**JOB APPLICATION COVER SHEET**

**1.POSITION:**

|  |  |  |
| --- | --- | --- |
| Title | Level | Location |
| **Passport and Client Services Officer**  | **LE3** | **Australian High Commission, Ghana** |

**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? YES/NO  |

**4. REFEREES:**

|  |  |  |
| --- | --- | --- |
| Referee’s Name |  | Referee’s Name |
|  |  |  |
| Contact Number |  | Contact Number |
|  |  |  |

**NOTE: References are an important part of the recruitment process. Referees may be contacted during the short-listing process.**

**5 CITIZENSHIP:**

|  |  |  |
| --- | --- | --- |
|  | Are you an Australian citizen?  | Are you a citizen of any other country? |
|  |  |  |

**6. APPICANT STATEMENT:**

The above information, to the best of my knowledge, is true and correct. I consent to the Australian High Commission Ghana 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 Ghana.

|  |  |
| --- | --- |
| Signature or place an X in the box below if completing form electronically |  |
|  |  | Date: |
|  |  |

**EMPLOYMENT AND EDUCATION**

1. **CURRENT EMPLOYMENT:**

|  |  |  |
| --- | --- | --- |
| Commencement Date | Employer | Position |
|  |  |  |
| Brief Description  |
|  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Month/YearCommenced | Month/YearFinished | Employer | Position | Level |
|  |  |  |  |  |
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|  |  |  |  |  |

**3. ACADEMIC QUALIFICATONS:**

|  |  |  |
| --- | --- | --- |
| Year Received | Qualification | Institution |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**4. LANGUAGES:**

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| 5. **OTHER:** eg. Awards, Academic Appointments, Publications, Professional Associations, etc |

**STATEMENT PITCH/ ADDRESSING SUITABILITY**

Maximum 750 words

|  |
| --- |
|   |

**We thank all applicants for their interest. The Australian High Commission of Ghana is committed to protecting the privacy of your personal information. Information provided will be used for recruitment and employment purposes only.**