Attachment A

APPLICATION FOR LOCALLY ENGAGED STAFF EMPLOYMENT

|  |
| --- |
| POSITION APPLYING FOR |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Position number: |   | Position title: |   | LE level: |   |

|  |  |  |  |
| --- | --- | --- | --- |
| Date available to start work: |   | How did you hear about the vacancy? |   |

|  |
| --- |
| PERSONAL INFORMATION |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title: |   | Surname: |   | Given name: |   |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone number: |   | Email address: |   |

|  |  |
| --- | --- |
| Address: |   |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| City: |   | Province: |   | Country: |   | Zip/Post code: |   |

|  |  |  |
| --- | --- | --- |
| Are you eligible to work in China? | Yes [ ]  | No [ ]  |
| *Note: To be eligible to work in China you should be a citizen, hold, or be able to obtain an appropriate working visa.* |

|  |  |
| --- | --- |
| Citizenship(s): |   |

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| --- |
| If you are a non-Chinese citizen, provide details on your ability to obtain/maintain an appropriate working visa: |
|   |

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| --- |
| PREVIOUS AUSTRALIAN GOVERNMENT EMPLOYMENT |

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| --- | --- | --- |
| Have you ever been employed by the Australian Government, either in Australia or overseas? | Yes [ ]  | No [ ]  |

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| --- |
| If yes, provide the details, including whether you received a redundancy or other payment benefit: |
|   |

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| REFERENCES |

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| Provide the details of two work-related referees whom we can contact. Both referees should be able to comment on your work performance and been your supervisor or manager, not your peer or co-worker. One should be your current supervisor or manager. |

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| REFEREE 1 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title: |   | Surname: |   | Given name: |   |

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation: |   | Position title: |   |

|  |  |
| --- | --- |
| Relationship to you and length of relationship: |   |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone number: |   | Email address: |   |

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| --- |
| REFEREE 2 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title: |   | Surname: |   | Given name: |   |

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation: |   | Position title: |   |

|  |  |
| --- | --- |
| Relationship to you and length of relationship: |   |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone number: |   | Email address: |   |

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| --- |
| APPLICANT’S STATEMENT |

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| --- |
| The above information, to the best of my knowledge, is true and correct. I consent to the mission collecting and using information, and to relevant employers/supervisors disclosing information in relation to my work performance and conduct for the purpose of assessing my suitability to carry out the duties of the position I have applied for, and suitability for employment. I understand that misstatements or omissions in my disclosures may result in a failure to hire or immediate discharge is they are discovered. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Accept |[ ]  Name: |   | Date: |   |