



# Applicant information form

*This form is to be used for hard copy applications or when applying outside of the online recruitment portal.*

## Job details

Position number/reference (if known):

Position title and classification:

Division/branch or section:

## Citizenship and personal details

**Are you an Australian citizen?**

*Please note: You must be an Australian citizen to be eligible for employment.*

Yes  
 No

Title:

First name:

Surname:

Preferred name:

Gender:

Home phone:

Work phone:

Mobile phone:

May we contact you at work?

Yes  
 No

Would you like to receive reminders and information via SMS relating to this position?

Yes  
 No

Postal address:

Suburb:

State:

Postcode:

Country:

Is your postal address the same as your residential address?

Yes  
 No

If you ticked no above, please provide your residential address:



Suburb:

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State:

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Postcode:

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Country:

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Do you wish to be considered by other APS agencies for a similar role/vacancy?

Yes  
 No

If you are considered suitable as a result of this assessment process, you may be placed on a "Merit List". This merit list enables this Department and other APS agencies to potentially engage/employ you to fill a similar vacancy within a 12 month period.

Where did you first see the vacancy advertised (APSjobs, LinkedIn, friend etcetera)?

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## Diversity (optional)

Are you of Aboriginal or Torres Strait Islander origin?

Yes  
 No

Are you a person with a disability?

Yes  
 No

Do you require any adjustments or assistance to participate in this recruitment process?

Yes  
 No

If you answered yes above, please provide details to the contact officer listed in the Job Information Pack.

Do you wish to opt in to the [RecruitAbility Scheme](#)?

**Yes**—*I have a disability and wish to opt into the RecruitAbility scheme. I understand my application will need to be assessed as having met minimum requirements for the vacancy.*  
 **No**—*I do not wish to opt into the RecruitAbility scheme.*



## Education details (optional)

Qualification	Institution name	Associated major(s)

Please provide any information on your major(s) associated with your tertiary education:

Please provide details about other relevant qualifications e.g. first aid certificate, driver's license etcetera:

## Employment details—APS employees

Are you currently employed in the APS?

- Yes**  
 **No**—If No, go straight to *Employment Details Non-APS*

Ongoing or non-ongoing employment type:

Department/agency:

AGS number:

Years of service:

Current/acting APS classification:

Substantive/actual APS classification:

Are you expecting to receive, or have you received a redundancy benefit from an APS agency or a non-APS Commonwealth employer in the past 12 months?

- Yes**—if yes, please provide details  
 **No**

If you ticked yes above, please provide details of the redundancy you have received or are expending to receive.

Have you previously at any time been employed by the Department of Communications and the Arts?

- Yes**  
 **No**



## Employment details—Non-APS Employees (if applicable)

Name of current employer:

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Current position:

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Years of service:

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## Security clearance

Do you hold a security clearance?

Yes  
 No—if no, skip this section

What is your clearance level?

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Name of issuer:

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Date of issue:

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## Referee details

Referee 1	Referee 2
Name:	
Company:	
Position:	
Phone Number:	
Email:	

## Written application

I have attached my written application as per the requirements outlined in the Job Information Pack.

Yes  
 No

I have attached a resume or other employment history record.

Yes  
 No

## Declaration

I confirm, to the best of my knowledge, that the information in this form is true and correct and understand that any misleading statements or omissions may make me ineligible for employment. (Selecting yes will indicate your agreement to this statement).

Yes  
 No

