



Australian Government

IP Australia

PERSONAL PARTICULARS FORM

Personal information provided is protected by the Privacy Act 1988. The information provided in this form will be used as part of the recruitment process. Non-identifying information may be used for statistical purposes.

Please complete this form and attach it to the front of your application

Details of the Advertised Vacancy

Classification		Group
Position No.	Date Advertised	Section

Personal Particulars

Mr Mrs Ms Miss Dr	Given Names	Surname/Family Name	
Address for Correspondence:			
Suburb/Town		State	Postcode
Contact Details:		Are you:	
_____ (work)		an Australian Citizen? YES / NO or	
_____ (mobile)		a Permanent Resident? YES / NO	
_____ (home)			
_____ (Email)			

Have you received a Voluntary Redundancy from the Australian Public Service (APS) within the past 12 months? Yes / No

If yes, when and from which organisation?

Are you currently employed? Please provide the following information:

Name of Department/Organisation/Employer	Classification
Are you an Ongoing Employee in the APS? YES / NO	

Referee 1

Name	
Contact No	
Relationship	
Period (dates) of relationship	

Referee 2

Optional: Please advise of any equipment or assistance that you may require at interview.

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Signature	Date
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Who We Are

IP Australia incorporates the Patents, Designs, Trade Marks and Plant Breeder's Rights (PBR) Offices. Our main office is in Canberra. We also have offices in each state, these are small "shop-fronts" in the State capitals.

IP Australia is a prescribed agency within the Department of Innovation, Industry, Science and Research.

IP Australia has an average staffing level of around 900, with the majority of staff located in Canberra.

IP Australia implemented a Smoke Free Work Environment Policy. The Policy requires employees to abstain from smoking during working hours, while representing IP Australia, travelling on official duty, or within 15 metres of any part of IP Australia's occupied buildings.

What We Do

Our primary function is to administer the Patents, Trade Marks, Designs and PBR legislation. We grant intellectual property rights - patents, registered designs, trade marks and PBR - to individuals and businesses, both here and overseas. This involves receiving and processing applications, as well as conducting hearings and issuing decisions on disputed matters relating to the granting or denial of Australian intellectual property rights.

We maintain the Registers of Patents, Designs and Trade Marks.

Australia is a member of the Patent Cooperation Treaty (PCT). This allows our clients to make a patent application designating the member countries of the Treaty within which they intend to seek patents. We can receive PCT applications and carry out international searches and international preliminary examinations for clients using the PCT to seek patents.

The Madrid Protocol relates to international registration of Trade Marks. This means IP Australia's Trade Mark Office will be the Office of Origin for Australians seeking trade mark protection overseas via the Protocol. We also accept applications from overseas.

We maintain libraries of intellectual property documents, provide public facilities for searching information on existing intellectual property rights and sell copies of patent documents and other material.

We also have an active communication program to give information to individuals and business wishing to take advantage of their intellectual property and to explain the ways in which these rights can help firms to innovate and develop a distinctive identity.

As well as providing direct services to users of the intellectual property system, we also provide government with policy advice on the Australian intellectual property system. We work with intellectual property offices in other countries, as well as with international and regional organisations, to enhance Australia's role in developing intellectual property systems and processes around the world.

State Offices

Our state offices are an important resource for our customers. State office staff:

- provide information about patents, trade marks, designs and PBR and how to apply for them;
- send out publications and make presentations to groups about the intellectual property system;
- accept documents and payments;
- maintain a comprehensive collection of Australian patent, trade mark and design registrations for technical and historical research (most offices also hold US patent documents); and
- sell copies of patent specifications.

This document is designed to give you an overview of the organisation.

For more information.

You may like to contact our national phone number: 1300 65 10 10 or access our **Internet Site** <http://www.ipaustralia.gov.au>



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ADVICE TO APPLICANTS

Employment conditions are in accordance with IP Australia's Certified Agreement.

To be eligible for ongoing employment, applicants must be **Australian citizens**. However, under exceptional circumstances, applicants who have permanent residence status may be offered ongoing employment pending the granting of citizenship. If this condition is not met your employment may be terminated.

Please note: Applications will not be acknowledged on receipt. Only shortlisted applicants will be contacted regarding the next phase in the selection process. To those applicants who are not shortlisted, we extend our thanks for considering IP Australia as a potential employer. Any queries relating to this vacancy should be referred to the relevant contact officer.

Applicants should note that the selection exercise for this vacancy may be based solely on application and referee reports. Interviews may not be conducted. Therefore applications should address the selection criteria, and include a curriculum vitae, the names of two professional referees and a contact number.

Salary on commencement will be at the minimum pay rate unless a higher rate of payment is negotiated prior to the acceptance of an offer of employment.

Recruitment Services



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IP Australia

ADVICE TO PROSPECTIVE APPLICANTS

Thank you for the interest you have shown in a vacancy in IP Australia. We have compiled the following information to assist you with your application. Please read carefully.

PREPARING YOUR JOB APPLICATION

Initial Preparation

It is important for all prospective applicants to read the Selection Documentation carefully before starting to write an application. Also talk with the contact officer, ask questions about the job and what other sources of information are available, eg. annual reports, policy statements, procedures, etc. before you proceed.

For more information about IP Australia you are invited to visit our website www.ipaustralia.gov.au

Having done this, read the selection criteria again and ask yourself, 'Can I satisfy each criterion at the required level?' If the answer is yes, you should proceed with writing your application.

Writing your application

Applications should be either typed or neatly handwritten and include the following, to enable the Selection Advisory Committee to have sufficient information to assess your claims.

- ◆ Application form (issued with this package)
- ◆ Statement addressing the Selection Criteria
- ◆ *Curriculum Vitae* (CV) detailing personal details and work history
- ◆ Referees' reports

The statement addressing the selection criteria is ***the most important part of the application***, as the information provided will be used to shortlist applicants for interview/further assessment. The following points will assist you with this statement.

- ⇒ Use the selection criterion as a heading.
- ⇒ Provide an outline of your experience/abilities/skills in respect of **each** criterion.
- ⇒ It is not sufficient to make 'claims' - you need to demonstrate clearly that you satisfy the criterion to the level required. Use examples of achievements which can be verified by a referee
- ⇒ Only include relevant information, outlining your achievements against that particular criterion.
- ⇒ Be concise.

Your *Curriculum Vitae* should comprise your personal particulars and an outline of your work history. The following is a suggested format.

- ⇒ Full name and address
- ⇒ Telephone Number - contact number during business hours
- ⇒ Educational Qualifications - majors, date and institution where obtained or expected date of completion
- ⇒ Employment History - Include dates, names of employers, positions occupied, work area (Section/Branch/Division) and a brief outline of the duties undertaken. The details should be in reverse chronological order, starting with your present position and working backwards. Be concise and only give relevant information about major responsibilities. It is not necessary to mention in detail jobs which were held for short periods unless the experience is relevant to the advertised position. However, please don't leave any unexplained gaps in your work history.

Referee Reports

Supplying written referee reports with your application is *optional*. However, it is **vital** that two referees be detailed (with appropriate contact numbers) on the Application Form supplied.

Ideally one of the referees should be the applicant's immediate supervisor. Referees are expected to comment on the applicant's claim/s against each selection criterion **for the advertised position**. Referees may also make general comments about the applicant's suitability for the advertised vacancy. Both the referee and applicant are required to sign the report & should discuss/clarify any issues. This principle also relates to verbal referee reports.

The Selection Advisory Committee is aware that it is not always possible for applicants employed in the private sector or outside this organisation to submit a referee's report from their current supervisor with their application. However, any documentation supporting the applicant's claims which may assist in the shortlisting process should be submitted. *Please note* that nominated referees will be contacted before an offer can be made.

Submitting the application - Please send one copy only.

It is your responsibility to ensure that your application reaches this Office by 4:51 pm on the closing date specified in the advertisement. Written "Expressions of Interest" are to be sent directly to Recruitment Services. However, it is the responsibility of the contact officer to decide whether they will accept a late application and any enquiries in this regard should be directed to that person.

Applications may be lodged in person at the Reception Desk, Discovery House, 47 Bowes Street, Woden, ACT or posted to:

Recruitment Services
IP Australia
PO Box 200
WODEN ACT 2606
Facsimile No: (02) 6285-3497
or email to recruitment@ipaustalia.gov.au

Applications will not be acknowledged on receipt. Only shortlisted applicants will be contacted regarding the next phase in the selection process. To those applicants who are not shortlisted, we extend our thanks for considering IP Australia as a potential employer. Any queries relating to each vacancy should be referred to the relevant contact officer. Email applications are to be in Word format, contain no special formatting and have only one Attachment.