



Veteran Employment Commitment – sign-up form preview

Please review all of the questions in this document. The [online form](#) cannot be saved at any point, so please ensure you have all answers and supporting documentation ready before you start to fill in the form online. You can use these templates for small to medium and large to extra-large organisations to help you collate your documentation before beginning your application.

Please note, all applications must be submitted via the online form, no hard-copy applications or email submissions will be accepted.

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

Depending on the activities and policies of your organisation, you may be recognised as a:

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

The VEC recognises organisations that support veteran employment in three categories:

- Recruitment
- Support and Retention
- Leadership and Public Commitment

Page 1 – Veteran Employment Commitment

How to apply for the VEC

Please see the activity requirements and guidance for:

- [Small to medium organisations \(employing 1-199 employees\)](#)
- [Large to extra-large organisations \(employing 200+ employees\)](#)

Before completing the online form, review the ['how to apply' documentation](#) to understand all the questions and what you need to provide.

The form is best viewed on a desktop or tablet device, not a mobile.

What happens once you submit your application?

We review your application and supporting documentation to assess and allocate your 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. This may take up to three weeks.

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 an email confirmation 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](#).

Page 2 – Your details

Main contact

Email – *please do not use generic email addresses such as info@ or admin@ as our system will not be able to contact you.*

First name

Surname

Position

Contact number

Secondary contact

Email – *please do not use generic email addresses such as info@ or admin@*

First name

Surname

Position

Contact number

Page 3 – Your organisation

Business name

Australian Business Number (ABN) – *numbers only, in ABN format eg. 12123123123, no spaces*

Website link for organisation (include http:// or https://) – <https://example.com.au>

Link to veteran directed material on organisation website (include http:// or https://) – <https://example.com.au>

Logo – *5MB limit. Allowed file types include jpg jpeg png. Rectangular logos should be no smaller than 32 pixels in height. Square logos should be no smaller than 64 pixels in width and height. Graphics and words used in logos must be viewable at a small scale, such as on mobile devices.*

Is your organisation a veteran-owned business? *Yes or no*

Is your organisation an Indigenous owned business? *Yes or no*

Does your organisation already employ veterans? *Yes, no or unsure. If yes, please indicate how many veterans are employed by your organisation or note if this information is not tracked.*

Does your organisation employ partners of serving or former Australian Defence Force members? *Yes, no or unsure.*



Page 4 – Your organisation (cont)

How did you hear about the VEC? *Select all that apply from the drop-down menu.*

Veteran Employment Program website

DVA website

TV

LinkedIn

Radio

Facebook

Our organisation is an existing VEC signatory

From a veteran

Other (Please specify)

From a colleague

Newspaper

Industry: Select those that apply to your organisation *Select from the drop-down menu*

Accommodation and Food Services

Government Department/Agency

Public Administration and Safety

Administrative and Support Services

Oil and Gas
Financial and Insurance Services

Public Sector Organisation

Agriculture, Forestry, Fishing

Health Care and Social Assistance

Rental, Hiring, and Real Estate Services

Arts and Recreation Services

Information Media and Telecommunications

Retails Trade

Construction

Manufacturing

Transport, Postal and Warehousing

Defence Industry

Mining

Wholesale Trade

Education and Training

Professional, Scientific, Technical Services

Other Services

Electricity, Gas, Water, Waste Services

If you select 'Other services' you will be required to identify these in a text field.

How does your organisation support veterans?

Please provide a short summary of the veteran employment support your organisation provides. This summary will be displayed on Veteran Employer of Choice profiles on the Veteran Employment Program website. 280 characters maximum.



In which state/territory does your organisation have a physical presence?

This information will allow veterans to search by location on the VEC signatories search page to identify possible employers in their local areas.

Please select all states and/or territories in which your organisation has a physical presence. You will then be asked to identify regions in the selected states/territories.

- ACT
- TAS
- NSW
- VIC
- NT
- WA
- QLD
- National
- SA

Do you offer remote working opportunities? *Yes or no*

Page 5 – Your organisation’s activities

The VEC level of your organisation is determined by your organisation’s activities and policies.

Organisation size – select the appropriate size organisation.

- **Extra-large (2000+ employees)**
- **Large (200-1999 employees)**
- **Medium (20-199 employees)**
- **Small (1-19 employees)**

Veteran Employment Supporter	Veteran Friendly Employer	Veteran Employer of Choice
<ul style="list-style-type: none"> • You must demonstrate that your organisation has implemented at least one activity from any VEC tier. 	<ul style="list-style-type: none"> • You must demonstrate that your organisation has implemented of all activities within the Veteran Employment Supporter tier, plus • a minimum of one activity in the Veteran Friendly Employer tier. 	<ul style="list-style-type: none"> • You must demonstrate that your organisation has implemented of all activities within the Veteran Employment Supporter tier and the Veteran Friendly Employer tier, plus • a minimum of one activity in the Veteran Employer of Choice tier.



Please indicate which VEC level you are applying for

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

Please select all of the activities your organisation undertakes to support veteran employment. A minimum of one activity is required to qualify.

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)

The above is only an example. Please download the activity list for [small to medium organisations](#) or [large to extra-large organisations](#) for the full list of activities your organisation can undertake to support veteran employment.

You are required to provide a description of the supporting documentation provided via upload of supporting documentation packs.

You are required to upload a supporting documentation pack (PDF) for each category of identified activities:

- Recruitment
- Support and retention
- Leadership and public commitment



Page 6 – 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 ADF members and veterans can be beneficial to our organisation.
- We agree to the [terms and conditions](#).

Name of person completing form

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

Page 7 – Preview

This page of the form will list all of the answers submitted in the form for review prior to submission.

*If you are satisfied with your answers, please select **'Submit to sign the Commitment'**.*