



Australian High Commission
Port Moresby

Finance Section Corporate Services General Recruitment Round Job Application Form

This job application form must only be completed if you are applying for the Finance Section, Corporate Services General Recruitment Round

Position Title			
Where did you see this Position Advertised?			
Your Personal Details			
First Name		Family Name	
Male/Female		Date of Birth	
Address			
Telephone Contact no.		Telephone Number (alternative)	
Email Address		Nationality	
How should we contact you? (please tick ✓ preference)	Telephone <input type="checkbox"/>		Email <input type="checkbox"/>
Your Employment History (Most recent or current first please)			
Employer name	Dates from/to	Position held	Reason for leaving
Your Qualifications (Most recent first please)			
Qualification title	Institution/ Training Provider	Year completed	

Are you currently undertaking studies? (please **tick ✓** one) Yes No

Course/ program name _____

Full-time Part-time Distance Other

Your References

Do you agree to have referees contacted in relation to this application? (please **tick ✓** one) Yes No
 Please provide details of three people who can speak on your behalf regarding your work history.

Name of Referee	Current Contact number	Position held/ working relationship (for example, supervisor)

Referee checks will be conducted in an ethical manner and all information derived will remain confidential.

Equal Employment Opportunity Details

Completion of this section is voluntary. Do you identify as a member of any of the following groups? please **tick ✓** one

Non-English speaking background	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Person with a disability	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes, do you require any specific support to assist with the recruitment process?
 (Please enter details only if specific support is required)

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Australian High Commission, Port Moresby Finance Locally Engaged Levels

Please list your preference level that you have skills and experience in. Indicate your preferences by ticking the box.

Locally Engaged Levels	Preference please tick ✓
Locally Engaged (LE4)	<input type="checkbox"/>
Locally Engaged (LE3)	<input type="checkbox"/>

The Australian High Commission may place a suitable candidate in the work level classification they deem fit after assessing their application and interview performance

Claims against the Selection Criteria

The selection criteria will be used to assess your suitability for a position. When considering your application, the Selection Committee will seek evidence of performance against each of the criteria. **All applicants must address the selection criteria to be considered for this position.**

Selection Criteria 1

Supports and Contributes to strategic direction

Selection Criteria 2

Achieves results

Selection Criteria 3

Values Teamwork and Builds Partnerships

Selection Criteria 4

Demonstrates personal drive and integrity

Selection Criteria 5

Works and communicates with influence

Selection Criteria 6

Specific specialist/ professional knowledge, skills and experience

Thank you for completing the Job Application Form.

Please remember to attach this form with your **resume** and submit to the Australian High Commission, Port Moresby Human Resources Section - pngahc.recruitment@dfat.gov.au