

APPLICATION PACK

1. POSITION

Title	Level	Location
ICT and Facilities Officer (AC008)	LE3	Australian High Commission, Ghana

2. PERSONAL DETAILS

Title	Surname	Given Name(s)	
Work number	Address		
Home number	City, Suburb or Town	State	Postcode
Mobile number	Email address		

3. PRIOR EMPLOYMENT WITH AUSTRALIAN GOVERNMENT

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

Yes No

4. REFEREES

Note: Referees are an important part of the recruitment process and may be contacted during short-listing.

Referee's Name	Referee's Name
What is your relationship to this referee?	What is your relationship to this referee?
Contact number and email address	Contact number and email address

5. CITIZENSHIP AND RIGHT TO WORK IN GHANA

Are you an Australian citizen?	Which country or countries are you a citizen of?	Do you have the legal right to work in Ghana?
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No

6. APPLICANT 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:
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EMPLOYMENT AND EDUCATION

7. CURRENT EMPLOYMENT

Start Date	Employer	Position
Brief Description		

8. PREVIOUS POSITIONS HELD (INCLUDING MOVEMENTS WITHIN AN ORGANISATION)

Month/Year Commenced	Month/Year Finished	Employer	Position	Level

9. ACADEMIC QUALIFICATIONS

Year Received	Qualification	Institution

10. LANGUAGES

Language	Level of Proficiency

11. OTHER e.g. Awards, Academic appointments, professional associations, etc.

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STATEMENT / PITCH ADDRESSING SUITABILITY

Maximum 750 words

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