

APPLICATION FORM | SAMPLE ONLY

Please read the following instructions, hints and tips carefully before commencing your application.

SYDNEY AND MELBOURNE PROGRAM APPLICATIONS	
Applications open:	Monday 7 June 2021
Applications close:	11.55pm, Sunday 4 July 2021

Please ensure you lodge your completed application form within the period in which applications are open.

NOTE: Late applications will not be accepted.

INSTRUCTIONS

- DO NOT COMMENCE your application until you have:
 - Reviewed this sample application form, including all the questions and the instructions below.
 - Read the [FAQs](#) on The Observership Program website.
 - Read the [Program Handbook](#) on The Observership Program website.
 - Ensured that you have the support of your workplace to make an Application.
 - *Participating boards meet anywhere between 4 and 11 times a year. Meetings are held during mornings, lunchtimes or evenings.*
- Allow sufficient time to complete the application form. The selection process is very competitive so the quality of your responses to the questions is very important. We suggest a minimum of two [2] hours to review and complete your application.
- We suggest you create a draft word document and save your responses, so you have a copy of your application. Once you submit the application form you will **be unable** to amend or access a copy. You can save your application on our platform at any time PRIOR to submitting.
- Please complete every question on the application form.
- **Your professional Black and white headshot:**
 - If you are successful, your headshot will be displayed in the 2022 Observer Handbook.
 - We ask that your headshot is a minimum 4Mb jpeg file. Details can be found [here](#).
- **Your CV**
 - Upload a CV in pdf format. Please ensure it has a **maximum** of three [3] pages.
 - Your CV will be reviewed in the context of the purpose of The Observership Program and by board members of not-for-profit organisations. **Please not submit a standard job application CV.**
 - We are looking for a broad picture of who you are, beginning with a short personal statement of no more than two [2] paragraphs highlighting your professional skills, your values and key drivers, interests and achievements. Remember to include any involvement or experience in the not-for-profit industry.
- Your responses to essay questions 1, 2, 3, 4 and 5 will provide The Observership Program and not-for-profit organisations with a broader picture of you and your values which, together with your professional experience, will assist in the candidate selection, matching and placement process.
- **Once you are ready to submit your application:**
 - Review the Observership Program's Terms and Conditions, a copy of which can be found [here](#).
 - Either complete your payment or enter your coupon code in the coupon field and click the **"SUBMIT"** button on the last page.
 - **A Reminder: Once you have submitted your application you will not be able to either amend or view it.**
- **Application Processing Fee:** A non-refundable application-processing fee of \$50 will apply for all applications. The fee covers the administrative cost of processing your application. We are unable to consider your application until this fee is paid. To complete your payment, please follow the instructions at the end of this application form.
- If you have any questions regarding your application please refer to the FAQs prior to contacting The Observership Program on info@observership.com.au well before the application closing date.
- **After you have submitted your application:**
 - You will receive an email from The Observership Program confirming receipt of your application. Please contact us if you do not receive this email.
 - **Please be patient.** We will contact you after the closing date confirming we have received your application and any additional details. We will contact you again by **Monday 2 August** with a status update, once all applications have been reviewed and assessed.

- If you are experiencing difficulty completing and/or submitting your application, please contact Belinda Da Silva (belinda.dasilva@observership.com.au) **prior** to the application closing date.

APPLICATION FORM

Please note that your personal information will be handled in accordance with the Privacy Policies of The Observership Program.

PERSONAL DETAILS

Email:

Mobile number:

First name:

Last name:

Job Title:

Date of Birth:

What Gender do you identify as? Please select and highlight one of the following options:

- Female Male Non-Binary Rather not say
 Other

Citizenship status: Please select and highlight one of the following options:

- Australian Citizen Permanent Resident Temporary Visa
 Other _____

Do you identify as Aboriginal or Torres Strait Islander origin?

For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.

- No Yes, Aboriginal Yes, Torres Strait Islander
 I prefer not to answer

Which ethnic group do you identify with?

- | | |
|--|--|
| <input type="checkbox"/> Indigenous Australian or Torres Strait Islander | <input type="checkbox"/> Australian |
| <input type="checkbox"/> African | <input type="checkbox"/> Asian |
| <input type="checkbox"/> European | <input type="checkbox"/> Indian |
| <input type="checkbox"/> Middle Eastern | <input type="checkbox"/> New Zealander |
| <input type="checkbox"/> North American | <input type="checkbox"/> South American |
| <input type="checkbox"/> Prefer not to answer | <input type="checkbox"/> Other, Please specify |

LOCATION: Listing your state below will determine your allocation to either the Melbourne or Sydney Program

Postal address: Suburb:

State:

EMPLOYMENT HISTORY

CURRENT ROLE DETAILS

Employer:

Role Start Date:

Industry Sector: *Please select one sector from the following menu:*

- | | |
|---|---|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Advertising and Media |
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Banking and Financial Services |
| <input type="checkbox"/> Community Services and Development | <input type="checkbox"/> Consulting and Strategy |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Design |
| <input type="checkbox"/> Data and Software | <input type="checkbox"/> Digital Marketing and Social Media |
| <input type="checkbox"/> Education and Training | <input type="checkbox"/> Engineering |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> General Management |
| <input type="checkbox"/> Government/Policy | <input type="checkbox"/> HR and Recruitment |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> IT |
| <input type="checkbox"/> Legal | <input type="checkbox"/> Logistics |
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Marketing and Communications |
| <input type="checkbox"/> Medical and Healthcare | <input type="checkbox"/> Mining and Resources |
| <input type="checkbox"/> Not- For-Profit | <input type="checkbox"/> Philanthropy |
| <input type="checkbox"/> Project Management | <input type="checkbox"/> Real Estate and Property |
| <input type="checkbox"/> Sales | <input type="checkbox"/> Science and Technology |
| <input type="checkbox"/> Self Employed | |
| <input type="checkbox"/> Other: _____ | |

PREVIOUS ROLE (1) DETAILS

Job Title:

Employer:

Role Start Date:

Role End Date:

Industry Sector: *Please select one sector highlight from the following menu:*

- | | |
|---|---|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Advertising and Media |
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Banking and Financial Services |
| <input type="checkbox"/> Community Services and Development | <input type="checkbox"/> Consulting and Strategy |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Design |
| <input type="checkbox"/> Data and Software | <input type="checkbox"/> Digital Marketing and Social Media |
| <input type="checkbox"/> Education and Training | <input type="checkbox"/> Engineering |
| <input type="checkbox"/> General Management | <input type="checkbox"/> Government/Policy |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> HR and Recruitment |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> IT |
| <input type="checkbox"/> Legal | <input type="checkbox"/> Logistics |
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Marketing and Communications |
| <input type="checkbox"/> Medical and Healthcare | <input type="checkbox"/> Mining and Resources |
| <input type="checkbox"/> Philanthropy | <input type="checkbox"/> Project Management |
| <input type="checkbox"/> Real Estate and Property | <input type="checkbox"/> Sales |
| <input type="checkbox"/> Science and Technology | <input type="checkbox"/> Self Employed |
| <input type="checkbox"/> Other: _____ | |

PREVIOUS ROLE (2) DETAILS

Job Title:

Role Start Date:

Employer:

Role End Date:

Industry Sector: *Please select one sector highlight from the following menu:*

- | | |
|---|---|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Advertising and Media |
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Banking and Financial Services |
| <input type="checkbox"/> Community Services and Development | <input type="checkbox"/> Consulting and Strategy |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Design |
| <input type="checkbox"/> Data and Software | <input type="checkbox"/> Digital Marketing and Social Media |
| <input type="checkbox"/> Education and Training | <input type="checkbox"/> Engineering |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> General Management |
| <input type="checkbox"/> Government/Policy | <input type="checkbox"/> HR and Recruitment |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> IT |
| <input type="checkbox"/> Legal | <input type="checkbox"/> Logistics |
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Marketing and Communications |
| <input type="checkbox"/> Medical and Healthcare | <input type="checkbox"/> Mining and Resources |
| <input type="checkbox"/> Philanthropy | <input type="checkbox"/> Project Management |
| <input type="checkbox"/> Real Estate and Property | <input type="checkbox"/> Sales |
| <input type="checkbox"/> Science and Technology | <input type="checkbox"/> Self Employed |
| <input type="checkbox"/> Other: _____ | |

Education History

Please provide us with information about your post school education history:

Undergraduate 1:

Undergraduate 2:

Post Graduate 1:

Post Graduate 2:

Other Qualifications:

Are you the first in your family to go to University?

Yes

No

Other Information

Honours and Awards

- Please list any honours and/or awards you have received.

CV – Please upload your latest CV

- Max 3 pages in PDF Format
- Includes a short personal statement of no more than two [2] paragraphs highlighting your professional skills, your values and key drivers, interests and achievements. Remember to include any involvement or experience in the not-for-profit industry.

LinkedIn profile:

Headshot

- Please upload your black and white professional style head-shot (used for work purposes).

Skills and Experience

Are you currently or have you previously been a director of any boards – corporate, private or not-for-profit? Please select and highlight either “Yes” or “No” below:

Yes (If yes, please complete details below: No

Directorship 1 details:

- Is this role current? Yes / No

Directorship 2 details:

- Is this role current? Yes / No

Directorship 3 details:

- Is this role current? Yes / No

SKILLS AND EXPERIENCE

Please indicate which of the following categories best reflect your main skills and work experience. Please select and highlight only **ONE** category from each of the following menus in order of significance, beginning with Priority one (1) for your main skill/work experience and Priorities Two and Three for your subsidiary skills and work experience:

Skill/ Work experience: Priority 1

- | | |
|--|---|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Advertising and Media |
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Banking and Financial Services |
| <input type="checkbox"/> Community Services and Development | <input type="checkbox"/> Consulting and Strategy |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Design |
| <input type="checkbox"/> Data and Software | <input type="checkbox"/> Digital Marketing and Social Media |
| <input type="checkbox"/> Digital Transformation | <input type="checkbox"/> Education and Training |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> General Management |
| <input type="checkbox"/> Government/Policy | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> HR, Recruitment, People and Culture | <input type="checkbox"/> Insurance |
| <input type="checkbox"/> IT | <input type="checkbox"/> Legal |
| <input type="checkbox"/> Logistics | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Marketing and Communications | <input type="checkbox"/> Medical and Healthcare |
| <input type="checkbox"/> Mining and Resources | <input type="checkbox"/> Organisational Transformation |
| <input type="checkbox"/> Philanthropy | <input type="checkbox"/> Project Management |
| <input type="checkbox"/> Real Estate and Property | <input type="checkbox"/> Sales |
| <input type="checkbox"/> Science and Technology | <input type="checkbox"/> Self Employed |
| <input type="checkbox"/> Other: _____ | |

Skill/ Work experience: Priority 2

- Accounting
- Architecture
- Community Services and Development
- Construction
- Data and Software
- Digital Transformation
- Engineering
- Government/Policy
- HR, Recruitment, People and Culture
- IT
- Logistics
- Marketing and Communications
- Mining and Resources
- Philanthropy
- Real Estate and Property
- Science and Technology
- Other: _____

- Advertising and Media
- Banking and Financial Services
- Consulting and Strategy
- Design
- Digital Marketing and Social Media
- Education and Training
- General Management
- Fundraising
- Insurance
- Legal
- Manufacturing
- Medical and Healthcare
- Organisational Transformation
- Project Management
- Sales
- Self Employed

Skill: Priority 3

- Accounting
- Architecture
- Community Services and Development
- Construction
- Data and Software
- Digital Transformation
- Engineering
- Government/Policy
- HR, Recruitment, People and Culture
- IT
- Logistics
- Marketing and Communications
- Mining and Resources
- Philanthropy
- Real Estate and Property
- Science and Technology
- Other: _____

- Advertising and Media
- Banking and Financial Services
- Consulting and Strategy
- Design
- Digital Marketing and Social Media
- Education and Training
- General Management
- Fundraising
- Insurance
- Legal
- Manufacturing
- Medical and Healthcare
- Organisational Transformation
- Project Management
- Sales
- Self Employed

Q 1: Please tell us what you will offer a Not-For-Profit board, drawing on your professional and personal experience (*Max 250 words*)

Q 2: Please tell us of an instance either at work, outside of your position description or within your community, where you have identified an issue and on your own initiative successfully taken action to either lead or effect change. (*Max 250 words*)

Q 3 Have you had any voluntary involvement in the not-for-profit sector outside of your workplace or paid work? Please select and highlight either “Yes” or “No” below:

Yes

No

If yes, please detail. (*Max 100 words*)

Q 4: What social change are you passionate about and why? (*Max 150 words*)

Q 5: Please describe the significant personal achievement of which you are most proud and explain why. (*Max 200 words*)

Reference

Your referee will only be contacted in the event you secure an Observership placement and the Not-For-Profit with which you are placed requests a reference check. You will be advised if a reference check is required.

Provide contact details for one referee.

Referee First Name:

Referee Last Name:

Referee Mobile number:

Referee Email:

Referee Position Title:

Referee Relationship: *Please select and highlight one of the following:*

Current Employer

Previous Employer

Current Work Colleague

Previous Work Colleague

NFP Sector: Your areas of interest

The primary driver in our decision about whether you are matched with participating Not-For-Profit boards for candidate profile review and interview and placed with an organisation, **is the needs of the participating Not-For-Profit Boards**. We are nevertheless keen to know which areas of the NFP sector you are interested in. We also want to know if you are open to the experience, regardless of the organisation.

Please identify one or more areas/sectors of interest.

- | | |
|---|---|
| <input type="checkbox"/> Arts and Culture | <input type="checkbox"/> Agribusiness |
| <input type="checkbox"/> Business, Professional Associations and Unions | <input type="checkbox"/> Education and Research |
| <input type="checkbox"/> Employment, Development and Housing | <input type="checkbox"/> Environment and Animal Welfare |
| <input type="checkbox"/> Health | <input type="checkbox"/> Indigenous |
| <input type="checkbox"/> International Development | <input type="checkbox"/> JCA Organisations – For Sydney Program ONLY |
| <input type="checkbox"/> Law, Advocacy and Politics | <input type="checkbox"/> Philanthropic Bodies |
| <input type="checkbox"/> Social Services | <input type="checkbox"/> Sport and Recreation |
| <input type="checkbox"/> Other (Please specify other interest) _____ | |

Please identify any sectors you DO NOT wish to be placed in.

If you do not list any sectors below, we will assume you are open to ALL organisations participating in the Program.

- | | |
|---|---|
| <input type="checkbox"/> Arts and Culture | <input type="checkbox"/> Agribusiness |
| <input type="checkbox"/> Business, Professional Associations and Unions | <input type="checkbox"/> Education and Research |
| <input type="checkbox"/> Employment, Development and Housing | <input type="checkbox"/> Environment and Animal Welfare |
| <input type="checkbox"/> Health | <input type="checkbox"/> Indigenous |
| <input type="checkbox"/> International Development | <input type="checkbox"/> Law, Advocacy and Politics |
| <input type="checkbox"/> Philanthropic Bodies | <input type="checkbox"/> Social Services |
| <input type="checkbox"/> Sport and Recreation | |
| <input type="checkbox"/> Other (Please specify other interest) _____ | |

Based on your professional and personal obligations, are you able to commit to:

Please select and highlight all the following options that apply:

- | | | | |
|--------------------------|---------------------------------------|--------------------------|---------|
| <input type="checkbox"/> | Monthly board meetings over 12 months | <input type="checkbox"/> | Daytime |
| <input type="checkbox"/> | Evening meetings | | |

Please note that Board meetings and Committee meetings may be held during any of these timeslots.

Where did you learn about The Observership Program?

Please select all of the following options that apply:

- | | |
|--|---|
| <input type="checkbox"/> ARIA | <input type="checkbox"/> AICD |
| <input type="checkbox"/> Philanthropy Australia | <input type="checkbox"/> JCA |
| <input type="checkbox"/> Jewish Care Victoria (Inc) | <input type="checkbox"/> My Employer |
| <input type="checkbox"/> Media | <input type="checkbox"/> Facebook / LinkedIn |
| <input type="checkbox"/> Asian Leadership Project | <input type="checkbox"/> Previous Participant: Please advise their name |
| <input type="checkbox"/> Word of Mouth: Please specify | <input type="checkbox"/> NFP Board member: Please advise their name |
| <input type="checkbox"/> Corporate Partner; Please specify | <input type="checkbox"/> First Nations Network: Please specify |
| <input type="checkbox"/> Other – Please Specify | |

Short Biography

Please provide a brief biography including details about your current position, major achievements, your involvement in the not-for-profit sector and your personal interests. Please ensure this biography is written in the **third person** and has a **maximum 100 words**. If you are successfully placed as an Observer, this biography will be published (in whole or in part) in The Observership Program Handbook, reports and additional publications in relation to The 2022 Observership Program.

Application Fee / Coupon Code

To ensure your application is properly submitted, please provide the payment details or corporate coupon number you have been issued.

WEBSITE SAMPLE ONLY