



Australian Government

Department of Agriculture, Fisheries and Forestry

Registration form



A message to registrants

Personal information you provide to the Department of Agriculture, Fisheries and Forestry (DAFF) to register with the *Balance* database will be protected by the *Privacy Act 1988* (the Act) and will be used for the specific purpose of identifying potential candidates for appointment to Australian Government bodies.

Your personal information will be retained as a hard copy on confidential files and will also be entered into a computerised system (the *Balance* database) used to search for appropriate potential candidates. Access to the database and hard copy files is restricted to authorised DAFF personnel only.

Personal information includes your work experience, educational qualifications, interests, areas of expertise, referees and personal contact details. Updated contact information and curriculum vitae will be sought from registrants on a regular basis.

Before you register, please note that inclusion on the *Balance* database does not mean that you will automatically be considered for or offered a position. You should still apply formally for any advertised positions that interest you.

If you would rather complete an electronic registration form please email us at balance@daff.gov.au

CONTACT DETAILS

Gender (M/F): _____ Preferred title (eg. Mr, Mrs, Ms, Dr): _____

Surname: _____ Given names: _____

Address: _____

Telephone: (W) _____ (H) _____ (M) _____

Facsimile: _____

Email address: _____

YOUR CURRICULUM VITAE

It is important that you attach a current curriculum vitae (CV) to your registration form. CVs are scanned into the database and the information contained in them provides the primary source for the search. We conduct our balance searches using key words, so please be specific about your skills and experience. If you are emailing your CV, please supply it in Microsoft Word format. Alternatively, you can fax it to 02 6272 5995.

Remember that your CV must include a signed declaration (a scanned version is acceptable).

COMPLETING YOUR REGISTRATION

The people in DAFF who can help you with queries concerning the operation of the database or registration are:

Ms Wendy Griffin
Telephone: 02 6272 4596
Fax: 02 6272 5995
Email: balance@daff.gov.au

Ms Gail Dowling
Telephone: 02 6272 4540
Fax: 02 6272 5995
Email: balance@daff.gov.au

If you have access to the internet, you can email your registration form and CV (in Microsoft Word format only) to balance@daff.gov.au.

Otherwise, you can post them to:

Balance Database
Policy Development Branch
GPO Box 858
CANBERRA ACT 2601

Please remember that you cannot be registered unless you provide a current CV.

Thank you for taking the time to lodge your completed registration form with DAFF. We hope that registration with the *Balance* database furthers your goals and interests in the agriculture, fishing, forestry and food processing sectors.

Tick here if you would like to register to receive email updates on portfolio vacancies and related information.

DECLARATION

I certify that the information contained on this form and in my curriculum vitae is true and correct.

I understand that the lodgement of this form does not guarantee my appointment to a board position.

I authorise the reproduction of my curriculum vitae, and the release of such reproductions or the information contained therein, for the purpose of being considered as a potential candidate for appointment to an Australian Government body.

Signature:

Date: