AUSTRALIAN EMBASSY

PHOTOGRAPH

**APPLICATION FORM**

**Personal Assistant**

##### **PART A: PERSONAL DETAILS**

Family name:

Other name(s):

 Mr Mrs Miss Ms Dr Male Female

 x

Title: Sex:

Place of birth: Date of birth:

Nationality:

Contact information - address / phone numbers / email

Address:

Telephone: (home) (mobile)

Email :

**Languages** Business Standard Functional Limited Nil

Portuguese

English

Spanish

Other (please specify)

##### **PART B: SELECTION CRITERIA**

Please state in not more than 150 words\* per criterion in the spaces provided below how your skills and experience relate to the selection criteria set out in the advertisement for this position.

\* The word limit for each criterion response is strictly 150 words - text that is included over the 150 word limit will not be assessed.

1. **Ability to analyse and assess information and make sound decisions and use problem solving skills to suggest improvements. Well developed research skills and ability to set out ideas clearly and logically in written form.**
2. **Highly-developed written and oral communication skills in English and Portuguese. Ability to prepare translations of documents and to informally interpret as required.**
3. **Strong organisational skills including the ability to manage programs/agendas for Australian diplomats and official visitors and organise official social functions.**

**4. Demonstrated ability to work independently, to plan and manage workload and deal effectively with high volumes of work, concurrent with longer term projects.**

**5. Ability to form positive working relationships with colleagues, visitors and clients of the Embassy. Willingness to participate as a committed and flexible member of a small and busy professional team.**

**PART C: ACADEMIC BACKGROUND**

Please list all academic qualifications gained since completing your secondary education. Please list in date order, with the most recent studies listed first. Please include the main subjects of study, and the period of study (month and year).

Please indicate with an asterisk (\*) those courses where the language of instruction or supervision was conducted principally in English.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Qualification(including class or level) | Institution | Subject |  FromMonth / year |  ToMonth / year |
|  |  |  |  |  |

Please attach extra pages if required

**PART D: PROFESSIONAL BACKGROUND**

|  |
| --- |
| Please provide details of your employment history by listing all positions held since you completed your tertiary education. Please include a brief outline your responsibilities for each position held. Please indicate with an asterisk (\*) those positions where the principal working language was English.  |
| Position | Organisation/Institution | Responsibilities |  FromMonth / year |  ToMonth / year |
|  |  |  |  |  |

Please attach extra pages if required

**PART E: REFERENCES**

Please attach the full contact details of two (2) referees (both of whom should be **professional or academic**) who can support your application for this position. Applicants invited to attend an interview will be asked to provide written references.

###### FIRST REFEREE

Title and name:

Position:

Address:

Telephone:

Email:

How long have you known this referee?

What is his/her professional relationship to you?

###### SECOND REFEREE

Title and name:

Position:

Address:

Telephone:

Email:

How long have you known this referee?

What is his/her professional relationship to you?

Signed: Date: