

Aboriginality Form

**Instructions**

Confirmation of Aboriginality Form

The following Aboriginality form is used by the department to verify an individual's Aboriginal or Torres Strait Islander status prior to employment.

**Why do I need to confirm my Aboriginality?**

A confirmation of Aboriginality may be asked of you when applying for Aboriginal specific roles or programs. This is to verify your eligibility for a specific activity and ensure that its intent, to benefit Aboriginal and/or Torres Strait Islander people, is achieved.

**Designated Aboriginal Positions (DAP)**

Under Pupangarli Marnmarnepu, the department’s Aboriginal Self-Determination Reform Strategy 2020-2025, certain roles have been designated under the “special measures’ section 12 of the *Equal Opportunity Act 2010,* with the aim of supporting Aboriginal employment and growing the department’s Aboriginal workforce. These designated roles may only be filled by an Australian Aboriginal or Torres Strait Islander person.

If you are successful in gaining an interview for a designated role you will be required to complete the attached Aboriginality Form to verify that you meet the special measures requirements for that role.

**How to complete the Aboriginality Form**

If you have been asked to complete this form, you have two options:

1. Completing sections, A and B of the attached Aboriginality Form.

When endorsement is sought by an Aboriginal community or Traditional Owner organisation who can verify your Aboriginality.

1. Completing sections, A and C of the attached Aboriginality Form.

When you are unable to gain an endorsement from an Aboriginal community or Traditional Owner organisation, you may provide contact details of two Aboriginal community referees. Both referees will be contacted by the relevant selection panel.

**Note**

If you are the successful applicant for a designated position, an offer of employment cannot be made to you until a completed Aboriginality Form has been provided to the selection panel.

If you have a certified copy of an existing Aboriginality form previously completed by an Aboriginal community organisation (signed and sealed – with contact details to verify), this may be used by the selection panel in place of the Aboriginality Form. However the selection panel may still request you provide a community referee.

**Further information or assistance**

If you need further information or assistance in completing the Aboriginality Form, please contact:

The Aboriginal Employment and Cultural Strategy Team

aboriginal.employment@delwp.vic.gov.au





Aboriginality Form

**Confirmation of Aboriginality**

**SECTION A: APPLICANTS DETAILS – To be completed by the applicant.**

Name of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role/program applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ I identify as: Aboriginal Torres Strait Islander Aboriginal & Torres Strait Islander person, and my family’s traditional area/clan/language group is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

☐ I am recognised as such by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_community, where I currently or formerly have lived for \_\_\_\_\_\_ years.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

*Please complete either section B or C below (not both sections)*

**SECTION B: CONFIRMATION VIA ORGANISATION – Aboriginal organisation/board to complete**

Name of Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We hereby confirm that the above-named applicant is recognised by this organisation as:

☐ Of Aboriginal and/or Torres Strait Islander descent and is recognised as an Aboriginal or Torres Strait Islander person by the (Insert name of community) community in which the applicant currently lived for \_\_\_\_\_ years.

☐ Is recognised and accepted as an Aboriginal or Torres Strait Islander person by

the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Insert name of community) community which is the applicant's traditional area or area where the applicant's family has lived for \_\_\_ years.

Signature: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ Print Name: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

*(Authorised Signatory)*

Date of Meeting: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

***(Organisation’s Common Seal to be affixed)***

**SECTION C: CONFIRMATION VIA ABORIGINAL REFEREES – To be provided by the applicant**

If you are unable to gain an endorsement from an Aboriginal community or Traditional Owner organisation you may provide two Aboriginal community referees below.

Aboriginal community referees will be contacted by phone by the relevant selection panel.

Both referees must be recognised Aboriginal or Torres Strait Islander (Aboriginal) people from either your current or former community who personally know you and can verbally verity that you identify as an Aboriginal person and are known in that community as such.

**Referee 1:**

Name: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ Mobile phone number\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Position or role in the community: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Email address: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Relationship to you? \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

(e.g., through Aboriginal Co-op, community organisation, work, other)

**Referee 2:**

Name: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ Mobile phone number\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Position or role in the community: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Email address: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Relationship to you? \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

(e.g., through Aboriginal Co-op, community organisation, work, other)

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**Selection panel instructions:** (office use only)

A nominated member of the selection panel (preferably the Aboriginal panel member) should contact both referees above by phone and verify the following:

a) the referee's relationship to the applicant, e.g., how they are known to each other in the community/work etc,

b) that the applicant is recognised by the referee as an Aboriginal person in that community.

NOTE: The above Aboriginal community referees are in addition to the department's requirement for two employment referees.

**Confirmation**

As a representative of the selection panel for the \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ position, I have verified that \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ (insert applicant) is known to the above Aboriginal community referees and is both know by them as an Aboriginal person and is recognised by them as a member of that Aboriginal community.

Signature: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ Print Name: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

*(Authorised selection panel member)*

Date: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

**Privacy Statement**

*Any personal information about you or a third party in your correspondence will be protected under the provisions of the Privacy and Data Protection Act 2014. It will only be used or disclosed to appropriate Ministerial, Statutory Authority, or departmental staff in regard to the purpose for which it was provided, unless required or authorised by law. Enquiries about access to information about you held by the Department should be directed to the Privacy Coordinator, Department of Environment, Land, Water and Planning, PO Box 500, East Melbourne, Victoria 8002*