# **Youth Employment Program**

# Consent and Intake Form

The Queensland Government Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts (DTATSIPCA) is collecting personal information for the purpose of increasing employment outcomes and the career prospects for Aboriginal and Torres Strait Islander people through participation in the Youth Employment Program (YEP). All information will be managed in accordance with the *Information Privacy Act 2009 (Qld)*\*.

**Information that will be collected and used includes, but is not limited to, your name, address, contact details, work history and qualifications and will be placed into a database maintained by DTATSIPCA. If you agree to DTATSIPCA collecting and storing your details as stated above, please complete this consent form.**

***Completed consent forms can be returned to your school, or to your DTATSIPCA contact officer. Completed forms may also be scanned and emailed to*** [***YEP@dsdsatsip.qld.gov.au***](mailto:YEP@dsdsatsip.qld.gov.au) ***or mailed to PO Box 15397, Brisbane City East, QLD 4002.***

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| **YEP Candidate Details** | | | | | | | |
| **First Name:** | | | **Last Name:** | | | | |
| **Email:** | | | | | | | preferred contact |
| **Home Phone:** | preferred contact | | **Mobile Phone:** | | | | preferred contact |
| **Current Permanent Address:** | | | | | | | |
| **Suburb:** | **State:** | | | | | **Postcode:** | |
| **School** (if a student)**:** | | | | | | | |
| **Date of Birth:** / / | **Gender:** | | | | | | |
| **Cultural Identity: ¨** Aboriginal **¨** Torres Strait Islander **¨** Both **¨** Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| **Parent / Carer Details**  *(If applicable. Consent must be given if YEP Candidate named above is under 18 years of age)* | | | | | | | |
| Name: | | | | | | | |
| Current Permanent Address: | | | | | | | |
| Suburb: | | State: | | | Postcode: | | |
| Phone: | | Email: | | |  | | |
| Relationship of the YEP candidate to you: | | | | | | | |
| * I give permission for DTATSIPCA to collect, record, use and disclose my and the YEP candidate's personal information as provided for the purposes of YEP * I consent to the YEP candidate being videoed or photographed during YEP activities * I consent for DTATSIPCA to use the YEP candidates’ image/video for print and digital use, including social media for YEP purposes | | | | | | | |
| Signature of parent / carer: | | | | | Date: / / | | |
| **YEP Candidate Consent** | | | | | | | |
| * I confirm that the information provided is accurate and I give consent for DTATSIPCA to collect, record, use and disclose my personal information for the purposes of YEP * I consent to being videoed or photographed during YEP activities * I consent for DTATSIPCA to use my image/video for print and digital use, including social media for YEP purposes | | | | | | | |
| Signature of YEP Candidate: | | | | Date: / / | | | |
| **If appropriate consent, as requested above, is not provided, DTATSIPCA cannot process this application further** | | | | | | | |
| **Career Aspirations and Interests** | | | | | | | |
| **Type/s of work and industry I’m interested in are:** | | | | | | | |
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| **Job Readiness Assistance** | |
| **Do you need assistance in any of the particular areas listed below?** *Please tick as many as you like 1-14* | |
| **¨** 1 Resume Development (Including Cover Letters)  **¨** 2 Job Application Writing  **¨** 3 Interview Techniques  **¨** 4 Phone Techniques (Phone Interviews)  **¨** 5 Communication Techniques  **¨** 6 Goals Setting  **¨** 7 Developing Your Own Life Crests | **¨** 8 Interview Dressing Standards  **¨** 9 Process Of Thinking E.G. Positive Thinking  **¨** 10 Addressing Fears  **¨** 11 Swot Analysis  **¨** 12 Confidence Building  **¨** 13 Understanding Roles & Responsibilities  **¨** 14 Time Management |
| **Other information:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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| **Employment Details** | | | | | | |
| **I am currently: ¨** Unemployed **¨** Employed, *circle:*Full Time / Part Time / Casual **¨** Volunteer  **¨** Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| **I hold a current: ¨** Blue Card (Working with Children) **¨** White Card (General Construction Induction) **¨** Yellow Card (Working with people with disabilities)  **¨** Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| **I am willing to work: ¨** Full Time **¨** Part Time **¨** Casual  **¨** Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| **I am willing to work at entry level, traineeship or apprenticeship positions: ¨** Yes **¨** No **¨** Unsure | | | | | | |
| **I am willing to relocate: ¨** **No ¨** **Yes, *circle:* local / remote / rural / interstate /**  **¨ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
| **I am willing to** **Fly In / Fly Out (FIFO): ¨** Yes  **¨** No **¨** Unsure | | | | | | |
| **I have my own transport:** **¨** Yes **¨** No  **¨** Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| **I have a current resume:** **¨** Yes **¨** No **¨**  I would like assistance with my resume | | | | | | |
| **Education and Qualifications** | | | | | | |
| **I have a Year 12 Qualification: ¨** No **¨** Yes, *please provide details* | | | | | | |
| **Completion Year** | **Name of Institution / Provider** | | | | | |
|  |  | | | | | |
| **I am currently studying: ¨** No **¨** Yes, *please provide details* | | | | | | |
| **Qualification** | | | **Expected Completion Year** | **Name of Institution / Provider** | | |
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|  | | |  |  | | |
| **List of completed qualifications:** *e.g. QCE / senior, University, TAFE, RTO, tickets etc.* | | | | | | |
| **Qualification** | | **Year Completed** | | | **Expiry** *(if applicable)* | **Name of Institution / Provider** |
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| **Licences** | | | | | | |
| **I hold a current license: ¨** Learners Permit, *expiry* \_\_/\_\_/\_\_ **¨** Driver’s Licence, *expiry* \_\_/\_\_/\_\_  **¨** Marine, *expiry* \_\_/\_\_/\_\_ **¨** Plant, *expiry* \_\_/\_\_/\_\_  **¨** Other/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| **Other Information** | | | | | | |
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| **DTATSIPCA Office Use Only**  **Candidate Registration Details**  **CRM ID:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Form received date:** \_\_\_/\_\_\_/\_\_\_\_\_\_\_ **CRM process date:** \_\_\_/\_\_\_/\_\_\_\_\_\_\_  **Candidate Source**  **¨** QLD state school **¨** QLD non-state school **¨** Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Conflict of Interest**  **¨** The DTATSIPCA Candidate Contact allocated for this candidate has considered whether any actual or perceived conflict of interest exists through them working with this candidate, with respect to departmental policy.  In the instance where an actual or perceived conflict of interest has been identified, the officer has completed the [Identifying, declaring, resolving and monitoring conflicts of interest flowchart](https://dsdsatsipintranet.root.internal/resources/dsdsatsipintranet/human-resources/policies-procedures/ethics/conflict-of-interest-flowchart.pdf) and [Conflict of Interest Declaration](https://dsdsatsipintranet.root.internal/resources/dsdsatsipintranet/human-resources/policies-procedures/ethics/conflict-of-interest-declaration.docx) as required by [departmental guidelines](https://dsdsatsipintranet.root.internal/human-resources/ethics-conduct/conflict-interest).  **Consent Completion**  **¨** Student & Parent / Carer consent has been confirmed via **YEP Candidate Consent Form**, where applicable.  *Consent must be provided prior to intake process.* | | | | | |
| **Profile Completion Checklist**  **Candidate Data** | | | **Candidate Record Set-Up** | | |
| **¨** | YEP Consent and Intake Form Completed | | **¨** | Form Signed By Intake Officer | |
| **¨** | DOB has been confirmed | | **¨** | Resume Attached To Candidate Record | |
| **¨** | Resume Collected | | **¨** | Qualifications Attached To Candidate Record | |
| **¨** | Qualifications Recorded | | **¨** | Licenses Attached To Candidate Record | |
| **¨** | Licenses Recorded | | **¨** | Tickets Attached To Candidate Record | |
| **¨** | Tickets Recorded | | **¨** | Manual File Set-Up | |
| **¨** | Scanned Copies To Email | |
| **¨** | E-File Set-Up On U: Drive | |
| **Intake Officer:**  *(Print)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | **Officer signature:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | **DATSIP region:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **DTATSIPCA Candidate Contact:**  *(Print)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | **Officer signature:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  |

\*In accordance with the *Information Privacy Act 2009 (Qld)*, the personal information of YEP candidates and their signatories will be securely stored and may be disclosed to third parties. These may include potential employers, Registered Training Organisations (RTO) and/or tertiary institutions for the purpose of identifying employment opportunities and appropriate support and assistance. If you wish to access or correct personal details or have a concern about how your personal information will be managed please contact your local DTATSIPCA Officer. Parent / guardian consent must be given if YEP Candidate named above is under 18 years of age.