



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:

Position No:

Office/section:

(see vacancy notice)

Date of advertisement:

Source of advert:

Personal particulars

Title:

Family name:

Given names:

Preferred name:

Home address:

Postal address:

Home phone:

Mobile:

Email address:

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

Yes

No

Do you have any current workers' compensation claims?

Yes

No

Have you ever been found to have breached the Parliamentary Service or APS code of conduct? (we may contact you for more information)

Yes

No

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

Yes

No

If yes, please provide the date it was received and from which agency:

Date:

Agency:

Are you an Australian citizen?

Yes

No

If no, have you applied for Australian Citizenship?

Yes

No

If you have, date of application:

Do you hold a security clearance?

Yes

No

If yes, what level?

Name of agency that sponsored your application:

Date of issue

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?

Yes

No

This would include providing detailed personal information.

Employment details		Yes/No:	
Are you employed in the Australian Parliamentary Service or Australian Public Service?		Yes	No
If yes, are you:	ongoing employee	non-ongoing employee	
Current employer:			
Position held:		Date commenced:	
May we contact you at work?	Yes	No	

Nominated referees	
Referee 1	
Name:	Position
Contact email	Phone
Referee 2	
Name:	Position
Contact email	Phone

Formal qualifications		
Diploma/certificate/degree	Institution	Year completed

Workplace diversity details	Yes/No:	
Do you wish to identify yourself as a member of the following groups?		
Aboriginal or Torres Strait Islander	Yes	No
Person from non-English speaking background	Yes	No
Person with a disability	Yes	No
Do you require special arrangements to be made for an interview?	Yes	No
If yes, a member of the Selection Advisory Committee will contact you for 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: