



Australian High Commission
Ottawa

APPLICATION FOR LOCALLY ENGAGED STAFF EMPLOYMENT

Position Applied For

Position number:

Position title:

How did you hear about this vacancy?

Personal Particulars

First name:

Last name:

Telephone:

Email:

Address:

Suburb/City:

State/Province:

Postcode/Zip:

Country:

Work Authorisation

Provide details of your current work authorisation for Canada:

Citizenship/s (for security clearance-designated positions only):

Voluntary Redundancy

Have you ever received, or are you expected to receive, a redundancy benefit from the Australian Public Service or another Australian government employer? Yes No

Date received/expected date:

Which department or agency?

Education Details

Highest Qualification

Qualification name:

Institution:

Year obtained:

Qualification 2

Qualification name:

Institution:

Year obtained:

Qualification 3

Qualification name:

Institution:

Year obtained:

Language Skills

Please provide the following information about any language abilities you have, in addition to English. Use the following proficiency guide to select your speaking and reading proficiency level:

Basic	You can order a meal or ask directions
Social	You can impart information about yourself and acquire information from others
Work	You can carry on a business conversation where you seldom have to revert to English
Professional	You can carry on a business conversation where you do not need to revert to English

Language	Speaking proficiency	Writing proficiency	Formally Tested
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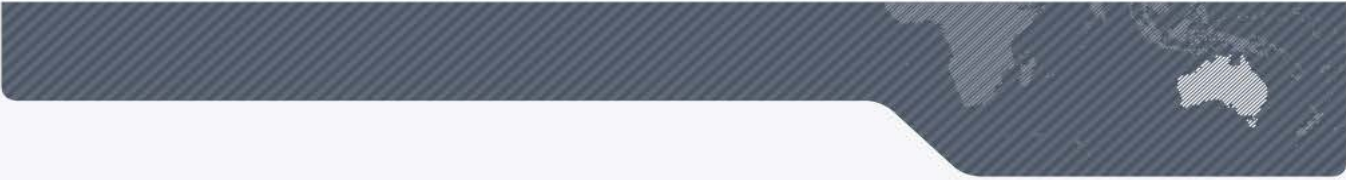
1-2 Page Pitch

This 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 High Commission, 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?

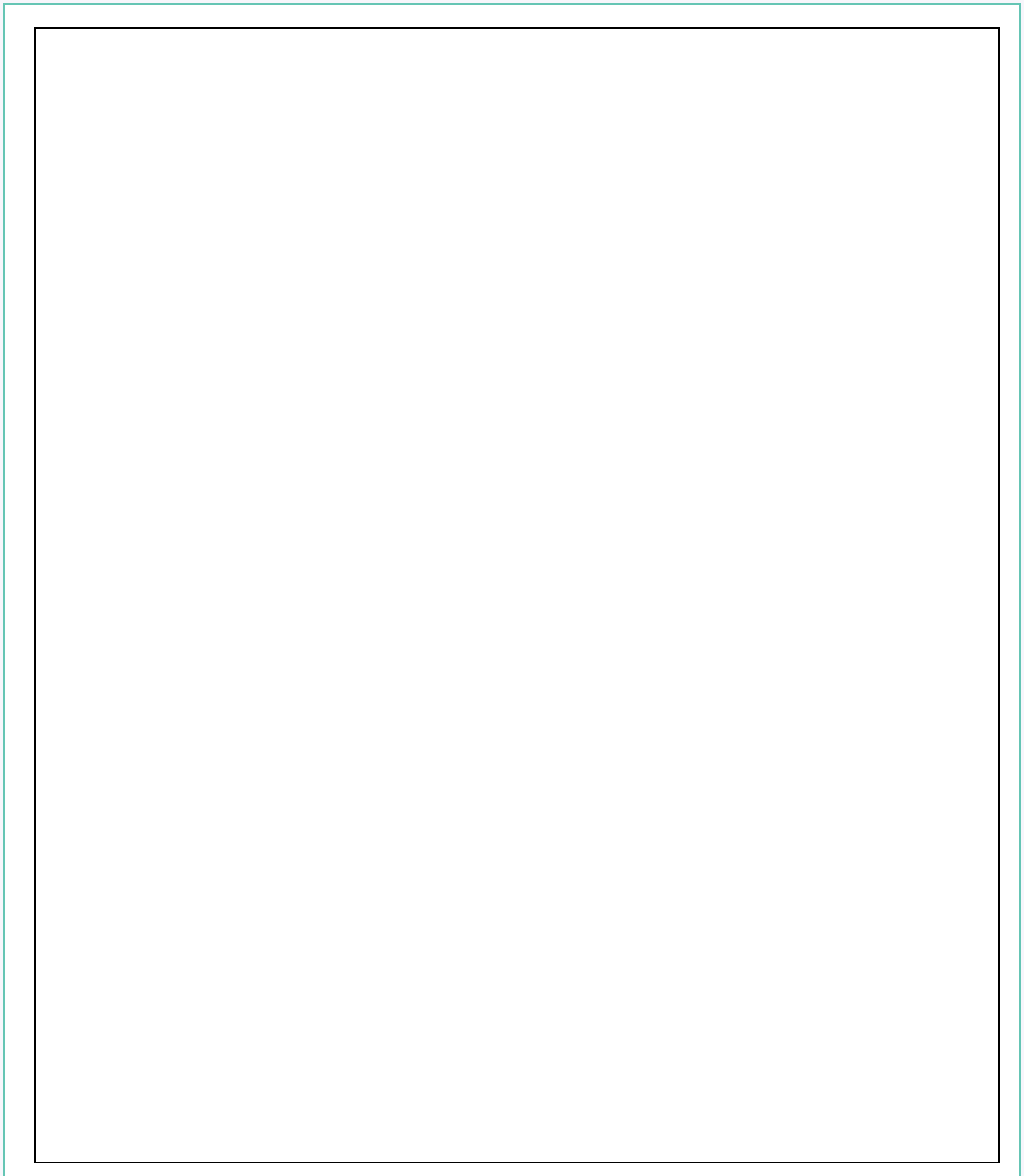
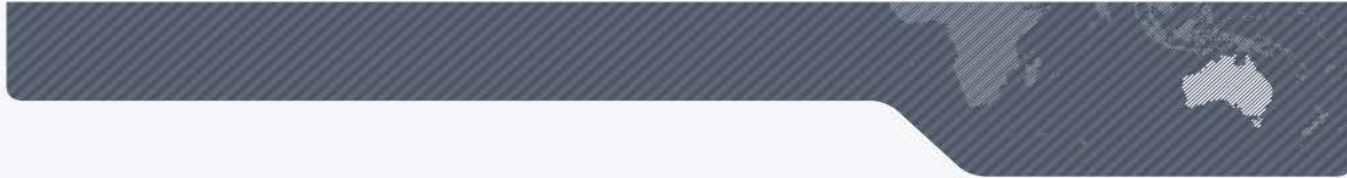
Try not to duplicate information that can already be found in your CV, but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.

Formatting Tips:

- Use plain text; do not use bolding or underlining.
- If you want to use dot/bullet points, please indicate these by using asterisks (*) or dashes (-) instead.
- You can also complete your response in a Word document and copy it in. Note: there is no spell check facility in the form.



A 1-2 page pitch of no more than 750 words addressing the eligibility and other requirements for this position and outlining how your skills, experience and qualifications make you the best candidate for this opportunity.



Curriculum Vitae

Have you attached a two-page CV? Yes No

References

Please provide the names and email addresses of two work-related references whom we can contact. Both referees should be able to comment on your work performance in detail and have supervised you for at least 12 months - one should be your current supervisor. Referees who are co-workers, friends or family members are not acceptable.

Referee 1

Name:

Organisation:

Position title:

Relationship to applicant/years of relationship:

Email:

Phone:

Can the Selection Committee contact this referee during the selection process? Yes No

Referee 2

Name:

Organisation:

Position title:

Relationship to applicant/years of relationship:

Email:

Phone:

Can the Selection Committee contact this referee during the selection process? Yes No



Conduct, Probity and Security Clearances

Employment at the Australian High Commission is conditional on staff obtaining pre-employment probity clearance and/or an Australian Government security clearance and abiding by the Locally Engaged Staff Code of Conduct.

Have you ever been convicted of an offence for which a pardon has not been granted? Yes No

If yes, provide details:

Applicant's Statement

The above information, to the best of my knowledge, is true and correct. I consent to the High Commission 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 to become a High Commission employee. I understand that misstatements or omissions in my disclosures may result in a failure to hire or immediate discharge if they are discovered.

Signature or tick box if completing electronically:

Date: