**The 2023 Observership Program**

# APPLICATION FORM | SAMPLE ONLY

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

Please see below application dates for the Melbourne, Sydney and Brisbane programs:

Applications open: **Monday 4th July 2022** Applications close: **11:55pm Sunday 31st July 2022**

**Please ensure you lodge your completed application form within the period in which applications are open.
NOTE:** Late applications will only be accepted under certain circumstances. Please request an extension at least 48 hours beforehand.

**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](https://www.observership.com.au/faqs/) on The Observership Program website.
	+ Read the [Program Handbook](https://www.observership.com.au/questions/when-will-the-2020-observership-applications-begin/) on The Observership Program website.
	+ Ensured that you have the support of your workplace and they are aware of the Observership time commitment 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. If you’re an applicant with disability who would benefit from support in completing the application form, please reach out to Belinda Da Silva (belinda.dasilva@observership.com.au or phone 02 92416874) **prior** to the application closing date
* 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 Black and white headshot – In business attire:**
	+ If you are successfully placed, your headshot will be displayed in the 2023 Observer Handbook.
	+ Good quality headshots can be taken from a smart phone. Details can be found [here](http://observership.com.au/wp-content/uploads/2020/07/Observership-Headshot-and-Bio_V2.pdf).
* **Your CV**
	+ Upload a CV in pdf format. Please ensure it has a **maximum** of three [3] pages and no more.
	+ Your CV will be reviewed in the context of the purpose of The Observership Program and by board members of participating organisations. ***Please do 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, your values and lived experience 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.](https://www.observership.com.au/wp-content/uploads/2022/06/Observership_Terms_2023.pdf)
	+ Either complete your payment or enter your coupon code in the coupon field and click the **“SUBMIT”** button on the last page**.** Note: Observers coming through the Australian Network on Disability will have a coupon code.
	+ **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 other than those with an exemption/coupon code. The fee covers the administrative cost of processing your application. We are unable to consider your application until this fee is paid. To compete your payment, please follow the instructions at the end of this application form. Note: Applicants coming through the Australian Network on Disability will have an exemption / coupon code.
* If you have any questions regarding your application please refer to the [FAQs](https://www.observership.com.au/faqs/) prior to contacting The Observership Program on **info@observership.com.au** or by phone on 02 9241 6874, at least 48hrs **prior to 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 by mid August confirming receipt of your application and additional details. You will be notified of your application status by **9 September 2022**, 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 or phone 02 9241 6874) **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 list your selection below:*

* Female
* Male
* Non-Binary
* Rather not say
* Prefer to self-describe

**Citizenship status:** *Please list your selection below:*

* Australian Citizen
* Permanent Resident
* Temporary Visa
* Other

**Do you identify as Aboriginal or as a Torres Strait Islander person or being of Aboriginal or Torres Strait Islander descent?** *Please list your selection below:**For persons of both Aboriginal and Torres Strait Islander descent, please list both statements.*

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

**Do you identify as a person with disability, illness or injury?**

*A disability is any impairment, abnormality, or loss of function of any part of the body or mind and includes: physical, intellectual, neurological, learning, sensory, immunological disability, mental illness or physical disfigurement.*

Yes

No

Prefer not to say

Please advise of any adjustments you may need during the selection process or as an observer. These will be implemented with your consultation and will not be passed onto any Boards without your permission. The Observership Program follows the social model of disability and acknowledges our obligation to ensure any environment, employment or service opportunity is inclusive of people with disability. Adjustments may include but are not limited to: support to complete the online application form, questions in advance of interviews, Auslan / captioning services, accessible meeting spaces.

### **Which ethnic group do you identify with?** *Please list your selection below:*

* Indigenous Australian or Torres Strait Islander
* Australian
* African
* Asian
* European
* Indian
* Middle Eastern
* New Zealander
* North American
* South American
* Prefer not to answer
* Other, Please specify

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

**Postal address:**
**Suburb:** **State:**

EMPLOYMENT HISTORY

**CURRENT ROLE DETAILS**

**Employer: Role Start Date:**

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

* Arts and Culture
* Accounting
* Advertising and Media
* Architecture
* Banking and Financial Services
* Community Services and Development
* Consulting and Strategy

* Construction
* Design
* Data and Software
* Digital Marketing and Social Media
* Education and Training
* Engineering
* Fundraising
* General Management
* Government/Policy
* HR and Recruitment
* Insurance
* IT
* Legal
* Logistics
* Manufacturing
* Marketing and Communications
* Medical and Healthcare
* Mining and Resources
* Not- For-Profit
* Philanthropy
* Project Management
* Real Estate and Property
* Sales
* Science and Technology
* Self Employed
* Other:

**PREVIOUS ROLE (1) DETAILS**

**Job Title:** **Employer:**

**Role Start Date:** **Role End Date:**

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

* Arts and Culture
* Accounting
* Advertising and Media
* Architecture
* Banking and Financial Services
* Community Services and Development
* Consulting and Strategy
* Construction
* Design
* Data and Software
* Digital Marketing and Social Media
* Education and Training

* Engineering
* Fundraising
* General Management
* Government/Policy
* HR and Recruitment
* Insurance
* IT
* Legal
* Logistics
* Manufacturing
* Marketing and Communications
* Medical and Healthcare
* Mining and Resources
* Not- For-Profit
* Philanthropy
* Project Management
* Real Estate and Property
* Sales
* Science and Technology
* Self Employed
* Other:

 **PREVIOUS ROLE (2) DETAILS**

**Job Title:** **Employer:**

**Role Start Date:** **Role End Date:**

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

* Arts and Culture
* Accounting
* Advertising and Media
* Architecture
* Banking and Financial Services
* Community Services and Development
* Consulting and Strategy
* Construction
* Design
* Data and Software
* Digital Marketing and Social Media
* Education and Training
* Engineering
* Fundraising
* General Management
* Government/Policy
* HR and Recruitment
* Insurance

* IT
* Legal
* Logistics
* Manufacturing
* Marketing and Communications
* Medical and Healthcare
* Mining and Resources
* Not- For-Profit
* Philanthropy
* Project Management
* Real Estate and Property
* Sales
* Science and Technology
* Self Employed
* 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 or Microsoft Word 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 and lived experience. Your CV should provide the broadest picture of who you are.

**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 highlight either “Yes” or “No” below:*

Yes (If yes, please complete details below) OR 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: Primary.** *Please list one from the following menu:*

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

**Skill/ Work experience: Secondary**. *Please list one from the following menu:*

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

**Skill/ Work experience:**  **Tertiary.** *Please list one from the following menu:*

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

**Q 1: Drawing on your professional and lived experience, please tell us how you feel you could contribute to a Not-For-Profit board. (*Max 250 words*)**

**Q 2: Please tell us of an instance either at work or within your community, where you have identified an issue and on your own initiative successfully taken action to either lead or effect change. Please do not include examples that fall within your job description. (*Max 250 words*)**

**Q 3: What social change have you actively engaged in and why? (*Max 150 words*)**

**Q 4: Please describe the significant personal achievement of which you are most proud and explain why. (*Max 200 words*)**

**Q 5 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*)**

## Reference

*Your referee will only be contacted in the event you secure an Observership placement and participating organisation 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 highlight one of the following:*

* Current Employer
* Previous Employer
* Current Work Colleague
* Previous Work Colleague

## NFP Sector: Your areas of interest

The driver of placement decisions is based on whether candidates match with the profile and skill set preferences of participating boards for their Observer. 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 from the following menu:* *.*

* Arts and Culture \*\*
* Agribusiness
* Business, Professional Associations and Unions
* Education and Research
* Employment, Development and Housing
* Environment and Animal Welfare
* Health
* Indigenous
* International Development
* **JCA Organisations** – **Sydney Program ONLY**
* Law, Advocacy and Politics
* Philanthropic Bodies
* Social and Community Services
* Sport and Recreation
* Other (Please specify other interest)

\*\*NOTE: If you have chosen Arts and Culture as an area/sector of interest above:

Please demonstrate your interest and experience in the Arts and Culture Sector. **(*Max 150 words***

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

If you do not list any sectors below, we will assume you are open to ALL organisations participating in the Program. **Your CV and application summary will NOT be sent to those participating organisations you have identified as not being of interest.**

*Please identify one or more areas/sectors of interest from the following menu:* *.*

* Arts and Culture
* Agribusiness
* Business, Professional Associations and Unions
* Education and Research
* Employment, Development and Housing
* Environment and Animal Welfare
* Health
* Indigenous
* International Development
* Law, Advocacy and Politics
* Philanthropic Bodies
* Religion
* Social and Community Services
* Sport and Recreation
* Other (Please specify other interest)

**Based on your professional and personal obligations, are you able to commit to:***Please highlight all the following options that apply:*

* Monthly board meetings over 12 months
* Daytime meeting
* 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 highlight or identify all options that apply from the following menu:* *.*

* ARIA
* AICD
* Philanthropy Australia
* JCA
* Australian Network on Disability
* Jewish Care Victoria (Inc)
* My Employer
* Media
* Facebook / LinkedIn
* Asian Leadership Project

* Previous Participant: Please advise their name
* Word of Mouth: Please specify
* NFP Board member: Please advise their name
* Corporate Partner; Please specify
* First Nations Network: Please specify
* LGBTQI+ Network
* Other – Please Specify \_\_\_\_\_\_\_\_\_\_\_\_

General Information

**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 2023 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.