

JOB APPLICATION FORM

Please complete and submit this form with your CV to Apia.Admin@dfat.gov.au.

POSITION APPLYING FOR

Position number: Title: LE level:

PERSONAL INFORMATION

Title: First Name: Last Name:

Primary contact number: Alternate contact number:

Address line 1 (*village/street name*)

City: Country:

Primary email address: @

Alternate email address: @

Are you eligible to work in the country in which you are applying for a position? Yes ☐ No ☐

Note: To be eligible to work in this country you should be a citizen, hold or be able to obtain an appropriate working visa.

Citizenship(s) *for security designated position only - include all:*

How did you hear about the vacancy?

PREVIOUS AUSTRALIAN GOVERNMENT EMPLOYMENT

Have you ever been employed by the Australian Government, either in Australia or overseas. Yes ☐ No ☐

If yes, please provide the details

If yes, did you ever receive a redundancy or other payment benefit?

REFERENCES

Please provide the names and email addresses of two work-related referees whom we can contact. Both referees should be able to comment on your work performance.

REFEREE 1

Title: First Name: Last Name:

Organization: Position title:

Relationship to applicant / years of relationship:

Contact number: Email address: @

REFEREE 2

Title: First Name: Last Name:

Organization: Position title:

Relationship to applicant / years of relationship:

Contact number: Email address: @

APPLICANT'S STATEMENT

The above information, to the best of my knowledge, is true and correct. I consent to the mission collecting and using information, and to relevant employers / supervisors disclosing information, in relation to my work performance and conduct for the purpose of assessing my suitability to carry out the duties of the position I have applied for, and suitability for employment. I understand that misstatements or omissions in my disclosures may result in a failure to hire or immediate discharge if they are discovered.

Accept ☐ Name: Date:

ONE-PAGE PITCH

Your one-page pitch (up to 1,000 words) is a chance to tell us why you are the right person for the job. We want to know why you want to work at the Australian mission, why you are interested in the role, what you can offer us, and how your skills, knowledge, experience and qualifications are applicable to the role. In a nutshell – why should we hire you?

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