

## JOB APPLICATION COVER SHEET

This form must be completed and be attached as part of your application.

### VACANCY DETAILS

Title of position

Position No.

Classification/Level

Applicable Role/s

Location

Where vacancy advertised

Date advertised

### YOUR PERSONAL DETAILS

Preferred Title:

Other:

Surname

Given name(s)

Address

State

Postcode

Email

Postal Address  
(If different from above  
address)

Telephone Numbers      Home

Mobile

Work

May we contact you at work?

Are you an Australian Citizen?

Date of Birth  
(optional)

Please specify any special requirements for interview.

### YOUR EMPLOYMENT DETAILS

Are you currently  
employed?

Name of your  
employer

Position  
Title

Are you currently employed under the Public Service Act?

If yes, please complete the following

Employment Status

AGS No.

Actual Classification

Nominal Classification

Do you have a current security clearance?

#### *Redundancy payments*

Have you received a redundancy payment from any employment in the Australian Public Service in the last 12 months?

- If you answered yes, redundancy benefit or incentive to retire payment restriction periods will need to have been served where applicable.

#### *Historical Code of Conduct Breaches*

In the last five years, have you been advised in writing of a suspected breach of the APS Code of Conduct (the Code)?

- a. If yes, was a determination made that you breached the Code?
- b. If you answered 'Yes' to (a), what sanction, if any, was imposed?
- c. Have you ever had your employment in the Australian Public Service terminated on the ground of breach of the Code of Conduct?

### **EQUITY AND DIVERSITY DETAILS**

The following questions are used for statistical and reporting purposes. The office aims to ensure that fair, equitable and non-discriminatory consideration is given to all applications.

Gender:

Are you an Aboriginal or Torres Strait Islander?

Are you from a non-English speaking background?

Do you have a disability?

#### **RecruitAbility Scheme** (To be completed where RecruitAbility applies to the vacancy)

If you a person with a disability, do you want to **opt in**? –

**Note:** If you apply under the RecruitAbility scheme you are declaring that you meet the definition of 'disability under the scheme –refer to Australian Public Service Commission's website ([www.apsc.gov.au/disability/recruitability](http://www.apsc.gov.au/disability/recruitability)) and/or Attachment A of the Job Description for further information.

#### **Referees**

Name

Name

Position/Title

Postion/Title

Contact Number

Contact Number

Contact Email

Contact Email