



# Personal Details of Applicant

## Temporary Register Coversheet

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

### Personal Details

Title		Surname		Given Names	
Postal Address					
Email Address					
Mobile Number		Work Number			
Date of Birth		Australian Citizen			

### Current Employment Details

Are you currently employed in the Australian Public Service (*please select no if you are a contractor*):

If **Yes**, provide details below

Name of Agency/Department					
Classification (Actual)	Choose an item.	Substantive			
AGS Number		Employment Status			
Length of Service					
Have you received a Voluntary Redundancy?		Date Received			
Have you ever been found to have breach of the Code of Conduct or faced disciplinary action					
Are you currently being investigated for a suspected breach of the Code of Conduct?					

If **No**, provide details below

Name of Employer	
Position Title	
Length of Service	
How much notice would you need to provide?	

## Skills and Areas of Interest

Education Details / Qualifications	
Which Classification/s do you wish to be considered for?	<input type="checkbox"/> APS 1 / 2 <input type="checkbox"/> APS 3 / 4 <input type="checkbox"/> APS 5 / 6 <input type="checkbox"/> Executive Level 1 <input type="checkbox"/> Executive Level 2
Which Section/s would you like to be considered for?	<input type="checkbox"/> Customer Service/Administration/Executive Assistant <input type="checkbox"/> Outreach and Capacity Building (Communications/Media/Public Relations/Outreach/Capacity Building/Web Design) <input type="checkbox"/> Finance (Accounting/ Procurement/Contract Management/payroll) <input type="checkbox"/> Governance <input type="checkbox"/> Human Resources (Generalist HR/building and facilities/security) <input type="checkbox"/> Program Support <input type="checkbox"/> ICT (Support/Systems Development and Design)
Employment type	

## Diversity and Inclusion

Do you identify yourself as a member of any of the following:

- Aboriginal or Torres Strait Islander?
- From a non-English speaking background?
  - *in need of an interpreter?*
  - *if yes, for which language?*
- A person with a disability:
  - *if yes, do you require reasonable adjustments to support you in the workplace?*

## Referee Details

Referee full name	Job title and Relationship ( <i>i.e supervisor</i> )	Contact Number and Email