

National Capital Authority Application Cover Sheet

(attach as the first page of your application)

Information provided in a job application is required for use in the staff selection process.

This information may, where it has a significant bearing on reaching the final selection decision, be accessed by other parties with a legitimate interest in the outcome of the selection process.

Vacancy Details

Classification

Section

Position number/s

Where did you find this vacancy?

- NCA website
 Public Service Gazette
 SEEK website
 LinkedIn
 Other – please specify

Personal details

Are you an Australian citizen? Yes No

Miss Mrs Ms Mr

Other

Surname

Given Names

Email address

Postal address for correspondence

Daytime contact phone number

Date of Birth: / /

EEO details

Do you wish to identify as a member of any of the following EEO target groups?

- Aboriginal or Torres Strait Islander
 Person from non-English speaking Background
 Person with a disability
 Other

Do you require special arrangements to be made for an interview?

Yes No

If Yes – please specify

Australian Public Service Details

AGS number (-)

Employment Status

- Ongoing Non-ongoing Specified Term
 Non-ongoing Irregular/ Intermittent

Substantive position (the position you hold normally)

Classification (level & increment)

Section

Location

Department

Actual position (the position you hold temporarily)

Classification (level & increment)

Section

Location

Department

Attachments

Please tick appropriate box(es):

- Statement of claims against selection criteria
 Resume
 Details of two (2) referees or referees reports
 Details of relevant educational qualifications
 Details of relevant training courses attended

Have you received or about to receive a redundancy from a Commonwealth funded employer?

Yes No

If yes, please specify name of employer and date of cessation. / /

Note: To be eligible for engagement you must have completed the "redundancy benefit period" as specified in clause 7.1 of the Australian Public Service Commissioner Directions.

Applicants who have received a redundancy benefit are subject to certain restrictions about re-employment in the APS please see the Australian Public Service Commissioner Directions.