##### Job Application Cover Sheet

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| **Position Title:** |  | |
| **Position Number:** |  | |
| **Classification:** |  | |
| 1. **Personal Details** | | |
| **Title:**   Mr.  Mrs.  Ms.  Miss  Dr  Other: | | |
| **Full Name:** |  | |
| **Address:** |  | |
| **Email:** |  | |
| **Contact number:** |  | |
| **Are you an Australian Citizen?** | Yes  No – please specify current citizenship and residency/visa status: | |
| 1. **Current Australian Public Service (APS) Employment** | | |
| **Are you currently employed in the Australian Public Service (APS)?**  No  Yes – please provide details:  Agency       AGS Number       Substantive Classification       Acting Classification | | |
| **Do you have a security clearance?** | No  Yes - please specify level **and** CS ID number:  Click or tap here to enter text. | |
| **Have you received a redundancy from an APS agency or a non-APS Commonwealth employer in the last 12 months?** | No  Yes  If yes, please specify your redundancy benefit expiry date: Click or tap here to enter text. | |
| 1. **Referee information** | | |
| **Referee 1**  \* Mandatory to complete | Full name:  Employer:  Contact number:  Email address:  Relationship:  Duration of relationship:  Is this referee your current supervisor/manager?  **(select)**   No  Yes  Do you consent to TEQSA contacting this referee?  **(select)**   No  Yes | |
| **Referee 2**  \*Mandatory to complete | Full name:  Employer:  Contact number:  Email address:  Relationship:  Duration of relationship:  Is this referee your current supervisor/manager?  **(select)**   No  Yes  Do you consent to TEQSA contacting this referee?  **(select)**   No  Yes | |
| We will advise you beforehand if we intend to contact your referees. | | |
| 1. **Additional information** | | |
| **Where did you see the advertisement for this position?** | | Click or tap here to enter text. |
| If your application is successful, do you require any reasonable adjustments to be made or facilities provided to enable you to attend an interview or to carry out the job for which you are applying? (e.g. sign language interpreter, level access) | | |
| Click or tap here to enter text. | | |

| **E. Declaration** |
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| \* Denotes a mandatory question  This section is used as part of the assessment process to determine whether a person is fit and proper to undertake duties with TEQSA. It will not be used, without your prior consent, for any purpose other than in relation to the assessment of your suitability to work within TEQSA.  The information you provide must be correct. If it is subsequently discovered as a result of a check that you have provided false or misleading information, you may be assessed as unsuitable for employment with TEQSA. Further, providing false or misleading information may in itself be considered a breach of the APS Code of Conduct and the Criminal Code Act 1995.   1. You may be requested to provide identifying documentation and records of qualifications during the application process. To ensure TEQSA can use these documents for verification, by submitting this application, you confirm that:  * you are authorised to provide the documents and personal details requested by TEQSA, and * you consent to your information being shared or checked with the document issuer or official record holder via third party systems for the purpose of confirming your identity, including sponsoring and vetting agencies. * you have provided TEQSA with a complete and accurate description of your work experience for the past five (5) years, and of all education qualifications you hold.  1. Please advise whether you:   have been the subject of any disciplinary action or sanction following the outcome of an investigation for workplace misconduct, including (but not limited to) termination of employment, reduction in classification, reassignment of duties, reduction in salary, deductions in salary, a reprimand or counselling? \*  **(select)** Yes  No  resigned from any previous employment after becoming aware that you were the subject of any allegation of misconduct? \*  **(select)** Yes  No  are aware of any other matters related to your character, competence and conduct which may be considered relevant to an assessment of your suitability for employment with TEQSA? \*  **(select)** Yes  No  **If you answered ‘yes’ to any of the above questions, please provide full details below:**  Click or tap here to enter text.  **I declare that the information I have provided in this application is true and correct.**  **Electronic Signature (type name):**  **Date:** |
| **F. Checklist** |
| Prior to submitting your application to [*recruitment@teqsa.gov.au*](mailto:recruitment@teqsa.gov.au), please ensure the following documents are attached:  Completed job application cover sheet  Responses to selection criteria  Current resume |