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| Register for access to the DCJ Employee Assistance Program |
| Please do not complete this form if you have previously registered your interest. |
| Registration form for EAP | 22 September 2021 |

# Instructions

Use this form if your organisation has a contract with DCJ and is interested in giving your employees’ access to the Department of Communities and Justice’s (DCJ) Employee Assistance Program (EAP).

By completing this form, you acknowledge that you are the appropriate representative of the organisation, and that your organisation **does not have** an EAP or similar service in place.

You must provide **all** of the requested information.

When you have completed the form, send it by email to [capabilityandpractice@facs.nsw.gov.au](mailto:capabilityandpractice@facs.nsw.gov.au).

# Your organisation’s details

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| --- | --- | --- | --- | --- | --- |
|  | | Date of application | |  | |
|  | Service provider name and ABN | | | <Name of organisation and ABN > | |
|  | | Service provider’s representative  The contact person for this matter. | | Name:  Position:  Phone number:  Email address: | |
|  | | | How many staff are employed in DCJ contracted services? | <insert number of DCJ contracted employees> |
|  | | | Do you have an Employee Assistance Program or a similar program in place for your staff? | Yes  No |