



# Application Pack

## Things to note before submitting a job application

- **Which application documents are required and will be considered during the review process?**  
We only accept the standard application pack template available for download on our website, along with your most recent CV (Please ensure that both files do not exceed **3MB** in total size.) Additional documents such as testimonials, references, or certificates are not required at this stage and will not be reviewed.
- **Is it appropriate to contact the selection panel for further details about the role and its responsibilities?**  
At this stage, the Recruitment Team is your primary point of contact. The job advertisement provides sufficient information about the role. Any further clarification is considered sensitive and confidential and can be discussed during the interview if you are shortlisted.
- **Is it possible to submit a single application package for multiple separate job postings?**  
To be considered for multiple roles, you must submit a separate application pack and CV for each position. Please do not combine applications into a single email. This requirement also applies to Temporary Employment Registration.

## Frequently Asked Questions (FAQs)

- **Why do some job applications fail to reach our recruitment inbox successfully?**  
Applications that include documents **embedded** directly into the email body are often blocked due to our IT department's strict security protocols. To ensure your application is received, please **attach** all required documents as separate files in a single email submission.
- **Will relocation, housing, and schooling support be provided if I am shortlisted for the role?**  
Relocation, housing, and schooling support are not provided as part of the Australian High Commission's employment package.
- **What is the process for obtaining work visa sponsorship?**  
For all Australian or other non-host country nationals applying for this role, employment is contingent upon obtaining relevant visas from the relevant local authorities such as the Immigration and Checkpoints Authority (ICA) or the Ministry of Manpower (MOM), to enter and reside in Singapore. Only after this approval will the employer proceed to apply for the appropriate work visa on behalf of the selected candidate.  
  
Please note that the work visa process may involve probity checks, police background verification, and pre-employment medical clearance. If permission to remain in Singapore is denied, revoked, or not renewed, both the employment and the signed contract will immediately become invalid in accordance with local labour laws.
- **Are the employment conditions subjected to Australian or Singapore labour law?**  
Locally engaged staff are employed by the Australian High Commission under conditions of service in compliance with Singapore labour law.
- **Is it possible to perform the employment on a fully remote basis from outside Singapore?**  
None of the Australian High Commission's locally engaged roles are eligible for remote work outside of Singapore.



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25 NAPIER ROAD

- **Is employment with the organisation subject to the Singapore tax system?**

Yes, employment income earned in Singapore is subject to taxation under the regulations of the Inland Revenue Authority of Singapore (IRAS). Australian High Commission employees are responsible for ensuring they comply with local taxation regulations.

- **Is employment with the organization subject to Australian Superannuation entitlements and Tax Residency requirements for Australian employees?**

Australian Superannuation entitlements and tax residency status will depend on the outcome generated by the Australian Taxation Office (ATO) online tool.

<b>Working location</b>	Australian High Commission (25 Napier Road Singapore 258507)	
<b>Position applying for</b>		
<b>Title</b>		
<b>Full name (Underline last name)</b>		
<b>Mobile number (With available WhatsApp account)</b>	+	
<b>Email address</b>		
<b>Citizenship</b>		
<b>Singapore permanent residency status</b>		
<b>Currently situated in</b>		If others:
<b>Are you, or have you ever been, employed within the Department of Foreign Affairs and Trade (DFAT) portfolio?</b>		If yes:

## CURRENT EMPLOYMENT DETAILS

<b>Commencement date</b>	
<b>Designation</b>	
<b>Employer</b>	
<b>Notice period</b>	
<b>Singapore driving license</b>	



**PREVIOUS EMPLOYMENT DETAILS (LIST FROM MOST RECENT TO EARLIEST)**

From (Month / Year)	To (Month / Year)	Designation	Employer	Reason for leaving

**REFEREES\*:** Please provide only the most recent employer details.

<b>HR Referee 1's name</b>		<b>Mobile number</b>	
<b>HR Designation</b>		<b>Email address</b>	
<b>Employer</b>		<b>Relationship with the referee</b>	HR Team

<b>HR Referee 2's name</b>		<b>Mobile number</b>	
<b>HR Designation</b>		<b>Email address</b>	
<b>Employer</b>		<b>Relationship with the referee</b>	HR Team

*\*Referees may be contacted while the interview process is still underway.  
Please ensure that the contact details provided are accurate and up to date.*



**ACADEMIC QUALIFICATIONS (LIST FROM MOST RECENT TO EARLIEST)**

Year received	Qualification	Institution

**LANGUAGE PROFICIENCY (5 = MOST PROFICIENT, 1 = LEAST PROFICIENT)**

Language	Writing	Speaking

**OTHER (E.G. AWARDS, ACADEMIC APPOINTMENT, PUBLICATIONS, PROFESSIONAL ASSOCIATIONS, ETC.)**

Professional memberships	
Other qualifications	



**STATEMENT PITCH / ADDRESSING SUITABILITY**

**APPLICANT'S STATEMENT**

I confirm that, to the best of my knowledge, the information provided is true and accurate. I give my consent for the Australian High Commission Singapore to collect and use this information, including verifying my academic and/or professional qualifications with relevant institutions. I also authorize previous employers to disclose information regarding my work performance and conduct, solely for the purpose of assessing my suitability for the role I have applied for and for employment with the Australian High Commission Singapore.

<b>Full name (Underline last name)</b>		<b>Signature</b>	
<b>Date</b>			



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This WhatsApp number is strictly a one-way communication platform. Messages or enquiries sent to it will not receive any replies. Australian High Commission will never request any form of payment or fund transfer and will only respond through our official email address. Please be cautious of job scams where individuals posing as employers or agents ask for visa payments before a job application which is an illegal practice in Singapore.