

**PERSONAL DETAILS OF APPLICANT**

*To assist our Recruitment Officer in processing your details, please complete this form and attach it to the front of your resume.*

**Personal Particulars**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title |  | Surname |  | Given Names |  | |
| Postal address | |  | | | | |
| Email address | |  | | | | |
| Mobile number | |  | | Work number | |  |
| Date of Birth | |  | | Australian Citizen | | Yes / No |

**Current Employment Details**

Are you currently employed in the Australian Public Service Yes / No

***If yes, please provide details below***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Agency/Department |  | | | |
| Classification/level (actual) |  | Substantive |  | |
| AGS Number |  | | | |
| Status | Ongoing / Non-Ongoing | | | |
| Length of Service |  | | | |
| Have you received a VR | Yes / No | Date received |  | |
| Have you ever been found to have breach of the Code of Conduct or faced disciplinary action | | | | Yes / No |
| Are you currently being investigated for a suspected breach of the Code of Conduct | | | | Yes / No |

***If No, please provide details below of current employment***

|  |  |  |
| --- | --- | --- |
| Name of Employer |  | |
| Position Title |  | |
| Length of Service |  | |
| How much notice do you need to provide | |  |

**Skills and Areas of Interest**

|  |  |
| --- | --- |
| Education Details / Qualifications |  |
| Classification |  |
| Category (see below) |  |
| Employment type | Full-time / Part-time |

•    Customer Service/Administration/Executive Assistant  
•    Outreach and Capacity Building (Communications/Media/Public Relations/Outreach/Capacity Building/Web Design)  
•    Finance (Accounting/ Procurement/Contract Management/payroll)  
•    Governance  
•    Human Resources (Generalist HR/building and facilities/security)  
•    Program Support   
•    ICT (Support/Systems Development and Design)

**Cultural Background**

Do you wish to identify yourself as a member of any of the following?

a. an Aboriginal or Torres Strait Islander Yes / No

b. from a non-English speaking background Yes / No

c. in need of an interpreter Yes / No

if yes, for which language? ....................................……

d. a person with a disability Yes / No

if yes, indicate any equipment and/or reasonable adjustment that can provide assistance to you

………...........................................................................................................................

**Referee Details**

|  |  |  |
| --- | --- | --- |
| Name | Title and Relationship | Contact number and/or email |
|  |  |  |
|  |  |  |