# APPLICATION COVER SHEET

All applicants must apply using this template. Please complete all required sections of this form and submit it with your application and resume.

## PART A

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| Vacancy Details | | |
| Ref No: | Position title: | Classification: Choose an item. |

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| Personal Details | | | | |
| Title: | Surname: | Given Name(s): | Preferred Name: | |
| Address: | | | | |
| Phone: | | Mobile: | | Email: |
| Preferred method of contact: | | Choose an item. | | |
| You must be an Australian citizen to be employed with PSR.   * Are you an Australian citizen? Choose an item. * If not, are you in the process of obtaining Australian citizenship? Choose an item. * If you are in the process of obtaining Australian citizenship, please advise what stage your application is at: | | | | |

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| APS Employment History | | | | | |
| Are you an APS employee? Choose an item. | | | If yes, on what basis are you employed? Choose an item. | | |
| Name of APS Department/Agency: | | | | | |
| AGS no: | APS Substantive Level: Choose an item. | | | Actual Classification: Choose an item. | |
| Do you currently have a Security Clearance? | | Choose an item. | If yes, what level is your Security Clearance: | | Choose an item. |
| Have you received a redundancy benefit from an APS Commonwealth agency or a non-APS Commonwealth agency in the last 12 months? | | | | | Choose an item. |
| If yes, please specify name of Department / Agency and cessation date: | | | | | Click or tap to enter a date. |

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| Additional Requirements |
| Would you like to opt in to the RecruitAbility scheme?Choose an item.  *Please see the candidate kit for further information on the RecruitAbility Scheme.* |
| Do you require special arrangements to be made for assessment? Choose an item.  *If you answered yes, a member of the selection committee will be in contact with you*) |

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| Integrity | |
| Code of Conduct Breaches  Have you ever been found by your current, or a previous employer, to have breached the APS Code of Conduct during any previous APS employment? | Choose an item. |
| Code of Conduct Investigations  In the past five years, have you resigned from any previous APS employment during or following an investigation into allegations you may have breached the APS Code of Conduct? | Choose an item. |
| Dismissals (Conduct)  In the past five years, have you been dismissed from your employment, including the APS or Private Sector Employer, not including redundancy? | Choose an item. |
| Conflict of Interest  Are you aware of any conflict of interest issues that could arise from any employment with PSR? | Choose an item. |

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| General Information *(optional)* | |
| How did you hear about this role? | Choose an item. |
| Merit Pool sharing  If you are placed in a merit pool, do you consent to your application/information being shared with other Australian Government Agencies to fill similar roles in the APS? | Choose an item. |

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| Referee Details | | | |
| **Referee No 1** | | **Referee No 2** | |
| Name: |  | Name: |  |
| Title: |  | Title: |  |
| Organisation: |  | Organisation: |  |
| Contact no |  | Contact no |  |
| Email address: |  | Email address: |  |
| Relationship: |  | Relationship: |  |
| Length of relationship: |  | Length of relationship: |  |

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| PSR Privacy Notification |
| PSR is committed to protecting the privacy of the personal information we hold. PSR is bound by the Australian Privacy Principles as set out in the *Privacy Act 1988* (Cth).  When you apply for a position at PSR, and upon commencement of your employment, you are asked to supply information for the primary purpose of enabling your employment application to be processed. If you are successful in your application, then PSR will also use this information for ongoing maintenance of your employment.  In most circumstances personal information will be collected directly from you such as by using this form. Unless marked as optional, all information in Part A of this form must be provided to ensure PSR is able to meet its legislative obligations, including under the *Public Service Act 1999* (Cth), and process your application. If you choose not to provide any of the information in Part A (other than questions marked optional), then unfortunately your application will not be able to be processed.  If you are opting in to the RecruitAbility Scheme (an affirmative measure under the *Australian Public Service Commissioner’s Directions 2022)*, you do need to identify as a person with a disability, but do not need to provide further information about your disability on Part A of this form.  In some circumstances information about you may be provided by third parties, such as executive search firms or third party recruitment providers. Other people such as previous employers, other Government Agencies (such as the Australian Federal Police) and nominated referees may also provide us with information about you for the purposes of assessing your application and (where successful) on commencement of employment.  PSR is committed to building a workforce that reflects the diversity of the Australian community and fostering the diversity in the workplace. The diversity and inclusion information requested in Part B is optional and is collected for statistical analysis to help us understand the nature of our workforce and to meet our reporting obligations under the *Public Service Act 1999* (Cth). It will not be provided to the Selection Committee.  PRS’s [Privacy Policy](https://www.psr.gov.au/publications-and-resources/publications/corporate-documents/psr-privacy-policy) includes further information about how PSR deals with personal information generally including on how you can access and seek correction of your personal information. It also details how you can complain about a breach of the Australian Privacy Principles. For specific privacy questions please call PSR’s Privacy Officer on (02) 6120 9100 or email [enquiries@psr.gov.au](mailto:enquiries@psr.gov.au). |

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| Declaration | |
| I declare that the information I have provided in this application is true and correct at the time of submission. Providing false or misleading information may lead to your application for this position being withdrawn by PSR.  *Selecting* ***Yes*** *is equivalent to your signature.* | Choose an item.  Click or tap to enter a date. |

## PART B

The following information is collected for statistical and reporting purposes only and is optional to complete.

*Please note that Part B of the Application Cover Sheet* ***is not*** *provided to the Selection Committee.*

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| Inclusion and Diversity *(optional)* | |
| Do you identify as culturally and linguistically diverse? | Choose an item. |
| How do you describe your gender? | Choose an item. |
| Do you identify as LGBTQI+? | Choose an item. |
| Do you identify as Aboriginal and/or Torres Strait Islander? | Choose an item. |
| Do you identify as a person with disability? | Choose an item. |
| What age group do you fall in? | Choose an item. |