**The 2024 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 Brisbane, Sydney and Victorian Programs:**

Applications open: **Monday 3 July 2023** Applications close: **Midnight, Sunday 30 July 2023**

**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](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 to make an Application.
	+ **Thought carefully about your availability and commitment to engage** in the application and matching process as well as in the yearlong Observership Program itself. Please consider what may impact your ability to fully commit to the Program.
		- *During the application period:* Candidates who have been selected to proceed through to the matching process, also need to be available between 1October and 22 December 2023 for NFP interviews
		- *During the Observership year: Participating boards meet anywhere between 4 and 11 times a year. Meetings are held during mornings, lunchtimes or evenings from January – December 2024.*
* 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 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 or your preferred accessible 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 participating 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 background, experience and capacity to sit on a board.
* 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/2021/04/The-Observership-Program-Terms-and-Conditions_2022.pdf).
	+ 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 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.
* 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** **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 be in contact by 11 August confirming receipt of your application and additional details. You will be notified of your application status by **22 September 2023**, once all applications have been reviewed and assessed.
* If you are experiencing difficulty completing and/or submitting your application, please contact us via info@observership.com.au **prior** to the application closing date.

## **APPLICATION FORM | SAMPLE ONLY**

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

# PROFILE, DEMOGRAPHIC AND ELIGIBILITY CRITERIA DETAILS

**Please confirm your availability and commitment to engage in the application and matching process as well as the yearlong Observership Program.** *Please note that* *successful candidates who have been selected by the Program to proceed through to the matching process, also need to be available between 1 October and 22 December 2023, when board interviews take place. These interviews may be held face to face, therefore candidates under consideration need to be available during this matching period. As an Observer you will be expected to attend Board meetings and Committee meetings which may be held during the day, evening or weekends as well as the training session which are held after hours.*

**Are you able to commit to:** *Please select all the following options that apply:*

* Application and matching process: Yes or No
* Observership year: Yes or No
* Monthly board meetings over 12 months : Yes or No
* Daytime meetings: Yes or No
* Evening meetings: Yes or No
* Training Sessions: Yes or No

**Email: Mobile number:**

**First name:** **Last name:**

**Job Title:**

**Date of Birth:** Pronouns: She, Her, He, Him, They, Them, Ze, Zir, Hir, Other, please list

**What Gender do you identify as?**

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

**Citizenship status:**

* 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?**
*For persons of both Aboriginal and Torres Strait Islander descent, mark both*

* 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 heritage do you identify with?** We are asking because diversity of heritage and background is of interest to a number of boards participating. In Australia people can have a multiplicity of heritage, so please feel free to select more than one.

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

**Do you identify as being Culturally and Linguistically Diverse (CALD)? YES / No**

The Observership Program uses this information to understand your community, language, ethnic backgrounds, nationality, traditions, societal structures and religions.

If you have identified yes, please choose as many below:

* You were born overseas
* One or both of your parents were born overseas
* You speak a language other than English at home
* Prefer not to say

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

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

EMPLOYMENT HISTORY

**CURRENT ROLE DETAILS**

**Employer: Role Start Date:**

**Industry Sector:** *Please select 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 select one sector highlight 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 select one sector highlight 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 or 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 your preferred accessible document
* Your CV should provide the broadest picture of who you are. 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 background, experience and capacity to sit on a board.

 **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, not-for-profit or government appointed?** *Please select and highlight either “Yes” or “No” below:*

Yes (If yes, please complete details below: ) or No

**Directorship 1 details:**

* **Is this role current?** Yes or No

**Directorship 2 details:**

* **Is this role current?** Yes or No

**Directorship 3 details:**

* **Is this role current?** Yes or 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**

* Accounting and Financial Services
* Advertising and Media
* Analytics and Market Research
* Architecture
* Artificial Intelligence and Cyber
* Banking and Financial Services
* Community Services and Development
* Creative
* Consulting and Strategy
* Construction
* Cybersecurity
* Design
* Data and Software
* Digital Marketing and Social Media
* Digital Transformation
* Education and Training
* Engineering
* ESG, Sustainability and Environmental Management
* 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
* Procurement and Contracts
* Project Management
* Real Estate and Property
* Sales
* Science and Technology
* Self Employed
* Other:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Skill/ Work experience: Secondary**

* Accounting and Financial Services
* Advertising and Media
* Analytics and Market Research
* Architecture
* Artificial Intelligence and Cyber
* Banking and Financial Services
* Community Services and Development
* Creative
* Consulting and Strategy
* Construction
* Cybersecurity
* Design
* Data and Software
* Digital Marketing and Social Media
* Digital Transformation
* Education and Training
* Engineering
* ESG, Sustainability and Environmental Management
* 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
* Procurement and Contracts
* Project Management
* Real Estate and Property
* Sales
* Science and Technology
* Self Employed
* Other:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Skill/work experience:**  **Tertiary**

* Accounting and Financial Services
* Advertising and Media
* Analytics and Market Research
* Architecture
* Artificial Intelligence and Cyber
* Banking and Financial Services
* Community Services and Development
* Creative
* Consulting and Strategy
* Construction
* Cybersecurity
* Design
* Data and Software
* Digital Marketing and Social Media
* Digital Transformation
* Education and Training
* Engineering
* ESG, Sustainability and Environmental Management
* 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
* Procurement and Contracts
* Project Management
* Real Estate and Property
* Sales
* Science and Technology
* Self Employed
* Other:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

ESSAY QUESTIONS

**Q1 – Why woulde you like to participate in the Observership Program (*Max 150 words)***

**Q 2: Drawing on your professional and lived experience, please tell us what you think you can learn from and contribute to a Not-For-Profit or government appointed board. (*Max 250 words*)**

**Q 3: 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 4: What social change have you actively engaged in and why? (*Max 250 words*)**

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

**Q 6: 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 select and 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 need to know if you are open to the experience of participating in the Program, regardless of the organisation.

*Please identify one or more areas/sectors of interest of our participating not-for-profits*

* 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** – **For Sydney Program ONLY**
* Law, Advocacy and Politics
* Philanthropic Bodies
* Social and Community Services
* Sport and Recreation
* Other (Please specify other sectors of interest)

\*\*NOTE: If you have chosen Arts and Culture as an area/sector of interest above:
Please tell us about ~~demonstrate~~ your interest in the arts and culture sector and in any particular art forms. Where applicable demonstrate your experience of working in the 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.**

* 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** – **For Sydney Program ONLY**
* Law, Advocacy and Politics
* Philanthropic Bodies
* Religion
* Social and Community Services
* Sport and Recreation
* Other (Please specify other sector or conflict of interest)

 **Where did you learn about The Observership Program?**

Please select all of the following options that apply: alpha order

* AICD
* ARIA
* Asian Leadership Project
* Australian Network on Disability
* Board member: Please advise their name
* Corporate Partner; Please specify
* Facebook / Linkedin
* First Nations Network: Please specify
* JCA Philanthropy Australia
* Jewish Care Victoria (Inc)
* LGBTQIA+ Network
* Media
* My Employer
* Previous Participant: Please advise their name
* Word of Mouth: Please specify
* 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 2024 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.