



# TER Application Pack

## Things to note before submitting a job application

- **Which application documents are required for Temporary Employment Register and will be considered during the review process?**

We only accept the standard application pack template available for download on our website, along with your most recent CV (Please ensure that both files do not exceed **3MB** in total size.) Additional documents such as testimonials, references, or certificates are not required at this stage and will not be reviewed.

- **Is it appropriate to contact the selection panel for further details about the role and its responsibilities?**

At this stage, the Recruitment Team is your primary point of contact. The job advertisement provides sufficient information about the role. Any further clarification is considered sensitive and confidential and can be discussed during the interview if you are shortlisted.

## Frequently Asked Questions (FAQs)

- **What is the purpose of the Temporary Employment Register (TER)?**

The Australian High Commission, Singapore maintains a Temporary Employment Register, which is used to fill short-term vacancies. The Temporary Employment Register (TER) is open to candidates to submit an expression of interest for temporary, non-ongoing employment at the Australian High Commission (AHC). The TER enables us to temporarily employ appropriately highly skilled, motivated and experienced individuals at short notice for short - term (fixed term) contracts (up to 6 months).

- **Why do some job applications fail to reach our recruitment inbox successfully?**

Applications that include documents **embedded** directly into the email body are often blocked due to our IT department's strict security protocols. To ensure your application is received, please **attach** all required documents as separate files in a single email submission.

- **Will relocation, housing, and schooling support be provided if I am shortlisted for the role?**

Relocation, housing, and schooling support are not provided as part of the Australian High Commission's employment package.

- **Is it possible to perform the employment on a fully remote basis from outside Singapore?**

None of the Australian High Commission's locally engaged roles are eligible for remote work outside of Singapore.

- **If I am shortlisted, what is the process for obtaining work visa sponsorship a.k.a. work pass?**

In line with Singapore's labour law, it is the employer's responsibility to apply for the appropriate work visa on behalf of the selected candidate.

- **Are the employment conditions subjected to Australian or Singapore labour law?**

Locally engaged staff are employed by the Australian High Commission under conditions of service in compliance with Singapore labour law.



- Is employment with the organisation subject to the Singapore tax system?**  
 Yes, employment income earned in Singapore is subject to taxation under the regulations of the Inland Revenue Authority of Singapore (IRAS). Australian High Commission employees are responsible for ensuring they comply with local taxation regulations.

<b>Working location</b>	<b>Australian High Commission (25 Napier Road Singapore 258507)</b>	
<b>Title</b>		
<b>Full name (Underline last name)</b>		
<b>Mobile number (With available WhatsApp account)</b>	+	
<b>Email address</b>		
<b>Citizenship</b>		
<b>Singapore permanent residency status</b>	Yes / No	
<b>Are you currently residing in Singapore?</b>	Yes No Not at the moment but will be relocating to Singapore	
<b>Are you, or have you ever been, employed within the Department of Foreign Affairs and Trade (DFAT) portfolio?</b>	Yes / No	If yes, please indicate:
<b>Have you been convicted of criminal offense(s) in Singapore?</b>	Yes / No	If yes, please indicate:
<b>Have you been convicted of criminal offense(s) in Australia?</b>	Yes / No	If yes, please indicate:



**PREVIOUS EMPLOYMENT DETAILS (LIST FROM MOST RECENT TO EARLIEST)**

From (Month / Year)	To (Month / Year)	Designation	Employer	Reason for leaving

**LANGUAGE PROFICIENCY (5 = MOST PROFICIENT, 1 = LEAST PROFICIENT)**

Language	Writing	Speaking

**APPLICANT’S STATEMENT**

I confirm that, to the best of my knowledge, the information provided is true and accurate. I give my consent for the Australian High Commission Singapore to collect and use this information, including verifying my academic and/or professional qualifications with relevant institutions. I also authorize previous employers to disclose information regarding my work performance and conduct, solely for the purpose of assessing my suitability for the role I have applied for and for employment with the Australian High Commission Singapore.

Full name (Underline last name)		Signature	
Date			



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AUSTRALIAN HIGH COMMISSION  
25 NAPIER ROAD

**WANT TO BE THE FIRST  
TO KNOW WHEN WE'RE  
HIRING?**

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Recruitment Alerts!



**Step 1: Save our no. to your  
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or scan the QR code with  
WhatsApp camera to add**  
(You won't receive our broadcast  
messages if our no. isn't saved)



**Step 2: Send a message on  
WhatsApp to subscribe**  
SUB\_[Nationality] e.g. SUB\_Australian



**To unsubscribe**  
Just type UNSUB



This WhatsApp number is strictly a one-way communication platform. Messages or enquiries sent to it will not receive any replies. Australian High Commission will never request any form of payment or fund transfer and will only respond through our official email address. Please be cautious of job scams where individuals posing as employers or agents ask for visa payments before a job application which is an illegal practice in Singapore.