

AUSTRALIAN HIGH COMMISSION - SINGAPORE

JOB APPLICATION COVER SHEET

1. POSITION:

Title	Level	Location
		Australian High Commission, Singapore

2. PERSONAL DETAILS:

Title	Surname	Given Name(s)		
Work Number (incl. Area Code)	Postal Address			
Home Number (incl. Area Code)	City, Suburb or Town		State	Postcode
Other Number (Mobile)	Email Address			

3. EMPLOYMENT:

Are you, or have you ever been, employed within the Department of Foreign Affairs and Trade portfolio?

If yes, please indicate:

4. CITIZENSHIP:

	Are you an Australian citizen?	Are you a citizen of any other country?
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5. APPLICANT STATEMENT:

The above information, to the best of my knowledge, is true and correct. I consent to the Australian High Commission Singapore collecting and using information, including verifying my academic and/or professional qualifications with relevant institutions; and to relevant employers disclosing information, in relation to my work performance and conduct for the purpose of assessing my suitability to carry out the duties of the job I have applied for, and suitability to become an employee of the Australian High Commission Singapore.

Signature

Date:

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EMPLOYMENT AND EDUCATION

1. CURRENT EMPLOYMENT:

Commencement Date	Employer	Position
Brief Description		

2. PREVIOUS POSITIONS HELD (INCLUDING MOVEMENTS WITHIN AN ORGANISATION):

Month/Year	Month/Year	Employer	Position	Level

3. ACADEMIC QUALIFICATIONS:

Year Received	Qualification	Institution

4. LANGUAGES:

5. REFEREES: Please list three people of mature judgment, who have known you for at least 1 year in each employment. The referee shall not be your relatives, friends or next-of-kins.

Referee 1

Name

Occupation | Employer

Duration known

Relationship

Email address

Phone number (Include country code)

Referee 2

Name

Occupation | Employer

Duration known

Relationship

Email address

Phone number (Include country code)

6. OTHERS: eg. Awards, Academic Appointments, Publications, Professional Associations, etc

Professional Memberships (Indicate N.A. if you do not have any other qualifications):

Other Qualifications (Indicate N.A. if you do not have any other qualifications):

STATEMENT PITCH/ ADDRESSING SUITABILITY