



AUSTRALIAN HIGH COMMISSION LONDON
UK-BASED STAFF APPLICATION FORM

POSITION DETAILS			
POSITION NUMBER		POSITION TITLE	

APPLICANT DETAILS					
SURNAME		FIRST NAME(S)			
HOME ADDRESS					
TELEPHONE	WORK		HOME		MOBILE
EMAIL ADDRESS					

SECURITY AND WORK AUTHORISATION			
NATIONALITY (all)			
NON-EU NATIONALS	Do you hold a UK visa?		Please select <input type="checkbox"/> YES <input type="checkbox"/> NO
If Yes please provide details	Type	Date of Expiry	
If No which type do you intend to apply for?			

LANGUAGE SKILLS	
What is your native language?	
Please indicate which of the following languages (including native language) you can communicate in – both orally and in writing - to a fluent, professional level, and would feel comfortable using in the workplace to deal with clients (tick all that apply):	
<input type="checkbox"/> Croatian <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> German <input type="checkbox"/> Greek <input type="checkbox"/> Italian	<input type="checkbox"/> Polish <input type="checkbox"/> Russian <input type="checkbox"/> Serbian <input type="checkbox"/> Spanish <input type="checkbox"/> Ukrainian

EMPLOYMENT HISTORY			
Please provide details of your present employment (or most recently held position if currently unemployed).			
NAME AND ADDRESS OF EMPLOYER			
JOB TITLE			
START/END DATE		NOTICE PERIOD	
SUMMARY OF MAIN DUTIES AND RESPONSIBILITIES			

Please provide brief details of additional employment which may support your application (most recent first).		
EMPLOYER	DATES OF EMPLOYMENT	MAIN DUTIES AND RESPONSIBILITIES

ADDRESS TO THE SELECTION CRITERIA
Please address each of the selection criteria for the role to which you are applying in the spaces provided below (max 200 words each). The specific selection criteria to be address can be found as part of the job advertisement.

A	
B	
C	
D	
E	
F	

AVAILABILITY

If successful when would you be available to start work?	
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DISABILITIES

Do you consider yourself to have a disability as defined by the Equality Act 2010?	Please select	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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If yes, please provide details below of any adjustments which may need to be made during the recruitment process or if you are successful in your application.

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REFEREE DETAILS

Please provide the details of at least two referees. At least one **must** be your current or recent supervisor.

REFEREE 1	
NAME	
TITLE	
RELATIONSHIP	
EMAIL ADDRESS	
PHONE NUMBER	

REFEREE 2	
NAME	
TITLE	
RELATIONSHIP	
EMAIL ADDRESS	
PHONE NUMBER	

APPLICANT DECLARATION

Have you ever received a redundancy benefit from the Australian Public Service (APS), or as a Locally Engaged Staff member of an Australian Embassy or High Commission? **Please select** YES NO

I am aware that any false or misleading information given in this application may render my employment, if I am appointed, liable to termination. I declare that to the best of my knowledge the above information and that submitted in any accompanying documentation is correct.

Signature/Name (if electronic)

Date

EQUAL OPPORTUNITY EMPLOYMENT AND DIVERSITY

The Australian High Commission is an equal opportunity employer. To ensure best practice in promoting diversity in the workplace we would appreciate your time to fill out the Australian High Commission Diversity Questionnaire which may be emailed to you separately. In accordance with the Data protection Act this information will be kept by Australian High Commission Human Resources for monitoring purposes only.