



The Veteran Employment Commitment

Whether your organisation is a one-person operation or a nationwide company, you can benefit from employing a veteran.

By joining the Veteran Employment Commitment (VEC) you are showing your organisation's commitment to employing and creating an environment where veterans can perform at their best. The VEC also aims to support your organisation to achieve these positive outcomes.

Depending on the activities your organisation has in place, you may be recognised as a:

- ***Veteran Employment Supporter***
- ***Veteran Friendly Employer***
- ***Veteran Employer of Choice***

As a signatory to the new VEC you will receive:

- access to a range of resources, guidance and templates to help you implement or improve your veteran employment policies and practices (releasing across 2024)
- a logo for your use on your website and in other promotional and recruitment material to indicate you are a Veteran Employment Supporter, Veteran Friendly Employer or Veteran Employer of Choice. If you are a previous VEC signatory please note that this will be a new logo
- a listing or profile on www.veteranemployment.gov.au – this will allow potential veteran recruits to find your organisation and link to your website
- communication from the Veteran Employment Program keeping you informed and connected.

How to apply for the VEC

1. Review the [VEC Terms and Conditions](#) so you know what your organisation is signing
2. Identify the activities your organisation currently undertakes for each VEC category
3. Prepare and collate your supporting documentation
4. Have a high quality jpeg of your organisation's logo for upload
5. Complete the [online application form](#) and upload your supporting documentation
6. Agree to the Veteran Employment Commitment declaration
7. Submit your application.

The online application form seeks information about your organisation, which veteran employment activities your organisation undertakes and supporting documentation to demonstrate these activities. Please note, all applications must be submitted via the online form, no hard-copy applications or email submissions will be accepted. The form is best viewed on a desktop or tablet device, not a mobile.



Applying for the VEC

The activities your organisation demonstrates will determine your VEC level.

Veteran Employment Supporter	Veteran Friendly Employer	Veteran Employer of Choice
<p>To become a Veteran Employment Supporter your organisation must demonstrate they undertake:</p> <ul style="list-style-type: none"> ○ a minimum of one activity from any VEC level. 	<p>To become a Veteran Friendly Employer your organisation must demonstrate they undertake:</p> <ul style="list-style-type: none"> ○ all activities in the Veteran Employment Supporter level, plus ○ a minimum of one activity in the Veteran Friendly Employer level. 	<p>To become a Veteran Employer of Choice your organisation must demonstrate they undertake:</p> <ul style="list-style-type: none"> ○ all activities in the Veteran Employment Supporter and Veteran Friendly Employer levels, plus ○ a minimum of one activity in the Veteran Employer of Choice level.

1. Review the [VEC Terms and Conditions](#) so you know what your organisation is signing up to.
2. Identify the activities your organisation currently undertakes for each category:
 - Recruitment
 - Support and Retention
 - Leadership and Public Commitment.

The activities, guidance and examples of supporting documentation are listed in the documents below:

[Click here to view – VEC for small to medium organisations \(1-199 employees\)](#)

[Click here to view – VEC for large organisations \(200+ employees\)](#)

3. Collate supporting documentation to demonstrate you have implemented the activities. You will need to create a PDF document pack for each category. A [free online tool](#) is available to help you combine PDF documents.

Documentation might include policies or sections of policies, operating procedures, guides, job advertisements, templates, meeting minutes, resources or pages from your website. Examples of supporting documentation types are included in the VEC activity guidance linked above.

4. Ensure you have a high quality jpeg of your organisation's logo for us to upload to the Veteran Employment Program website.
5. Complete the application form by:
 - I. entering your organisation's details
 - II. selecting the activities your organisation undertakes (*example provided next page*)
 - III. describing the supporting documentation for each activity selected (*example provided next page*)
 - IV. uploading supporting documentation pack for the activity category.



Veteran Employment Supporter

- Invite applicants to voluntarily disclose prior military service

Description of supporting documentation provided (document name and page numbers / sections) *

https://www.ourorganisation.com/careers
Who should apply [section](#)

- List 'Veterans encouraged to apply' or 'Defence experience desirable' in relevant job advertisements

Description of supporting documentation provided (document name and page numbers / sections) *

Screenshot from a job advertisement, page 2 of Recruitment supporting documentation pack (pdf)

6. Agree to the declaration

I hereby declare on behalf of my organisation that: *

- We undertake the identified activities that demonstrate our support of recruitment and retention of veterans.
- The information and supporting documentation provided in this application are true and correct at the time of submission.
- We recognise that employment of partners of serving or former Australian Defence Force members is beneficial to our organisation.
- I agree to the [terms and conditions](#).

Name of person completing form *

- I have authority to sign on behalf of my organisation.

7. Submit your application.

What happens once I submit my VEC application?

Once you have submitted your VEC application we will assess it to determine your organisation's VEC level.



We also undertake a range of due diligence checks to ensure alignment with the integrity of the Commitment and Veteran Employment Program, including but not limited to a Fair Work Ombudsman compliance history search.

DVA is committed to collecting, handling and storage of information according to the [Privacy Act 1988](#) and the [Archives Act 1983](#). DVA generally uses and discloses personal information only for the primary purpose for which it is collected. DVA takes reasonable steps to ensure the personal information it handles is protected from misuse, interference, loss, unauthorised access and illegal modification and disclosure. You can read more information about [DVA's privacy policy on our website](#).

Once your application has been approved, you will receive a confirmation email including your relevant VEC level logo. We will then upload your organisation profile and logo to the VEC Signatories page on the [Veteran Employment Program website](#).

Once you're in the new VEC, you can contact us at any time to submit additional supporting documentation to demonstrate the new activities you've implemented. The Veteran Employment Program will be developing guidance, resources and templates to support organisations in implementing the VEC activities.

Questions about the VEC or the application process?

The Veteran Employment Program team are happy to help – contact us via:

Email: VETERANSEMPLOYMENT@dva.gov.au

Telephone: [1800 VETERAN \(1800 838 372\)](tel:1800VETERAN)