

Job Seeker Snapshot Off-line Form

This form should only be used to administer the Job Seeker Snapshot questions when access to the Department's IT System (DEWR) is not possible or practicable. The form may be completed and saved electronically, or printed for off-line use. All the recorded information must be entered into the Department's IT System as soon as possible after the assessment is conducted.

Privacy Statement

Your personal information is protected by law, including by the *Privacy Act 1988* (Cth) (Privacy Act). The personal information you provide in this form is collected by your employment services provider, on behalf of the Australian Government Department Employment and Workplace Relations, to determine the most appropriate employment assistance for you and to provide you with employment and training opportunities.

Your information may be disclosed to other Commonwealth agencies involved in the administration of employment services and social security payments and services including, Services Australia, Department of Social Services, National Indigenous Australians Agency and their respective contracted service providers where those providers are delivering services to you.

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NOTE: This form is a SmartForm designed to be used in Adobe Acrobat Reader. Adobe Acrobat Reader software must be set as the default program for .pdf documents. If you do not do this you may experience difficulties using this form. If you do not currently have the Adobe Acrobat Reader software program, it is available as a free download from the Adobe website – get.adobe.com/reader/

Voluntary disclosure questions throughout this form are marked with an asterisk (*).
All other questions are mandatory, unless sequenced past. These fields must be completed.

Participant Details

Employment Services Provider Details

Name of Organisation

Name of Consultant

Date

Participant Details

Job Seeker ID

Centrelink Customer Reference Number (CRN)

Title

Surname

Given Names

Gender

Country of Birth

Nationality

Age

Residential Address (include State and Postcode)

Postal Address (include State and Postcode)

Phone (Home)

Phone (Mobile)

Phone (Work)

Experience and Education

These questions ask about your work history, experience and education.

Experience (including work history)

1. What type of work or jobs are you interested in?

Enter the types of jobs or occupations you'd like to search and apply for. You can list up to 10 jobs.

2. What have you spent the most time doing in the past 2 years?

Please select the activity that have taken up the most amount of your time over the past two years.

Paid work
(includes full time, part time or casual work, employment overseas, seasonal work or still working)

Unpaid work
(includes volunteering but not caring)

Community Development Programme (CDP)

Unemployed
(i.e. not working but looking for work)

Studying full-time

Studying part-time

Parenting

Caring

Working while in prison or other detention

NOT working and NOT looking for work

If answered 'Paid work' go to Question 3, otherwise go to Question 4.

3. In your most recent job, how many hours did you usually work per week?

Casual employment with irregular hours should be recorded as 'Irregular or seasonal'.

Usually worked 30 hours or more

Usually worked 8 to 29 hours

Usually worked less than 8 hours

Didn't work regular hours
(e.g. casual shifts or seasonal work)

Go to Question 5.

4. Have you done any paid work (in Australia or overseas) in the last 2 years?

This includes any paid work in Australia or overseas.

Yes No

Education and Qualifications

5. What is the highest level of schooling you have completed?

If you completed schooling overseas, please select the closest option.

| | |
|---|------------|
| Did not go to school | Year 10 |
| Special school/support unit in school | Year 11 |
| Primary school or less | Year 12/13 |
| Completed primary school but less than Year 10 | |

6. Have you completed any of the following qualifications?

Please select ALL that apply.

| | |
|--|--|
| Certificate I or Industry-specific license or ticket | Diploma, Advanced Diploma or Associate Degree or equivalent |
| Certificates II | Vocational Graduate Diploma or Graduate Diploma or equivalent |
| Certificates III or IV | Bachelor Degree or equivalent |
| Course run by private or community organisation | Masters Degree or equivalent |
| Vocational Graduate Certificate or Graduate Certificate or equivalent | Doctoral Degree or equivalent |
| Tradesperson's qualification | None of the above |

If answered '**None of the above**' go to Question 9

7. Can you still use any of these work-related qualifications?

Yes No

If answered '**Yes**' go to Question 9.

8. What is preventing you from using your qualification(s)?

Please select ALL that apply.

| | |
|--------------------------------------|---|
| Disability or health related reasons | Qualification not recognised (including overseas qualification(s) not recognised) |
| Low English language skills | |
| Qualification suspended/terminated | Qualification outdated or irrelevant |

Internet skills

These questions ask about your internet access and skills. We want to make sure that you get the right support to search and apply for jobs.

Internet use

9. Can you access the internet at least once a week to look for work?

Yes No Not Sure

10. Do you know how to use job search websites and submit job applications and resumes online or via email?

In other words, do you know your way around a job search website and how to submit job applications online? Do you know how to send an application and resume to an employer using email?

Yes No Not Sure

The next questions 11-13 are only asked if the Participants indicates 'Yes' to question 9 and 'No' or 'Not sure' to question 10.

11. In the past month, how often did you use the internet?

This includes for social media, email, browsing websites, or online shopping.

Every day Less than once a week
At least once a week

12. Thinking about paying bills online, select the statement that best describes you.

I don't pay bills online I sometimes get help
I don't need help I always get help

13. Thinking about sending emails, select the statement that best describes you.

I don't send or receive emails I sometimes get help
I don't get help I always get help

Ability to work

These questions ask about disabilities and medical conditions that may affect the work you can do. We want to make sure you get the right support to find a job that meets your needs.

Work Capacity

14. Do you have any disabilities or medical conditions that affect the number of hours you are able to work per week?*

Yes No Not sure/don't know Do not wish to answer

If answered 'No', 'Not sure/don't know' or 'Do not wish to answer' go to Question 16.

15. What is the most number of hours you think you are able to work per week?

30 hours or more 15 to 29 hours Less than 15 hours

If less than 30 hours you may need to provide evidence (e.g. a report from a doctor).

16. Do you have any disabilities or medical conditions that affect the type of work you can do?*

Yes No Not sure/don't know Do not wish to answer

If answered 'No', or 'Do not wish to answer' to Question 14 and Question 16 go to Question 20.
Otherwise go to Question 17.

17. Do you think you need additional support to help you at work as a result of your condition(s)?

Yes No Not sure/don't know

18. How long will your condition(s) affect your ability to work?

Less than 3 months 3 months or more Not sure/don't know

If answered 'Less than 3 months' go to Question 20.

19. What are the conditions?

List up to 10 conditions:

- | | |
|---|----|
| 1 | 6 |
| 2 | 7 |
| 3 | 8 |
| 4 | 9 |
| 5 | 10 |

Your Background

These questions ask about your language skills and your descent. We want to make sure you get the right payments and support.

Language

20. Did you speak English at home as a child?

Yes No

If answered '**Yes**' go to Question 22.

21. What language(s) did you first speak as a child?

List up to 2 languages that you spoke most regularly.

1 2

22. How well do you speak English?

Very well Well Not well Not at all

23. How well do you read English?

Very well Well Not well Not at all

24. How well do you write English?

Very well Well Not well Not at all

If answered '**Very well**' or '**Well**' to Questions 22, 23 and 24 **and** are Australian born go to Question 26.

If answered 'Very well' or 'Well' to Questions 22, 23 and 24 **and** are non-Australian born go to Question 27.

Otherwise go to Question 25.

25. Have you done any courses or classes to help improve your English language skills in the last 6 months?

Yes No

Go to question 26 if you're Australian born **or** go to Question 27 if non-Australian born.

Note: If the Participant has answered 'No', it may be appropriate to refer the Participant to the Skills for Education and Employment (SEE) program or the Adult Migrant English Program (AMEP).

Descent

26. Do you identify as Aboriginal and/or Torres Strait Islander?*

Yes, Aboriginal

No

Yes, Torres Strait Islander

Prefer not to say

Yes, Aboriginal and Torres Strait Islander

27. Have you ever been granted an Australian refugee or humanitarian visa?*

Yes

No

Not sure/don't know

Do not wish to answer

If answered 'No', 'Not sure/don't know' or 'Do not wish to answer' go to Question 30.

28. From which country did you arrive?

29. Was this more than five years ago?

Yes, more than 5 years ago

No, 5 years ago or less

Not sure/don't know

Personal Circumstances

We need to ask you some personal questions about your circumstances. We want to make sure that you get the right payments and support. You may be eligible for extra support.

Living Circumstances

30. Have you been living in rented accommodation or your own home for the past 12 months?*

Yes No Not sure/don't know

If answered 'Yes' go to Question 32.

31. Are you currently staying in emergency or temporary accommodation?

| | |
|--|--|
| No | Yes – short stays in caravan park |
| Yes – a refugee | Yes – temporarily staying with friends (<i>or couch surfing</i>) |
| Yes – emergency, transitional or supported accommodation | Yes – living in a squat |
| Yes – a hostel, boarding house or rooming house | Yes – sleeping out, in a car or tent |
| Yes – a hotel | Yes – I have nowhere to stay |
| | Yes – other |

If answered any 'Yes' go to Question 33.

32. How often have you moved in the past 12 months?

0–3 moves 4 or more moves

33. Do you live on your own?

Yes No

If answered 'Yes' go to Question 37.

34. Who currently lives with you?

Select ALL that apply.

| | |
|---|---------------------------------------|
| Partner/spouse (<i>includes same-sex partner</i>) | Parent(s)/guardian(s) |
| Dependent child/children under 16 years of age | Other family member(s) or relative(s) |
| Dependent full time student(s) aged between 16 and 24 years | Others – not family |

If answer includes '**Dependent child/children under 16 years of age**' go to Question 35, otherwise go to Question 37.

35. Are you the main caregiver for this child/these children?

Yes No Care is shared equally with another person

If answered '**No**' go to Question 37.

36. What is the date of birth of your youngest child?

Transport

37. Do you have a valid driver's licence?

Valid means an Australian licence that is paid for and not cancelled or suspended.

Yes No

If answered '**No**' go to Question 39.

38. Do you have your own car or motorcycle?

No -don't own a car/motorcycle

Yes -I have my own car/motorcycle

Yes -own a car/motorcycle but cannot
afford running costs/maintenance

No -other

39. Thinking about getting to and from work, what modes of transport can you access?

Please select ALL that apply.

Own non-motorised transport (*e.g. bicycle*)

Other private transport
(*e.g. friend's or relative's car*)

Public transport (*e.g. bus or train*)

Taxi

Other motorised transport

No transport (*except walking*)

Personal Factors

The Criminal Convictions questions asked will depend on the age of the Participant. If the Participant is:

- aged 22 years or younger go to Question 40
- aged between 23 and 27 years go to Question 42 or
- aged 28 years or older go to Question 44.

40. Have you spent time in prison in the last 2 years as a result of a criminal conviction?*

Yes No Do not wish to answer

If answered 'No' go to Question 41, if answered 'Yes' go to Question 46.

41. Have you been convicted of a criminal offence in the last 5 years but received a non-custodial sentence?*

A non-custodial sentence means not going to prison, but receiving something such as a fine, community service, or a suspended sentence.

Yes No Do not wish to answer

42. Have you spent time in prison since turning 21 years of age as a result of a criminal conviction?*

Yes No Do not wish to answer

If answered 'No' go to Question 45, if answered 'Yes' go to Question 46.

43. Have you been convicted of a criminal offence since turning 18 years of age but received a non-custodial sentence?*

A non-custodial sentence means not going to prison, but receiving something such as a fine, community service, or a suspended sentence.

Yes No Do not wish to answer

44. Have you spent time in prison in the last 7 years as a result of a criminal conviction?*

Yes No Do not wish to answer

If answered 'No' go to Question 45, if answered 'Yes' go to Question 46.

45. Have you been convicted of a criminal offence in the last 10 years but received a non-custodial sentence?*

A non-custodial sentence means not going to prison, but receiving something such as a fine, community service, or a suspended sentence.

Yes No Do not wish to answer

46. Was your sentence 14 days or less?*

Yes, 14 days or less No, more than 14 days

47. When you were in your early teens (aged 13 to 16), was at least one of your parents or legal guardians regularly in paid employment?*

This question is asked only of Participants aged less than 45 years.

Yes No Not applicable (e.g. I was raised in an orphanage) Do not wish to answer

48. Is there anything else that might affect your ability to work, get work or look for work?*

Yes No Do not wish to answer

If answered 'No' or 'Do not wish to answer', go to Question 51.

49. Please select the factors that might affect your ability to work, get work or look for work.

Please select ALL that apply.

| | |
|--|--|
| Caring responsibilities | Grief/trauma/personal crisis |
| Criminal court action pending/ on bail/on remand | Issues with anger/using violence |
| Dental issues | Numeracy issues (e.g. adding numbers) |
| Domestic and family violence | Pregnancy |
| Don't have anywhere stable to live/living in emergency or temporary accommodation | Relationship breakdown |
| Drug treatment program (e.g. methadone) | Self-esteem/motivation/ presentation issues |
| Gambling addiction | Severe stress |
| | Sleep problems/insomnia |

Important note: When a Participant records 'Domestic and family violence' or 'Grief/trauma/personal crisis', the Participant should be advised to speak to a Centrelink Specialist Officer.

50. For any other factors not included in the list above, please provide details.

51. What is your job search confidence?

It's important to understand how you are feeling about your job search. On a scale of 1 to 7 (where, 1 is strongly disagree, 4 is I'm not sure and 7 is strongly agree), rate the following statement:

I feel confident I will get a job soon.

1 2 3 4 5 6 7

Participant Declaration

I

- I have read and understood the privacy statement included at the beginning of this form.
- If required, I consent to the collection of my sensitive information, such as health information, in accordance with the form.

Participant's Signature

Date Signed