



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?			

EMPLOYMENT HISTORY

Please provide details of your present employment (or most recently held position if currently unemployed).			
NAME OF EMPLOYER			
ADDRESS			
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 250 words each). The specific selection criteria to be address can be found as part of the job advertisement.	
A	
B	
C	

D	
E	
F	
G	

AVAILABILITY

If successful when would you be available to start work?

DISABILITIES

Do you consider yourself to have a disability as defined by the Equality Act 2010? **Please select** ☐ YES ☐ NO

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.

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.