



Australian High Commission

Fiji

Job Application Form

applications that do not include this form or do not address the selection criteria via the 'one-page pitch', will not be considered. Also note that all additional attachment should be converted to PDF.

1. POSITION DETAILS

Position Title			
LES Classification Level			
Have you addressed the selection criteria/one page pitch?	Yes	No	

2. PERSONAL DETAILS

Given Name		Last name	
Postal address			
Country of residence			
Preferred contact number			
Preferred email address			

3. RESIDENCY DETAILS – Please indicate your residency status in Fiji

Status	Fiji Citizen	Other residency status (e.g. work permit, study permit)
Citizenship other than Fiji		

4. EQUITY AND DIVERSITY

Person with Disability	Yes	No	Choose not to give this information
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5. CURRENT QUALIFICATIONS

Highest Qualification Level	GPA (If applicable)

Are you currently undertaking study/training? (tick one) Yes No

Course/program name

Full-time Part-time Distance Other

6. CURRENT EMPLOYMENT DETAIL

Please select your current employment status	Ongoing	Non-ongoing	Contract	Not working
Current employer				
Current classification and/or job title				

7. PREVIOUS EMPLOYMENT DETAIL

Employer	Duration of Employment	Position

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8. REFEREE DETAIL

Do you agree to have referees contacted in relation to this application? (tick one) Yes No

(Reference checks will be conducted legally in an ethical manner and all information derived will remain confidential.)

Please provide details of two people who can speak on your behalf regarding your work history. Your primary referee will be your supervisor in your current role. If you are not currently working, then your supervisor in your last employment.

PRIMARY REFEREE

Name of referee	
Contact number	
Name of organization	
Designation	
Email	

SECONDARY REFEREE

Name of referee	
Contact number	
Name of organization	
Designation	
Email	

9. OTHER INFORMATION

When will you be available to start work?	
Please provide any other information that you identify as being pertinent to this application? (for example, medical conditions, disabilities)	

10. DECLARATION

I hereby declare that all the information contained within the form, my resume and my response to the selection criteria for consideration for employment by the Australian High Commission is correct and that I understand that the Australian High Commission may make any necessary enquiries to verify my claims and assess my suitability.

Electronic Signature (or type name)

Date

Please ensure that you complete the form and submit it along with your response to the selection criteria and resume, using the following method:

Email your submission to:

ahcsuvavacancy@dfat.gov.au . Please ensure your email subject has your NAME and POSITION YOU APPLYING FOR

*Applicants who may have a disability may wish to indicate this in your application so that the selection committee may be appropriately structured or to ensure any special equipment needed is provided for an interview

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II. SELECTION CRITERIA – ONE PAGE PITCH

Your 1 page pitch is a chance to tell the Selection Committee why you are the right person for the job. *See application pack for information on the job description and tips for completing a One Page Pitch*

Word Count