

APPLICATION FOR LOCALLY ENGAGED STAFF EMPLOYMENT

POSITION APPLYING FOR

Position number: _____ Title: _____ LE level: _____
 Date available to commence work: _____ How did you hear about the vacancy? _____

PERSONAL INFORMATION

Title: _____ Surname: _____ Given Name: _____
 Contact phone number: _____ Email address: _____
 Address: _____
 City: _____ Province / State: _____ Country: _____ ZIP / Postal 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): _____
 If you are a non-Chinese citizen, please provide details on your ability to obtain/maintain an appropriate working visa: _____

PREVIOUS AUSTRALIAN GOVERNMENT EMPLOYMENT

Have you ever been employed by the Australian Government, either in Australia or overseas. Yes No
 If yes, please provide the details, including whether you received a redundancy or other payment benefit: _____

REFERENCES

Please provide the names and email addresses 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.

REFEREE 1

Title: _____ Surname: _____ Given Name: _____
 Organisation: _____ Position title: _____
 Relationship to you and length of relationship: _____
 Contact phone number: _____ Email address: _____

REFEREE 2

Title: _____ Surname: _____ Given Name: _____
 Organisation: _____ Position title: _____
 Relationship to you and length of relationship: _____
 Contact phone number: _____ Email address: _____

APPLICANT'S STATEMENT

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 if they are discovered.

Accept Name: _____ Date: _____

APPLICATION PITCH

Your application pitch should be compelling and convincing. It is a chance to tell us why you are the right person for the job. We want to know 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.

Tips for writing your pitch:

- Say what you did (actions) and the result (outcomes)
- Use practical and substantiated outcomes
- Show your resilience and adaptability
- Highlight your strengths
- Make it appealing and interesting, e.g. demonstrate how you 'solved a difficult issue'
- Use the word limit wisely
- Don't repeat what's already in your CV

Word limit: 750