



PERSONAL PARTICULARS OF APPLICANT

Details of the Advertised Position

Classification		Section / Branch
Position No.	Date Advertised	

Personal Particulars

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

Have you received a Voluntary Redundancy from the Australian Public Service (APS) within the past 12 months? If yes, when and from which organisation?	YES/NO
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Are you currently employed? Please provide the following information:

Name of Department/Organisation/Employer	Classification
Are you a Non-ongoing Employee in the APS? YES/NO	

Referee 1

Name	
Contact No	
Relationship	

Referee 2

Signature	Date
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DEPARTMENT OF INDUSTRY, SCIENCE AND RESOURCES



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 Job Statement and Selection Criteria 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 essential 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 (optional)

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 a resumé of 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 must comment on the applicant's claim/s against each selection criterion and may also make general comments about the applicant's suitability for the advertised vacancy. Referees must discuss the content of any report with the applicant. Both the referee and applicant are required to sign the report.

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 the Recruitment Manager. 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 Manager
IP Australia
PO Box 200
WODEN ACT 2606
Facsimile No: (02) 6285-3497

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 97 format, contain no special formatting and have only one Attachment.

Recruitment Manager



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, applicants who have permanent residence status may be offered probationary employment pending the granting of citizenship.

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.

Recruitment Manager



WORKPLACE DIVERSITY IN IP Australia

CONFIDENTIAL SURVEY

The IP Australia consists of approximately 750 employees representing a diverse range of people including people with disabilities and of different cultures. To continue to ensure that IP Australia maintains a workplace that is free from discrimination and continues to attract people of diverse backgrounds to apply for advertised positions, we would appreciate you completing this survey and returning it with your application.

Classification of position
applied for:

Please mark the appropriate boxes with X.

Your gender	Female	<input type="checkbox"/>	Male	<input type="checkbox"/>
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Are you an Aboriginal or Torres Strait Islander?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Do you have a disability? (such as physical or intellectual impairment)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Was English the first language you spoke	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Your age	Less than 20	<input type="checkbox"/>	20-29	<input type="checkbox"/>	30-39	<input type="checkbox"/>
	40-49	<input type="checkbox"/>	50-59	<input type="checkbox"/>	60+	<input type="checkbox"/>

We invite any suggestions you may have to improve the information sent to you on the advertised position. If you have any comments or suggestions please write them below or add them on the back of this form.

*****Thank you for completing this survey*****



Who We Are

IP Australia incorporates the Patents, Designs and Trade Marks Offices. Our headquarters is in Canberra. We also have offices in the capital cities of each state.

IP Australia is a division of the Department of Industry, Science and Resources

IP Australia is a fully self funding organisation, and has operated under a Group 2 Trust Account since 1993/94. In January 1998 we changed to a Reserve Account arrangement. This ensures that all fees paid to the organisation are used to provide intellectual property services. Monies can be carried forward from year to year, allowing IP Australia to develop a more strategic response to changes in demand for its services than would be possible for a Budget funded agency.

IP Australia has an average staffing level of around 750, with the majority of staff located in Canberra (Woden). There are small “shop-front” offices in each of the State capitals. Annual revenue is of the order of \$71 million, and about 62,000 applications for patents, trade marks and designs were received in 1996-97. We received around 100,000 applications for patents, trade marks and designs for the 97/98 financial year. An outline of the organisational structure is included in this kit.

What We Do

Our primary function is to administer the Patents, Trade Marks and Designs legislation. We grant intellectual property rights - patents, registered designs and registered trade marks - 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.

IP Australia is People:

IP Australia's staff are professional in their approach, skilled and forward thinking.



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 Australia 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 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.

The legislation we administer

We administer the following federal legislation and associated regulations:

- the Patents Act 1990, Trade Marks Act 1995, and Designs Act 1906.
- the Olympic Insignia Protection Act 1987, the Sydney 2000 Games (Indicia and Images) Protection Act 1996; and the Scouts Association Act 1924.

In addition, IP Australia provides the legislative basis for the registration and discipline of Patent and Trade Marks Attorneys.

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IP Australia's staff are professional in their approach, skilled and forward thinking.



This document is designed to give you an overview of the Organisation, it's structure, functions and where to find additional information or contacts within the relevant section. Basically there are six Business Units (or divisions) within IP Australia, they are:

- **Patent Operations**
- **Patents and Designs**
- **Trade Marks**
- **Information Technology**
- **Corporate Strategy and**
- **Business Services**

Need 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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