****

# APPLICATION COVERSHEET

To assist our recruitment team in processing your application, please complete this form and attach it to the front of your application.

Personal information provided is protected by the *Privacy Act 1988*. Information provided will be used for recruitment purposes only.

|  |  |
| --- | --- |
| **DETAILS OF ADVERTISED VACANCY** | |
| Position Number |  |
| Classification |  |
| Position Title |  |
| Where did you see the position advertised  (double click on the box required and select Checked then ok) | APS Jobs  Indigenous Jobs Australia  Museums Australia  seek.com.au |
| **PERSONAL PARTICULARS** | |
| Title: | Dr  Mr.  Miss  Ms  Mrs |
| Surname: |  |
| Given Names: |  |
| Address for correspondence: |  |
| Telephone (work): |  |
| Telephone (home): |  |
| Telephone (mobile): |  |
| E-mail address: |  |
| Are you an Australian citizen? | Yes  No  Section 22 of the Public Service Act 1999 requires that APS employees be Australian Citizens. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CURRENT EMPLOYMENT DETAILS** | | | | |
| Are you currently employed within: (click the appropriate box) | | | The Australian Public Service  A Commonwealth Statutory Authority  ACT Government  The Private Sector  Currently not employed | |
| Current Employer | | |  | |
| AGS Number (if applicable) | | |  | |
| Classification (if applicable) | | | Actual  Nominal | |
| Employment Type | | | Ongoing / Permanent  Non-ongoing / Temporary / Casual | |
| Do you hold a current Commonwealth Security Clearance? | | | Yes  No  N/A | |
| Have you received a redundancy package from an APS Department/Agency or non APS Commonwealth agency in the last 12 months | | | Yes  No  N/A | |
| Has the period of exclusion (or ‘redundancy benefit period’) linked to the level of the redundancy benefit been applied and completed? | | | Yes  No  N/A | |
| **REFEREE DETAILS** | | | | |
|  | **Referee One** | | | **Referee Two** |
| Name |  | | |  |
| Contact Telephone |  | | |  |
| Email address |  | | |  |
| **WORKPLACE DIVERSITY DETAILS**  ***The following questions are for statistical and reporting purposes only and will not be used in the assessment of your application for this position.*** | | | | |
| Please indicate if you identify yourself as a member of the following groups. | | Aboriginal / Torres Strait Islander  Yes  No  Non-English speaking background  Yes  No  Do you have a disability?  Yes  No | | |
| Do you require any special assistance to attend an interview | | Yes  No | | |