# Graduate Program application cover sheet

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| **How did you find out about this opportunity?** |       |
| **Part A** | **Personal details** |
| **Given name:** |       | **Surname:** |       |
| **Business hours phone number:** |       | **After hours contact number:** |       |
| **Email address:** |       | **Gender:**  [ ]  Female [ ]  Male(optional) [ ]  Non-binary [ ]  Other |
| **Residential address:** |       |  |  |
| **State:** | Choose an item. | **Postcode:** |       |
| **Part B** | **Workplace Diversity Details** |
| **Do you wish to identify yourself as a member of the following groups?** |
| **Aboriginal and/or Torres Strait Islander:** |[ ]  Yes |[ ]  No |
| **Person from non-English speaking background:** |[ ]  Yes |[ ]  No |
| **Person with a disability:** |[ ]  Yes |[ ]  No |
| **If selected for interview, will you require any special requirements/ arrangements to be made?** | [ ]  | Yes |[ ]  No |
| If yes, please advise: |       |
| **Part C** | **Education details (of your highest qualification attained)** |
| **Qualification type** |       |
| **Name of qualification** |       |
| **Main field of study/ major**  |       |
| **Name of institution** |       |
| **Year completed** |       |
| **If you have any other qualifications you have completed, or if you are currently studying, please provide details:** |       |
| **Part D** | **Current / most recent employment details** |
| **Are you currently participating (or about to participate) in a 2021 or 2022 graduate program with an Australian Public Service department or agency?** |[ ]  Yes |[ ]  No |
| **Do you have support from your department or agency for your application? (Please note that no formal documentation is required)** |[ ]  Yes  |[ ]  No |
| **Current department / agency:** |       |
| **Current classification (level):** | Choose an item. | **AGS Number:** |       |
| **Do you hold a Baseline security clearance?** |[ ]  Yes  |[ ]  No |
| **If no, have you obtained support from your department or agency to sponsor your Baseline security clearance?**(You must obtain this support before lodging your application.) |[ ]  Yes  |[ ]  No |
| **Please provide the following details for your Graduate Program Coordinator:** |
| **Name:** |       |
| **Email address:** |       |
| **Phone number:** |       |
| **Part E** | **Referees** |
| Please provide contact details of two referees to support your claims for this position. Your nominated referees should be a current and/or recent supervisor or manager. |
| **Referee 1** |
| **Name:** |       |
| **Organisation:** |       |
| **Relationship:** |       |
| **Phone number:** |       |
| **Email address:** |       |
| **Commenced working with referee:** | DD/MM/YYYY |
| **Finished working with referee:** | DD/MM/YYYY |
| **Referee 2** |
| **Name:** |       |
| **Organisation:** |       |
| **Relationship:** |       |
| **Phone number:** |       |
| **Email address:** |       |
| **Commenced working with referee:** | DD/MM/YYYY |
| **Finished working with referee:** | DD/MM/YYYY |
| **Part F** | **Confirmation** |
| By submitting this form with my application, I confirm that the information I have provided above and the details in my attached application are, to the best of my knowledge, true and correct. |
| **Date completed:** | DD/MM/YYYY |
| **Checklist for Applicants:**Please mark the appropriate boxes to confirm inclusion of the various elements of your application. |
|[ ]  Graduate program application cover sheet |
|[ ]  One page statement |
|[ ]  Resume |
|[ ]  Academic transcript |

### Please complete this cover sheet and include it with your application.

### Email your application to hr@pbo.gov.au

Please see the [PBO's website](https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Parliamentary_Budget_Office/About_the_PBO/Corporate_information/Privacy)  for further information on the PBO’s approach to collecting, using, storing and disclosing personal information, or a copy of the PBO’s Privacy Policy can be obtained from the Privacy Officer, by emailing hr@pbo.gov.au.