Job application cover sheet

**Vacancy number:** PBO Click or tap here to enter text.

**Where did you see this job advertised?**

[ ]  APS Jobs [ ]  Seek [ ]  Other

[ ]  PBO Website [ ]  LinkedIn or X

## Part A: Personal details

**Given name:** Click or tap here to enter text. **Preferred name:** Click or tap here to enter text.

**Surname:** Click or tap here to enter text.

**Contact phone number:** Click or tap here to enter text.

**Alternate contact number:** Click or tap here to enter text.

**Email address:** Click or tap here to enter text.

**Residential address:** Click or tap here to enter text.

**State:** Click or tap here to enter text. **Postcode:** Click or tap here to enter text.

## Part B: Workplace Diversity details

**Do you wish to identify yourself as a member of the following groups?**

**Aboriginal and/or Torres Strait Islander:**  Yes [ ]  No [ ]

**Person from non-English speaking background:** Yes [ ]  No [ ]

**Person with a disability:**  Yes [ ]  No [ ]

**If selected for interview, will you require any special arrangements to be made?** Yes [ ]  No [ ]

**If yes, please advise:** Click or tap here to enter text.

## Part C: Citizen details

**Are you an Australian citizen?**  Yes [ ]  No [ ]

**If No, have you applied for Australian citizenship?**  Yes [ ]  No [ ]

**Date of application:** Click or tap to enter a date.

*Note: if you are not an Australian citizen you may be considered for engagement on the condition that you are able to gain Australian citizenship within a specified time.*

## Part D: Employment details

**Current / most recent employer:** Click or tap here to enter text.

**If currently employed in the Australian Public Service or Parliamentary Service:**

* **Employment type:** [ ]  Ongoing [ ]  Non-ongoing
* **Employed as (level):** Click or tap here to enter text.
* **AGS number:**  Click or tap here to enter text.

**Do you hold a security clearance?** Yes [ ]  No [ ]

 **If yes, indicate the level held** Choose an item.

**Have you accepted a voluntary redundancy from a Commonwealth funded agency within the last 36 weeks?**  Yes [ ]  No [ ]

* **If yes, number of weeks for which you received a redundancy benefit:** Click or tap here to enter text.
* **Date of voluntary redundancy:** Click or tap here to enter text.
* **Name of agency:** Click or tap here to enter text.

**Have you ever been the subject of a misconduct/disciplinary investigation?** Yes [ ]  No [ ]

**Has your performance ever been rated a requiring development or unsatisfactory?** Yes [ ]  No [ ]

## Part E: Referees

Please provide contact details of two referees to support you claims for this position. Your nominated referees should be a current and/or recent supervisor or manager.

**Referee 1** Click or tap here to enter text. **Referee 2** Click or tap here to enter text.

**Name:** Click or tap here to enter text. **Name:** Click or tap here to enter text.

**Relationship:** Click or tap here to enter text. **Relationship:** Click or tap here to enter text.

**Phone number:** Click or tap here to enter text. **Phone number:** Click or tap here to enter text.

**Email:** Click or tap here to enter text. **Email:** Click or tap here to enter text.

## Part F: Confirmation

By submitting this form with my application, I confirm that the information I have provided above and the details in my attached application are, to the best of my knowledge, true and correct.

**Date completed:** Click or tap to enter a date.

Please complete this cover sheet and include it with your application.