



IMPORTANT—Please read the information on this page and the ORA guidelines before filling in the form. The ORA guidelines are available at www.oric.gov.au

About this form

This form is for Aboriginal and Torres Strait Islander corporations registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (CATSI Act) who would like to apply for ORA.

Returning the form

You can return this form by email, fax or post.

Email info@oric.gov.au

Fax **02 6281 2739**

Post **ORA Project Team
PO Box 2029
Woden ACT 2606**

Documents you need to provide with this form

Please attach any supporting documentation (copies of originals) that may help ORIC to assess your application.

What happens when you return your form?

Normally within 14 days of receiving your completed application form, ORIC will let you know if your corporation qualifies for ORA and, if so, the level of assistance it can provide.

ORIC will assign a case manager who will get in touch with your corporation's contact person to discuss appropriate recruitment help.

If your application is not successful, ORIC will return your application and any supporting documents.

Privacy

Your application to ORIC may be subject to disclosure by court discovery, subpoena or requests made under the *Freedom of Information Act 1982*. You may not be able to claim legal professional privilege for the application and any information related to it held by ORIC.

Disclaimer

ORIC does not accept any liability for results of any action taken in reliance upon, based on or in connection with this application or recruitment assistance provided by ORIC. To the extent legally possible, ORIC disclaims all liability arising by reason of any breach of any duty in tort (including negligence and negligent misstatement) or as a result of any errors and omissions in processing this application or recruitment assistance provided by ORIC.

Feedback

You may be asked for feedback about ORA. This will help us improve the ORA service.

NOTE: ORIC does not provide financial help to corporations. Successful corporations will be expected to meet all advertising and recruitment costs. However, ORIC will provide its services to eligible corporations free of charge.

① **FURTHER INFORMATION**—If you would like some help completing this form, or you need more information:

- call **1800 622 431** (not free from mobiles)
- email info@oric.gov.au
- visit www.oric.gov.au

4. Corporation's financial information

If your corporation has not lodged annual reports this year with the Registrar of Indigenous Corporations, please provide the financial information below based on the most recent financial year.

If you need more space, attach an extra sheet.

For which financial year is this financial information?	Financial year ending 30 June	(e.g. 2010)
Income	Government funding and grants	\$ <input type="text"/>
	Donations	\$ <input type="text"/>
	Income from business/program activities	\$ <input type="text"/>
	Other income, if any	\$ <input type="text"/>
	Total income	\$ <input type="text"/>

Expenditure	Expenditure of government funding and grants	\$ <input type="text"/>
	Expenditure on business/program activities	\$ <input type="text"/>
	Distributions to deductible gift recipients, charities and other not-for-profit organisations	\$ <input type="text"/>
	Other operating expenses	\$ <input type="text"/>
	Total expenditure	\$ <input type="text"/>

Major assets	Details (including purpose for which the corporation currently uses the asset)	Estimated value
<i>If you need more space attach an extra sheet.</i>	<input type="text"/>	\$ <input type="text"/>
	<input type="text"/>	\$ <input type="text"/>
	<input type="text"/>	\$ <input type="text"/>
	<input type="text"/>	\$ <input type="text"/>
	<input type="text"/>	\$ <input type="text"/>

Budget/ funding for the position	Details:
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5. Has your corporation received previous help with recruiting for this senior position?

Please tell us about any other agencies who have helped your corporation with recruitment assistance for this position

Agency name

Agency address

Postcode

What did they do for you?

Did they act free of charge? No Yes

Has your corporation asked for help from any other source?

No Yes > If yes, please describe below

Who did you ask for help?

What help did you receive?

6. Declaration

1. I am authorised by *[insert the full name of your corporation]*

to apply for recruitment assistance through ORA.

2. I and the corporation acknowledge that ORIC does not accept any liability for the results of any action taken in reliance upon, based on or in connection with this application or recruitment assistance provided by ORIC. To the extent legally possible, ORIC disclaims all liability arising by reason of any breach of any duty in tort (including negligence and negligence misstatement) or as a result of any errors and omissions in processing this application or recruitment assistance provided by ORIC.
3. The corporation and I understand that the application to ORIC may be subject to disclosure by court discovery, subpoena or requests made under the *Freedom of Information Act 1982*. The corporation and I understand that we may not be able to claim legal professional privilege in relation for the application and any information related to it held by ORIC.
4. I agree it is my and the corporation's responsibility to provide ORIC with any further information that may be required or that is relevant to this application.
5. **I understand** ORIC may stop helping the corporation with recruitment assistance if it becomes aware that any information provided in or with this application is false, misleading or incomplete.

I declare that the information provided on this form and in the attached documents is true and correct.

Signature

Full name

Date

7. Checklist

Please provide a copy of the job documentation you currently hold for the position

- Supporting documents *(if you have any)*