

# RSDT Registration of interest and onboarding form

## No guarantee of employment

Registering your interest does not in any way guarantee that the AEC will consider you for or offer you employment.

I have read and agree with the statement above.

## Political and Issue Neutrality

The AEC's role is to deliver electoral events with the highest levels of integrity and impartiality. To work for the AEC, you must be both politically neutral and issue neutral. Any person who is, or is seen to be, active in political or referendum activities during their term of employment cannot be considered for employment with the AEC.

I have read and understood the requirement for political and issue neutrality.

## Personal and contact details

Surname:

First name:

Date of birth:

Are you of Aboriginal and/or Torres Strait Islander descent? *(Optional)*

Yes  No

Email address:

Phone number:

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Postal address:

## Bank account details

Account name:

BSB:

Account number:

## Tax file number

1. Please provide either your Tax File Number (TFN) or select one of the exemption options:

Tax File Number (TFN):

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**OR**

- You have made a separate application/enquiry to the ATO for a new or existing TFN
- You are claiming an exemption because you are under 18 years of age and do not earn enough to pay tax
- You are claiming an exemption because you are in receipt of a pension, benefit or allowance

**If you provided your TFN, please answer questions 2, 3 and 4. If you have selected an exemption, proceed to the Superannuation details section of this form.**

2. Do you want to vary the amount withheld from payments made to you to nil?

Yes  
 No

3. Do you want to claim the tax-free threshold from this payer?

Yes  
 No

4. Do you have any of the following debts:

- Higher Education Loan Program (HELP)
- VET Student Loan (VSL)
- Financial Supplement (FS)
- Student Start-up Loan (SSL)
- Trade Support Loan (TSL)

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## Superannuation details

If you do not have an active superannuation fund, you may tick the AEC default fund, AustralianSuper.

Would you like to use the AEC's default super provider?  YES  NO

If you have your own superannuation fund, please provide the following details:

**Fund name:**

**Membership number:**

## Criminal history

You are required to inform the AEC about all criminal convictions that are *not spent convictions*\*. Any conviction by a criminal court is a criminal conviction.

\*Generally, a *spent conviction* is;

- The conviction is more than 10 years old (or more than 5 years old juvenile offenders); and
- The sentence imposed no imprisonment or was less than 30 months imprisonment; and
- No further offences have been committed during the 10 years (or 5 years for juvenile offenders); and
- A statutory or prescribed exclusion does not apply.

### Pending criminal charges

Are you the subject of any criminal charge(s) still pending before a court?  YES  NO

If you selected **YES**, please provide details below.

### Criminal convictions

Any conviction(s) by a criminal court is a criminal conviction. If you have a criminal conviction which is not spent\*, you **MUST** provide details.

*This information recorded does not necessarily preclude you from being considered for employment.*

*The AEC will assess whether the conviction recorded is relevant to your proposed employment. Any failure to disclose a conviction, that is not a spent conviction, will result in you being assessed as unsuitable for employment.*

| Date of conviction(s) or finding(s) of guilt: | Was the conviction(s) or finding(s) of guilt recorded as a juvenile?<br>Answer <b>Yes/No</b> | Was the sentence imposed greater than 30 months?<br>Answer <b>Yes/No</b> | Further Details: |
|---|--|--|------------------|
| DD / MM / YYYY                                |  |  |                  |
| DD / MM / YYYY                                |  |  |                  |
| DD / MM / YYYY                                |  |  |                  |

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| COVID-19 Vaccination Details  |   |
|---|---|
| <p>While the AEC does not currently require our workers to be COVID-19 vaccinated, it is strongly encouraged. Some positions may require COVID-19 vaccination.</p> <p>Are you fully COVID-19 vaccinated?</p> <p> <input type="checkbox"/> Yes<br/> <input type="checkbox"/> No<br/> <input type="checkbox"/> Prefer not to say         </p> |   |
| Acceptance of offer requirements  |   |
| EF035 Form - Section 202A Undertaking   | <input type="checkbox"/> YES                              |
| EF009 Form - Acknowledgement and Declaration of Key Obligations upon Engagement   | <input type="checkbox"/> YES                              |
| Signed Letter of Offer (If required)  | <input type="checkbox"/> YES <input type="checkbox"/> N/A |
| <b>Signature of Applicant:</b>  | <b>Date:</b>  |

| Office use only   |   |
|---|---|
| Input by:   | Verified by:  |
| Date: <input type="text" value="DD"/> / <input type="text" value="MM"/> / <input type="text" value="YYYY"/> | Date: <input type="text" value="DD"/> / <input type="text" value="MM"/> / <input type="text" value="YYYY"/> |

**Privacy Statement**

**STORAGE, USE AND DISCLOSURE OF PERSONAL INFORMATION RELATING TO TEMPORARY ELECTION EMPLOYEES**

The People and Property Branch in National Office are responsible for maintaining records containing your personal information such as your address, contact details, date of birth and other relevant information. This information is collected and used for a number of lawful purposes relating to your employment with the AEC (under the *Commonwealth Electoral Act 1918*, the various Superannuation Acts, etc). We provide your personal information where required to external agencies, such as the ATO and superannuation funds, to administer your employment entitlements. Your private details may also be used for forwarding payslips and payment summaries. We may from time to time be asked to comply with an authorised audit, pursuant to Commonwealth legislation, and may be required to provide employee information as part of such a process.

Your personal information is kept in AEC offices and on the AEC's systems AEC Employment and AEC Pay. In accordance with the requirements of the *Privacy Act 1988* your personal information will only be used or disclosed by the AEC in accordance with the Australian Privacy Principles.

It is important to ensure that your personal information held by the AEC is accurate, up-to-date, and complete. You should advise the AEC as soon as possible, should any or all your private details change (e.g., your home address, telephone number, emergency contacts, etc). Should you not keep information up-to-date or provide it to the AEC it may restrict our ability to administer your employment entitlements.