

Expression of interest form [TEMPLATE]

This document is a template to write an expression of interest form. Use it to build an expression of interest form with your survey field of choice.

## [Engagement name]

[Engagement information]

[Engagement purpose]

[Engagement activity description]

Please complete this form to register your interest in participating.

Please contact [person] by email ([insert email]) or phone ([insert phone]) if you have any questions or concerns. You may also reach out if you would like to register your interest without completing this form.

## Participant information

[Engagement activity information (detailed, logistics)]

What: [activity and duration of activity]

When: [dates of activity]

Where: [online or in person location]

Payment: [payment, if any]

Please note this form is to register your interest.

We will contact you to let you know if you are selected to be part of this project or not.

## About this expression of interest form

Please note this form is to register your interest. We will contact you to let you know if you are selected to be part of this project or not.

Some information in this form is required to select the appropriate participants for our project. Most of the questions are optional. We may also contact you if we need additional information.

This form contains 3 sections with 12 questions in total. Many are multiple choice, with others requiring a short description where necessary. There is an optional 13th question for participants who would like to be invited to participate again in the future.

All questions in this form have been created to reflect human diversity. However, we are aware that it does not cover all forms of human diversity – there is a section at the end if you would like to add more information about yourself.

All the information you give us will be kept in accordance with security protocols and will not be shared.

## Contact details

Please provide the following information so that we can contact you about the project.

1. Name
2. Email address
3. Phone number
4. What is the best way to contact you? [Multiple choice answer]

* Email
* Phone call
* SMS

1. Are you 18 years or older? [Multiple choice answer]

* Yes
* No

## Demographic information

This information will be used for reporting in an anonymous way. Your name will not be associated with this information. All questions in this section are optional to answer – you can skip them if you do not wish to share.

1. What year were you born in?
2. What is your gender?
3. Where do you live?

* ACT
* NSW
* NT
* QLD
* SA
* TAS
* VIC
* WA

1. Do you have a disability?

* Yes
* No
* Prefer not to say

## Accessibility requirements

The next questions help us understand your preferences and any accessibility requirements we can provide so that you can fully participate in the focus groups.

Some examples of access needs you can request include, but aren’t limited to, the following:

* translator
* Auslan interpreter
* closed captioning
* audio description
* break time
* more time to respond
* lift access
* designated parking
* low sensory space.

1. Please describe your accessibility requirements.
2. Would you like a support person to participate with you?   
   Support person includes, but is not limited to, a support worker, carer or family member.

* Yes
* No

1. Is there any other information about you that you would like to tell us?

### Thank you so much for being interested in being part of our project.

Please click submit to enter your details.

1. Would you like to be invited to future projects?

If you select yes, your data will be kept on [organisation’s] database so that we can contact you about future opportunities.

* Yes
* No
* Not sure, ask me again later

DSS3060.09.23