

## APPLICANT DETAILS

To assist our recruitment team in processing your application, please complete this form (IN BLOCK LETTERS) and attach it to the front of your application.

Personal information provided is protected by the *Privacy Act 1988*. Information provided will be used for recruitment purposes only.

### Vacancy Details

Position Title: ..... Classification: .....

Section: .....

Where did you find out about the vacancy: APS Gazette ( ) OAIC Website ( )  
Australian job search ( ) Newspaper ( ) Other:.....

### 1. Personal Particulars

Surname: ..... Title: .....

Given name(s): .....

Preferred name: .....

Postal Address: ..... Contact Phone Nos: (home) .....

..... (work) .....

..... Postcode..... (mobile) .....

Contact Email address: .....

### 2. Eligibility

Section 22 of the *Public Service Act 1999* requires that APS employees be Australian Citizens.

Have you received a redundancy benefit from an APS Agency or an non-APS Commonwealth employer within the last

Are you an Australian Citizen? .....

12 Months? .....

### 3. Employment Details – Australian Public Service Employees

Are you employed in the Australian Public Service? ..... (If NO go to No. 4)

Ongoing (permanent) employee

Non-ongoing (temporary) employee

Classification – Nominal.....

Classification – Actual .....

Australian Government Service (AGS) Number: .....

#### 4. Employment Details

Current Employer: .....

Position held in current organisation: .....

#### 5. EEO Details

Completion of this section is voluntary and will only be used for statistical purposes

Applicants who:

- are of Aboriginal, or of Torres Strait Islander descent; ( )
- are from a non-English speaking background; or ( )
- have a disability ( )

may wish to indicate this in their application so that the selection committee may be appropriately structured or special equipment made available for the interview. If you have any special requirements, please give a brief description below:

#### 6. CHECKLIST

- Application Cover Sheet
- Resume
- Statement addressing the Selection Criteria

##### **For applicants lodging applications by email**

- It is preferred that all parts of your application are attached as one document with the application coversheet at the front of your document.
- Please ensure that the applicant's name appears on every page within the document.
- Applications not in Word format may suffer formatting changes when printed.
- Send your application to the address provided (do not send hard copies or send multiple copies to the contact person).