



The Veteran Employment Commitment

By joining the Veteran Employment Commitment (VEC) you are showing your organisation's commitment to employing veterans and creating an environment where they can perform at their best.

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***

Organisations that join the VEC receive:

- a range of resources, guidance and templates to help implement or improve veteran employment policies and practices (releasing across 2024)
- a logo for use to be recognised as a Veteran Employment Supporter, Veteran Friendly Employer or Veteran Employer of Choice. *New logo from April 2024.
- a profile on www.veteranemployment.gov.au – where potential veteran recruits can find organisations that have joined the VEC.
- Regular communication from the Veteran Employment Program.

How to apply for the VEC

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.

The online application form cannot be saved at any point, you must complete it in one sitting. Ensure you have all responses and supporting documentation collated before you begin.

Applying for the VEC

The activities your organisation demonstrates will determine its 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 agreeing 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 to extra large organisations (200+ employees)

The online application form cannot be saved once started. You must complete it in one sitting. Ensure you have all responses and supporting documentation collated before you begin your application.

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 VEC level logo. We will then upload your organisation profile and logo to the VEC member organisations page on the [Veteran Employment Program website](#).

Once your organisation has joined the VEC, you can contact us at any time to submit additional supporting documentation to demonstrate any 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?

View the VEC Frequently Asked Questions.

If further support is needed, please contact veteranemployment@dva.gov.au