



Job Application Cover Sheet

1. Insert your resume and statement addressing the selection criteria to the end of this form.
2. Submit your application by the nominated closing date:
 - by email as arranged with the contact officer;
 - by mail to the Personnel/HR Officer, GPO Box 1020, Canberra, ACT 2601; or
 - deliver to the Public Entrance, ACT Legislative Assembly, South Building Civic Square.

VACANCY DETAILS

Position Number		Classification	
Group		Section	
The position was advertised on _____ (specify date) in			
ACT Gazette/Staff Bulletin <input type="checkbox"/> ACT Legislative Assembly website <input type="checkbox"/> Canberra Times <input type="checkbox"/>			
Other: Please state _____			

APPLICANT DETAILS

Title			
Surname		Given Name	
Contact Number	Work	Home	Mobile
Postal Address			
	Suburb		Postcode
Email Address			
Are you an Australian Citizen?			Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'No', do you have permanent residency? New Zealand citizens who reside in Australia and who hold a Special Category temporary residence Visa (a SCV) are regarded as being permanent residents of Australia.			Yes <input type="checkbox"/> No <input type="checkbox"/>

EMPLOYMENT DETAILS

Are you employed in the ACT or Australian Public Service?			Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'No', who is your current employer?			
If 'Yes', please provide the following details:			
AGS Number		Employment Status	
Current Nominal Classification			
Department			
Are you an excess or potentially excess officer of the ACT Public Service?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you accepted/received a voluntary redundancy package from the ACT Public Service in the last 2 years?			Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes', what date did you receive the redundancy package?			

SUPERVISOR

Current Supervisor's Name	
Position	
Contact Phone Number	
If not one of your nominated referees may we contact your supervisor for a reference? Yes, upon successful application <input type="checkbox"/> No <input type="checkbox"/>	

REFEREES

Referee 1		Contact Number	
Position			
Organisation / Department			
Referee 2		Contact Number	
Position			
Organisation / Department			

WORKPLACE DIVERSITY

The Secretariat is an equal opportunity employer. If you are an applicant who is an Aboriginal or a Torres Strait Islander, come from a non-English speaking background, or has a disability, you may wish to indicate this so that the selection committee can be appropriately structured, and accurate data can be maintained by the Secretariat.

Do you wish to identify yourself as a member of the following groups? Yes No

- Aboriginal or Torres Strait Islander
- Person from a non-English speaking background?
- Person with a disability

Please advise any special assistance or equipment you need to attend selection activities (eg. Interpreter, equipment).