



AUSTRAC

Job Application Cover Sheet

Privacy Statement

In accordance with section 22 of the *Public Service Act 1999*, AUSTRAC is collecting the information on this form to process your recruitment application. Some or all of this information is usually disclosed to the people directly involved in the recruitment, personnel and security processes, relevant AUSTRAC decision makers and will not be released to any other person unless your consent is obtained. You need to be aware of the inherent risks associated with the transmission of information via the internet. If you have concerns in this regard, AUSTRAC has alternative methods of obtaining and providing information. Normal mail and facsimile facilities are available if you desire. Once AUSTRAC receives information from you either via e-mail or any other means the information is kept in a secure environment.

1. Particulars of Role Applied For

| | | |
|---|-------------------|-------------------------|
| Level of Role Advertised E.g. APS 5 | Role Title | Reference Number |
|---|-------------------|-------------------------|

Location

Brisbane Canberra Melbourne Sydney **Other (please specify):**

2. Where did you find out about the vacancy? (Please tick the appropriate box)

| | | | |
|---|--|---|--------------------------------|
| Press <input type="checkbox"/> Please specify (e.g. name of newspaper) | Gazette / APS Jobs Website <input type="checkbox"/> | AUSTRAC Website <input type="checkbox"/> | Other (please specify). |
|---|--|---|--------------------------------|

3. Personal Particulars

| | | | | |
|--------------|---------------|--------------------|----------------------|-----------------------|
| Title | Gender | Family Name | Given Name(s) | Preferred Name |
|--------------|---------------|--------------------|----------------------|-----------------------|

| | | | |
|--------------------------------------|-----------------------------|--------------|-----------------|
| Work Number (incl. Area Code) | Postal Address | | |
| Home Number (incl. Area Code) | City, Suburb or Town | State | Postcode |
| Other Number (e.g. Mobile) | Email Address | | |

Please note: You must be an Australian citizen to be eligible for engagement with AUSTRAC.

Are you an Australian citizen? YES NO

4. Workplace Diversity

The following information is used for statistical purposes only and will assist AUSTRAC in the evaluation of recruitment processes.

| | |
|--|---|
| Do you identify yourself as an Aboriginal or Torres Strait Islander? *Are you from a Non-English Speaking Background? Do you have a disability? | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Prefer not to give this information <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Prefer not to give this information <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Prefer not to give this information |
| Do you require special arrangements to be made for assessment should you be selected for interview? <i>If yes, please discuss this with an AUSTRAC interview coordinator should you be contacted for an interview.</i> | <input type="checkbox"/> YES <input type="checkbox"/> NO |

* A Non-English Speaking Background can be defined as a person who was born overseas, or who is the child of a person born overseas, and whose primary language is not English; and whose proficiency in English and/or understanding of the Australian workplace is such as to impose a barrier to obtaining paid employment.

5. Employment

Are you currently working in the Australian Public Service (APS)?

| | |
|---|--------------------------|
| <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| Who is your current employer? | What is your role title? |
| What is your employment status? <input type="checkbox"/> Ongoing employee <input type="checkbox"/> Non-ongoing employee <input type="checkbox"/> Contractor <input type="checkbox"/> Other – Please specify | |
| If you are an APS employee, please indicate your nominal APS level: | |
| If you are an APS employee, please indicate your AGS number: | |

6. Voluntary Retrenchment

Have you ever received, or are you expecting to receive, a voluntary retrenchment benefit from the Australian Public Service? *If yes, a member of the People Strategies and Solutions team may be in contact with you for more details.*

| | | | | | |
|-----------------------------|------------------------------|---------------|----|---------------|-----------------------------|
| <input type="checkbox"/> NO | <input type="checkbox"/> YES | Date Received | OR | Expected Date | Which Department or Agency? |
|-----------------------------|------------------------------|---------------|----|---------------|-----------------------------|

7. Code of Conduct

| | | |
|---|------------------------------|-----------------------------|
| Have you ever been investigated for a suspected breach of the code of conduct? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If Yes, a member of the People Strategies and Solutions team may contact you for further details. | | |

8. Security Clearance

| | | |
|---|------------------------------|-----------------------------|
| Have you held an Australian security clearance within the last 12 months? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If yes, what clearance do you/did you hold? | | |

9. Academic Qualifications

| Year Attained | Qualification | Institution |
|---------------|---------------|-------------|
| | | |
| | | |
| | | |

10. Referees

Please nominate two people who have supervised you in recent employment and are willing to provide work references. It is AUSTRAC’s preference that applicants provide their current supervisor as a referee. If you have concerns in listing your current supervisor, please discuss this with the selection committee at interview stage.

Referee 1

| |
|--|
| Name |
| |
| What was/is your relationship to this referee? |
| |
| Contact Number |
| |

Referee 2

| |
|--|
| Name |
| |
| What was/is your relationship to this referee? |
| |
| Contact Number |
| |

11. Applicant’s Statement

The above information and the information included in the attachments to my application, to the best of my knowledge, is true and correct. I understand that AUSTRAC will collect and use information in order to assess my claims for the role. This may include 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 in AUSTRAC.

| |
|--|
| Signature or tick box if completing form electronically <input type="checkbox"/> |
|--|

| |
|-------|
| Date: |
|-------|

Important note: All Applicants will receive an emailed acknowledgement of their application within 7 working days. If you do not receive an acknowledgement within this timeframe, please contact the Recruitment Officer on (02) 9950 0086 to verify that your application was received.