# PERSONAL PARTICULARS

To assist recruitment in processing your application, please complete this form and attach it to the front of your application.

## Position details

**Classification**: Click here to enter text. **Position No**: Click here to enter text.

**Section**: Click here to enter text.

**Date advertised**: Click here to enter text. **Source of advert**: Click here to enter text.

## Personal particulars

Title: Click here to enter text. Family name: Click here to enter text.

Given name/s: Click here to enter text. Preferred name: Click here to enter text.

Home address: Click here to enter text.

Postal address: Click here to enter text.

Home phone: Click here to enter text. Mobile: Click here to enter text.

Email address: Click here to enter text.

Do you have any health or wellbeing issues that may impact your ability to perform your work?  

Do you have any current workers’ compensation claims?  

Have you ever been found to have breached the Parliamentary Service or APS Code of Conduct?  
*(we may contact you for further information)*  

Have you received a redundancy benefit or incentive to retire payment from a Commonwealth funded agency?

 

If yes, please provide date received and name of agency received from: Click here to enter text.

Are you an Australian citizen?  

If no, have you applied for Australian citizenship?   Date applied: Click here to enter text.

Do you hold a security clearance?   If yes, what level? Click here to enter text.

Name of agency that sponsored your application: Click here to enter text.

If you do not currently hold a security clearance, would you be willing to undergo a security clearance process to the level required for the position you have applied for? This would include providing detailed personal information.  

## Employment details

Are you employed in the Australian Parliamentary Service or Australian Public Service?  

If yes, are you:  ongoing employee  non-ongoing employee

Current employer: Click here to enter text.

Position held: Click here to enter text.

Date commenced: Click here to enter text.

May we contact you at work?  

### Referees

Referee 1 name: Click here to enter text. Position: Click here to enter text.

Referee 1 phone: Click here to enter text. Email: Click here to enter text.

Referee 2 name: Click here to enter text. Position: Click here to enter text.

Referee 2 phone: Click here to enter text. Email: Click here to enter text.

### Formal qualifications

|  |  |  |
| --- | --- | --- |
| **Diploma/certificate/degree** | Institution | Year completed |
| Click here to enter text. | Click here to enter text. | Click to enter text. |
| Click here to enter text. | Click here to enter text. | Click to enter text. |

## Workplace diversity details

Do you wish to identify as a member of any of the following groups?

Aboriginal or Torres Strait Islander  Non-English speaking background

Person with a disability

Do you need special arrangements to be made for the interview?  

If yes, a member of the Selection Advisory Committee will contact you for more details.

## Declaration

I confirm that the information I have provided above and the details in my application are, to the best of my knowledge, correct, and I can confirm that:

* I have not knowingly provided any false or misleading information in connection with my application
* I have disclosed information that I know, or ought reasonably to have known, was relevant to the Department of the House of Representatives in making a decision to engage me
* I have behaved honestly and with integrity in connection with my application.

**Please note**: If you are found to have breached these requirements in connection to your application and possible engagement in the Parliamentary Service, you are taken to have breached the *Parliamentary Service Code of Conduct* in accordance with subsection 15(2A) of the *Parliamentary Service Act 1999*.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click here to enter a date.