**AUSTRALIAN HIGH COMMISSION - SINGAPORE**

**Job Application Cover Sheet**

**1. Particulars of Position Applied For**

|  |  |  |
| --- | --- | --- |
| **Title** | **Level** | **Location** |
| **Policy and Research Officer** | **LE4** | **Australian High Commission, Singapore** |

**2. Personal Particulars**

|  |  |  |
| --- | --- | --- |
| **Title** | **Surname** | **Given Name(s)** |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Work Number (incl. Area Code)** |  | **Postal Address** | | |
|  |  |  | | |
| **Home Number (incl. Area Code)** |  | **City, Suburb or Town** | **State** | **Postcode** |
|  |  |  |  |  |
| **Other Number (e.g. Mobile)** |  | **Email Address** | | |
|  |  |  | | |

**3. Employment**

|  |
| --- |
| Are you, or have you ever been, employed within the Department of Foreign Affairs and Trade portfolio? **NO** |

**4. Referees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Referee’s Name** | |  | **Referee’s Name** | |
|  | |  |  | |
| **Contact Number** | |  | **Contact Number** | |
|  | |  |  | |
|  |  |  |  |  |

**NOTE : References are an important part of the recruitment process. Referees may be contacted during the short listing process.**

**5 Citizenship**

|  |  |  |
| --- | --- | --- |
|  | **Are you an Australian citizen?** | **Are you a citizen of any other country?** |
|  |  |  |

**6. Applicant’s Statement**

The above information, to the best of my knowledge, is true and correct. I consent to the Australian High Commission Singapore collecting and using information, including verifying my academic and/or professional qualifications with relevant institutions; and to relevant employers disclosing information, in relation to my work performance and conduct for the purpose of assessing my suitability to carry out the duties of the job I have applied for, and suitability to become an employee of the Australian High Commission Singapore

|  |  |
| --- | --- |
| **Signature or place an X in the box below if completing form electronically** |  |
|  |  | **Date:** |
|  |  |

**AUSTRALIAN HIGH COMMISSION - SINGAPORE**

**Employment & Qualification Background**

**1. Personal Particulars**

|  |  |  |
| --- | --- | --- |
| Title | **Surname** | **Given Name(s)** |
|  |  |  |

**2. Current Employment**

|  |  |  |
| --- | --- | --- |
| **Month/Year**  **Commenced** | **Employer** | **Position** |
|  |  |  |
| Brief Description | | |
|  | | |

**3. Previous Positions Held (including movement within an organisation)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month/Year**  **Commenced** | **Month/Year**  **Finished** | Employer | **Position** | **Level** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**4. Academic Qualifications**

|  |  |  |
| --- | --- | --- |
| **Year Received** | **Qualification** | **Institution** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**5. Languages**

|  |  |
| --- | --- |
| Language | Top of Form  Bottom of Form |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **6. Other** e.g. Awards, Academic Appointments, Publications, Professional Associations, etc |

**Statement/Pitch addressing Suitability**

|  |
| --- |
|  |
|  |

**We thank all applicants for their interest. The Australian High Commission of Singapore is committed to protecting the privacy of your personal information. Information provided will be used for recruitment and employment purposes only.**