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|  \_Description: Description: AOTA Stacked black | Human Resources Form |
| **APPLICATION COVER SHEET** |

All applicants must apply using this template. Please attach your resume separately.

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| VACANCY DETAILS |
| Reference No.  | Position Title:  | Classification:  |

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| PERSONAL DETAILS |
| Title:  | Surname:  | Given Name(s):  | Preferred Name:  |
| Date of Birth *(optional):*  | Postal Address: |
| Phone (w) | Mobile:  | Email:  |
| Preferred Method of Contact: Mobile [ ]  Phone (w) [ ]  Email [ ]  Other [ ]  |
| You must be an Australian citizen to be employed with the Organ and Tissue Authority. Are you an Australian citizen? [ ]  Yes [ ]  No |
| If not, are you in the process of obtaining Australian citizenship? [ ]  Yes [ ]  No  |
| If you are in the process of obtaining Australian citizenship, please specify the date it will be granted:   |

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| HOW DID YOU FIND OUT ABOUT THIS VACANCY? |
| [ ]  APSJobs (Gazette) [ ]  Organ and Tissue Authority Website [ ]  Online Job Boards eg Seek, MyCareer *(please specify)* [ ]  Other *(please specify)* |

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| APS EMPLOYMENT HISTORY |
| Are you currently working in the APS? [ ]  Yes [ ]  No  |
| If yes, on what basis are you employed? [ ]  Ongoing [ ]  Non-Ongoing  |
| Substantive Classification | Actual Classification | AGS Number |
| Name of Department / Agency |
| Have you received a redundancy benefit from an APS Commonwealth agency or a non-APS Commonwealth agency in the last 12 months? [ ]  Yes [ ]  No |
| If yes, please specify name of Department / Agency and cessation date: |
| In your previous APS employment have you ever been investigated for misconduct? [ ]  Yes [ ]  No *(if you answered yes, we may contact you to discuss)* |
| DIVERSITY INFORMATION(this information is collected for statistical purposes only and is optional to complete) |
| Gender [ ]  Male [ ]  FemaleAboriginal or Torres Strait Islander [ ]  Yes [ ]  NoPerson with a disability [ ]  Yes [ ]  NoPerson from a culturally or linguistically diverse background [ ]  Yes [ ]  No |

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| ADDITIONAL REQUIREMENTS(optional) |
| I require special arrangements to be made for assessment [ ]  Yes [ ]  No*(if you answered yes, a member of the selection committee will be in contact with you)*  |

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| REFEREE DETAILS (Where possible - please include at least one current or immediate previous employer) |
| **Referee 1**  | **Referee 2**  |
| *Name* |  | *Name* |  |
| *Title* |  | *Title* |  |
| *Organisation* |  | *Organisation*  |  |
| *Phone number* |  | *Phone number* |  |
| *Email address* |  | *Email address* |  |
| *Relationship* |  | *Relationship* |  |
| *Length of relationship* |  | *Length of relationship* |  |

**One APS career…Thousands of opportunities**