### Application Cover Sheet

Please complete this cover sheet and submit to [applications@moadoph.gov.au](mailto:applications@moadoph.gov.au) along with your resume and your ‘pitch’.

|  |  |
| --- | --- |
| Advertised Role | |
| Position Title: |  |
| Classification: |  |

|  |  |
| --- | --- |
| Personal Details | |
| Title: |  |
| Full Name: |  |
| Residential Address: |  |
| Email Address: |  |
| Phone No: |  |
| Are you an Australian Citizen? *(Please note, employment is contingent on Australian citizenship)* | YES  NO - Specify current citizenship and residency/visa status: |

|  |  |  |
| --- | --- | --- |
| **Employment Details** | | |
| Are you currently employed in the Australian Public Service (APS)? | NO  YES – Provide details below: | |
| Dept/Agency: |  |
| AGS Number: |  |
| Classification: |  |
| Employment | Ongoing  Non-Ongoing |
| Are you employed by another organisation? | NO  YES – Provide details below: | |
| Organisation: |  |
| Employment Type | Permanent  Temporary |
| Do you have a security clearance issued by AGSVA? | NO  YES – Specify level:  If you answered no – you must be willing to obtain and maintain a Baseline security clearance after your commencement. There is no cost to you to obtain the clearance. | |

|  |  |
| --- | --- |
| Referees – We will not contact referees without your prior approval. | |
| Referee One | |
| **Name:** |  |
| **Place of work:** |  |
| **Relationship to you:** |  |
| **Phone:** |  |
| **Email** |  |

|  |  |
| --- | --- |
| Referee Two | |
| **Name:** |  |
| **Place of work:** |  |
| **Relationship to you:** |  |
| **Phone:** |  |
| **Email** |  |

|  |  |
| --- | --- |
| Disclosures and Merit List Sharing | |
| Redundancy  Have you received a redundancy from an APS agency or non-APS Commonwealth employer in the last 12 months?  NO  YES – Specify your redundancy benefit expiry date: | |
| Code of Conduct  In the past 5 years, have you been determined or found to have breached the APS Code of Conduct during any previous APS employment?  In the past 5 years, have you resigned from any previous APS employment during or following an investigation into allegations you may have breached the APS Code of Conduct?  In the last 10 years have you been dismissed from your employment, including the APS or a private sector employer, not including redundancy? | NO  YES  NO  YES  NO  YES |
| Merit List/Pool  Candidates who are placed in a merit list/pool from this selection process may have their application and their extract from the selection report shared with other Australian Government agencies looking to fill similar vacancies. A merit list/pool is current for 18 months from the date the original vacancy was notified in the APS Jobs.  Do you agree to your details being shared with other Australian Government agencies for this purpose?  YES  NO | |

|  |  |
| --- | --- |
| Reasonable Adjustments | |
| If your application is successful, do you require any reasonable adjustments to be made, or facilities provided to enable you to attend an interview or to carry out the job for which you are applying?  (e.g. sign language, interpreter, building access)  **NO  YES – Provide details below:** | |
| Other comments: |  |

|  |  |
| --- | --- |
| Checklist and Declaration | |
| For noting  If you are deemed the successful applicant and accept a position with MoAD, you must be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service before a letter of offer is issued. This is no cost for you associated with this check.  Submission of application  When submitting your application, please attach the following documents:  Completed Application Cover Sheet  Your ‘pitch’  Resume, including 2 referees | |
| I declare that the information I have provided in this application is true and correct. | |
| Electronic Signature: |  |
| Date: |  |