrived migrant from non-English speaking background\*\*
- a woman aged 45 years and over
- a person seeking asylum or a refugee
- a person with disability
- a single parent
- a veteran
- a man or person who does not identify as a woman aged 45 years and over
- a young person aged under 25
- a person previously or currently employed under the Working for Victoria initiative\*\*\*
- Name of Working for Victoria employer:

\* Jobs Victoria Mentors are organisations that receive funding through Jobs Victoria to deliver employment services on behalf of the Victorian Government. For further information see: <https://jobs.vic.gov.au/about-jobs-victoria/our-programs/jobs-victoria-employment-services>.

\*\* 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.

\*\*\* The \$500 million Working for Victoria initiative helped Victorian jobseekers find work and employers find workers. This included people who had lost their jobs and businesses who need workers due to the impacts of coronavirus (COVID-19) pandemic.

6. I: (please tick)

- 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

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

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

8. Before I started my eligible job with my current employer, I was: (please tick)

- unemployed
- employed by my current employer working at least 10 hours less per week than my current job
- employed by another employer working at least 10 hours less per week than my current job
- employed under the Working for Victoria initiative
- employed by my current employer in a paid trial (a casual arrangement for three months or less)

I understand and agree that: **(please tick all applicable boxes)**

- 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 and/or to offer other Jobs Victoria services and programs.

Employee Signature:

Date (DD/MM/YYYY):

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 (DD/MM/YYYY):

## Collection of your personal information:

Jobs Victoria is committed to protecting personal information in accordance with Victorian privacy laws.

Jobs Victoria values the personal information you provide and protects the privacy of individuals in compliance with the Privacy and Data Protection Act 2014. Jobs Victoria and its partners collect personal information to deliver, monitor and improve the services provided under the Jobs Victoria brand.

## OFFICIAL

The information provided will be collected by Jobs Victoria for the following purposes:

- to enable Jobs Victoria to meet its intended functions, including assurance that service commitments are met as outlined in grant agreements
- for research, planning, and policy design to meet Jobs Victoria's operational requirements, assessing the merit and impact of proposed changes to services and programs and to assist in the development, delivery and management of services by Jobs Victoria
- to provide briefings and updates to the Department of Jobs, Precincts and Regions (DJPR), other Victorian Public Service departments and agencies, and Ministers on the impact of services provided by Jobs Victoria using deidentified data
- to enable referral of matters to regulatory bodies where a matter of compliance is outside the remit of Jobs Victoria.

You have the right to access and correct your personal information. Requests for access should be sent to:

[jobsvictoria@ecodev.vic.gov.au](mailto:jobsvictoria@ecodev.vic.gov.au)

For more information read the DJPR Information Privacy Policy at <https://djpr.vic.gov.au/privacy> and the Victorian Privacy and Data Collection Act 2014.

[jobs.vic.gov.au](http://jobs.vic.gov.au)

Phone: 1300 208 575