APPLICATION FOR LOCALLY ENGAGED STAFF EMPLOYMENT

Position Applied For

Position Title:

Visa Decision Maker

Department:

13 Aug 2017 – 23:59 Brasilia time

DIBP – Department of Immigration and Border Protection

LE3.1

Position Level: Applications closing date and time:

How did you hear about this vacancy?

Personal Particulars

First name:

Last name:

Telephones:

Email: Date of Birth:

Address:

Suburb/City:

State/Province: Postcode/Zip:

Country:

Are you currently employed?  Yes  No

Education Details

Highest Qualification

Qualification name:

Institution:

Year obtained:

Qualification 2

Qualification name:

Institution:

Year obtained:

Qualification 3

Qualification name:

Institution:

Year obtained:

Language Skills

Please provide the following information about any language abilities you have, in addition to English. Use the following proficiency guide to select your speaking and reading proficiency level:

**Basic** You can order a meal or ask directions  
**Social** You can impart information about yourself and acquire information from others  
**Work** You can carry on a business conversation where you seldom have to revert to English  
**Professional** You can carry on a business conversation where you do not need to revert to English

Language Speaking proficiency Writing proficiency Formally Tested

Yes/No

Yes/No

Yes/No

Yes/No

1-2 Page Pitch

This is a chance to tell us why you are the right person for the job. We want to know why you want to work at the Australian Embassy in Brasilia, why you are interested in the role, what you can offer us, and how your skills, knowledge, experience and qualifications are applicable to the role. In a nutshell – why should we hire you?  
  
Try not to duplicate information that can already be found in your CV, but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.

Formatting Tips:

• Use plain text; do not use bolding or underlining.

• You can also complete your response in a Word document and copy it in.

Note: there is no spell check facility in the form.

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| --- |
| **Insert below a 1-2 page pitch of no more than 1000 words addressing the eligibility and other requirements for this position and outlining how your skills, experience and qualifications make you the best candidate for this opportunity. In writing their pitch, applicants should also ensure that they address the selection criteria as outlined in the Recruitment Documentation. Applicants are advised to include key examples demonstrating their ability against each selection criterion.** |

Curriculum Vitae

Have you attached a two page CV in English?  Yes  No

**References**

Please provide the names and email addresses of two professional and/or academic references whom we can contact. Both referees should be able to comment on your work/academic performance in detail and have supervised you for at least 12 months - one should be your current supervisor. Referees who are co-workers, friends or family members are not acceptable.

Referee 1

Name:

Organisation:

Position title:

Relationship to applicant/years of relationship:

Email:

Phone:

Referee 2

Name:

Organisation:

Position title:

Relationship to applicant/years of relationship:

Email:

Phone:

Conduct, Probity and Security Clearances

Employment at the Australian Embassy in Brasilia is conditional on staff obtaining pre-employment probity clearance and/or an Australian Government security clearance and abiding by the Locally Engaged Staff Code of Conduct.

Have you ever been convicted of an offence for which a pardon has not been granted?  Yes  No

If yes, provide details:

Applicant’s Statement

The above information, to the best of my knowledge, is true and correct. I consent to the Australian Embassy Brasilia 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 to become a Australian Embassy Brasilia’s employee. I understand that misstatements or omissions in my disclosures may result in a failure to hire or immediate discharge if they are discovered.

Signature or tick box  if completing electronically:

Date: