

The 2021 Observership Program

APPLICATION FORM | SAMPLE ONLY

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

SYDNEY APPLICATIONS	MELBOURNE APPLICATIONS
Applications open: Monday 6 July 2020	Applications open: Monday, 20 July 2020
Applications close: 11.55pm, Sunday 2 August 2020	Applications close: 11.55pm, Sunday 16 August 2020

Please ensure:

- You have selected the correct Program to apply for. Applications are not transferrable between Melbourne and Sydney.
- You lodge your completed application form within the period in which applications are open.

NOTE: Late applications will not be accepted.

INSTRUCTIONS

- Please complete every question on the application form
- You can save your submission any time PRIOR to submitting your application form. You will not be able to amend it once you have submitted.
- Please ensure you have reviewed our [FAQs](#) on The Observership Program website and that you 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 2 hours to review and complete the application form.
- 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 and your values, which, together with your professional experience will assist in the candidate selection, matching and placement process.
- To ensure your availability for all aspects of the Program, please ensure you have reviewed the [key dates](#) for the 2021 Program published on the website. Please also ensure that you have the support of your workplace for Observership Application. *Please also note that boards can meet anywhere between 4 and 11 times a year. Meetings can be during mornings, lunchtimes or evenings.*
- Once you are ready to submit your application, have reviewed the Observership Program's Terms and conditions and either completed your payment or entered your number in the coupon field, click the **"SUBMIT"** button on the last page. **Once you have submitted your application you will not be able to amend it.**
- Application Processing Fee:** A non-refundable application processing fee of \$50 will apply for all applications, except corporate-sponsored candidates and candidates issued with an Observership Program 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 complete your payment, please follow the instructions at the end of this application form.

NOTE: Corporate-sponsored Candidates will be provided with a code by your employer. To use this code, please enter it into the "coupon" field at Step 10 of this application form. Candidates who have been issued with an Observership Program code, please enter it into the "Coupon" field at Step 10 of this application form.

- After you have submitted your application, you should receive an email from The Observership Program confirming receipt of your application. Please contact us if you do not receive this email.
- If you have any questions regarding your application, please refer to the [FAQs](#) prior to contacting The Observership program on info@observership.com.au

APPLICATION PROCESS

To ensure you submit a completed application form, simply follow these steps:

- Upload your professional black and white headshot - minimum 4Mb jpeg file
- Upload a CV in pdf format and no more than 3 pages - maximum

Your CV will be reviewed in the context of the purpose of The Observership Program and by board members of not-for-profit organisations looking for a broad picture of who you are, including, but not limited to, your professional skills and experience.

- Answer **all** the questions on the online application form.
- Complete payment or enter Corporate-sponsored or Observership Program code and press submit.

If you experience difficulty in completing and/or submitting your application, please notify Belinda Da Silva (belinda.dasilva@observership.com.au) **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:

First name:

Last name:

Mobile number:

Job Title:

Date of Birth:

What Gender do you identify as? please select and highlight one of the following options:

- Female Male Non-Binary Rather not say
 Other

Citizenship status: please select and highlight one of the following options:

- Australian Citizen Permanent Resident Temporary Visa
 Other
-

Do you identify as Aboriginal or Torres Strait Islander origin?

For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.

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

Please specify your ethnicity: please select your ethnicity / background, as many options as required

- | | |
|---|--|
| <input type="checkbox"/> North African and Middle Eastern | <input type="checkbox"/> North-East Asian |
| <input type="checkbox"/> North-West European | <input type="checkbox"/> Oceanian |
| <input type="checkbox"/> People of the Americas | <input type="checkbox"/> South-East Asian |
| <input type="checkbox"/> Southern and Central Asian | <input type="checkbox"/> Southern and Eastern European |
| <input type="checkbox"/> Sub-Saharan African | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Other, Please specify | |

Postal address:

Suburb:

State:

Country:

EMPLOYMENT HISTORY

CURRENT ROLE DETAILS

Job Title:

Role Classification: *Please select and highlight from the following menu:*

- | | |
|---|---|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Advertising and Media |
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Banking and Financial Services |
| <input type="checkbox"/> Community Services and Development | <input type="checkbox"/> Consulting and Strategy |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Design |
| <input type="checkbox"/> Data and Software | <input type="checkbox"/> Digital Marketing and Social Media |
| <input type="checkbox"/> Education and Training | <input type="checkbox"/> Engineering |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> General Management |
| <input type="checkbox"/> Government/Policy | <input type="checkbox"/> HR and Recruitment |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> IT |
| <input type="checkbox"/> Legal | <input type="checkbox"/> Logistics |
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Marketing and Communications |
| <input type="checkbox"/> Medical and Healthcare | <input type="checkbox"/> Mining and Resources |
| <input type="checkbox"/> Philanthropy | <input type="checkbox"/> Project Management |
| <input type="checkbox"/> Real Estate and Property | <input type="checkbox"/> Sales |
| <input type="checkbox"/> Science and Technology | <input type="checkbox"/> Self Employed |
| <input type="checkbox"/> Other: _____ | |

Employer:

Role Start Date:

PREVIOUS ROLE (1) DETAILS

Job Title:

Role Classification: *Please select and highlight from the following menu:*

- | | |
|---|---|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Advertising and Media |
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Banking and Financial Services |
| <input type="checkbox"/> Community Services and Development | <input type="checkbox"/> Consulting and Strategy |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Design |
| <input type="checkbox"/> Data and Software | <input type="checkbox"/> Digital Marketing and Social Media |
| <input type="checkbox"/> Education and Training | <input type="checkbox"/> Engineering |
| <input type="checkbox"/> General Management | <input type="checkbox"/> Government/Policy |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> HR and Recruitment |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> IT |
| <input type="checkbox"/> Legal | <input type="checkbox"/> Logistics |
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Marketing and Communications |
| <input type="checkbox"/> Medical and Healthcare | <input type="checkbox"/> Mining and Resources |

- Philanthropy
- Real Estate and Property
- Science and Technology
- Other: _____

- Project Management
- Sales
- Self Employed

Employer:

Role Start Date:

Role End Date:

PREVIOUS ROLE (2) DETAILS

Job Title:

Role Classification: *Please select and highlight from the following menu:*

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

Employer:

Role Start Date:

Role End Date:

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

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 select and highlight either “Yes” or “No” below:

Yes (If yes, please complete details below: 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

Directorship 4 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: Priority 1

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

Skill: Priority 2

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

Skill: Priority 3

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

Q 1: Please tell us what you could offer a Not-For-Profit board, drawing on your professional and personal experience (*Max 250 words*)

Q 2: Please tell us of an instance, either at work; outside of your position description or within your community, where you have identified an issue and on your own initiative successfully taken action to either lead or effect change. (*Max 250 words*)

Values and Achievements

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

Q 3: What social change are you passionate about and why? (Max 150 words)

Q4: Please provide at least one example to demonstrate how you live your values. (Max 150 words)

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

Reference

Please provide contact details for one referee. Please include name, title, relationship to you, telephone and email address.

Reference First Name:

Reference Last Name:

Reference Mobile number:

Reference Email:

Reference Position Title:

Reference Relationship: Please select and highlight one of the following:

Current Employer

Previous Employer

Current Work Colleague

Previous Work Colleague

Board Placement

The primary driver of our matching process is the needs of the participating Not-For-Profit Boards. We are nevertheless interested in your area of passion and commitment.

Please identify one or more areas of passion and commitment.

- Arts and Culture
 - 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 Services
 - Sport and Recreation
 - Agribusiness
 - Other (Please specify other interest)
-

Please identify any sectors you DO NOT wish to be placed in. Select maximum of two.

- Arts and Culture
 - 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 Services
 - Sport and Recreation
 - Other
-

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

- | | |
|--|--|
| <input type="checkbox"/> Monthly board meetings over 12 months | <input type="checkbox"/> Lunch-time meetings |
| <input type="checkbox"/> Evening meetings | <input type="checkbox"/> Afternoon 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 select and highlight all of the following options that apply:

- | | |
|--|--|
| <input type="checkbox"/> ARIA | <input type="checkbox"/> AICD |
| <input type="checkbox"/> Philanthropy Australia | <input type="checkbox"/> JCA |
| <input type="checkbox"/> Jewish Care Victoria (Inc) | <input type="checkbox"/> My Employer |
| <input type="checkbox"/> Media | <input type="checkbox"/> Facebook / LinkedIn |
| <input type="checkbox"/> Asian Leadership Project | |
| <input type="checkbox"/> Previous Participant : Please advise their name | |
| <input type="checkbox"/> Word of Mouth: Please specify | |
| <input type="checkbox"/> NFP Board member: Please advise their name | |
| <input type="checkbox"/> Corporate Partner; Please specify | |
| <input type="checkbox"/> First Nations Network: Please specify | |
| <input type="checkbox"/> Other – Please Specify | |

General Information

Short Biography

Please provide a brief biography that includes 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 2021 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.