



## POSITION APPLICATION FORM

### How your information will be used

Information on this form and in your application is collected and used for APS employment purposes. It may be disclosed to external parties engaged or utilised by AFSA to assist in recruitment processes. These parties are required to comply with the same privacy obligations as they apply to AFSA employees. AFSA's privacy policy explains how personal information is managed, and can be viewed on AFSA's website [www.afsa.gov.au/privacy](http://www.afsa.gov.au/privacy).

### Applicant consent

As part of the Australian Public Service Commissioner's Directions 2016, following the completion of a selection process your details may be placed on a merit list or in a merit pool, which may be accessed by other APS agencies recruiting a similar vacancy.

Do you consent to your details being released?	No	Yes
--	----	-----

### Vacancy details

Job title		Position number	
Division		Classification level	
Where did you see the job first advertised? <i>e.g. Seek, APSJobs, website etc</i>			

### Personal details

Title		Given name/s		Preferred name	
Surname					
Gender	Male	Female	Indeterminate/Intersex/Unspecified		
Postal address				Postcode	
Email address					
Telephone numbers					

### Eligibility

Are you an Australian citizen?	No	Yes
If not, have you applied for citizenship?	No	Yes
Have you received a redundancy benefit from an APS department or agency?	No	Yes
If yes, when did you receive the redundancy benefit?		
Redundancy benefit period expiration date		

### Workplace diversity (optional)

Are you an Indigenous Australian?	No	Yes
Are you from a non-English speaking background?	No	Yes
Do you have a disability?	No	Yes
If selected for an interview, please specify any assistance you may require.		

Employment details			
Are you currently an APS employee?	No	Yes, ongoing	Yes, non-ongoing
What is your AGS number?		Substantive classification level	

**Current employer:**

Organisation		Position/title	
Date from			
Current salary			

**Previous employer 1:**

Organisation		Position/title	
Date from		Date to	
Reason for leaving			

**Previous employer 2:**

Organisation		Position/title	
Date from		Date to	
Reason for leaving			

**Other details**

*Please note: answering yes to any of the below is not grounds for exclusion from employment at AFSA, however, it may be relevant to suitability in some positions/work areas of AFSA.*

*If you answer yes to any of the below, please attach further details.*

Do you have a current or previous relationship with a current AFSA employee?	No	Yes
If yes, please specify the name of the AFSA employee and the nature of relationship <i>e.g. past manager, family member, business association, close friend etc</i>		
Employee's name		Nature of relationship
Have you ever been declared bankrupt or entered into a debt agreement?	No	Yes
Have you been found to have breached the APS Code of Conduct within the past five years?	No	Yes
Are you aware of any matters that might result in a conflict of interest should you be found suitable for AFSA employment?	No	Yes

**Checklist**

Position application form	<input type="checkbox"/> Yes
Covering letter	<input type="checkbox"/> Yes
Resume / Curriculum Vitae	<input type="checkbox"/> Yes
Contact details of at least two recent referees, including your current manager	<input type="checkbox"/> Yes

**Applicant's statement**

The statements made by me, and any supporting documentation are true and complete. I understand any false or misleading statements made may disqualify me from employment or result in dismissal. I consent to any pre-employment checks required if successful in obtaining employment.

Signature		Date	
Name			

Please submit your application to [recruitment@afsa.gov.au](mailto:recruitment@afsa.gov.au)