



Application Cover Sheet

To assist in processing your application, please complete all sections of this form and submit it with your application to HR@cgc.gov.au.

Position details

Position title:	
Classification:	<input type="checkbox"/> APS1 <input type="checkbox"/> APS2 <input type="checkbox"/> APS3 <input type="checkbox"/> APS4 <input type="checkbox"/> APS5 <input type="checkbox"/> APS6 <input type="checkbox"/> EL1 <input type="checkbox"/> EL2 <input type="checkbox"/> SES1

Personal details

Title:	First Name:	Last Name:
Address for correspondence:		
Preferred Contact Number:		
Email Address:		
Please indicate if you are an Australian Citizen or Permanent Resident? Please note: under <i>subsection 22(8) of the Public Service Act 1999</i> , employees must be Australian citizens to be engaged in the APS unless the delegate has agreed, in writing, to the contrary. Choose an item.		
Do you have an Australian Government Security Clearance? Choose an item. If yes, at what level: Choose an item. If not, would you be willing to undertake a security clearance process? Choose an item.		

Current employment

Are you currently employed in the Australian Public Service (APS)?	Choose an item.
Current APS employment status:	Choose an item.
Name of Department/Agency:	
AGS number:	
Current APS classification: Choose an item.	Current Increment:
Current Salary:	

Diversity

The Commonwealth Grants Commission (CGC) is committed to building a workforce that reflects the diversity of the Australian community and maintaining a workplace that is flexible, fair, equitable, respectful, safe and rewarding. The information we are seeking below is collected for statistical analysis to help us understand the nature of our workforce. Having comprehensive and accurate diversity information helps the agency:

- provide more targeted support, training and advice;
- identify and implement initiatives that assist in attracting, recruiting and retaining employees;
- make sure we are forward looking to build and sustain a diverse workforce now and into the future; and
- provide greater focus on improving workplace culture and social inclusion.

Gender	
Do you identify yourself as a person with a disability?	Choose an item.
Are you from a culturally and linguistically diverse background?	Choose an item.
Are you of Australian Aboriginal or Torres Strait Islander descent, do you identify as an Australian Aboriginal or Torres Strait Islander and are you accepted as such by the community in which you live or have lived?	Choose an item.
Do you require any reasonable adjustments to attend selection activities?	Choose an item.

Referee details

Referee 1 (This referee must be your current supervisor)

Full Name	
Job title	
Employer	
Relationship	
Contact Number	
Email address	
Do we have your permission to contact your referee?	Choose an item.

Referee 2:

Full Name	
Job title	
Employer	
Relationship	
Contact Number	
Email address	
Do we have your permission to contact your referee?	Choose an item.

Declarations

APS Redundancy

Are you currently serving a Commonwealth Redundancy exclusion period (redundancy benefit period)?

Clause 48.1 of the Australian Public Service Commissioner's Directions 2016 outlines arrangements applying in the Australian Public Service (APS) which limit the subsequent employment of people who have received a redundancy benefit.

Choose an item.

Code of Conduct

In the past five years, have you been determined or found to have breached the APS Code of Conduct during any previous APS employment?

Choose an item.

In the past five years, have you resigned from any previous APS employment during or following an investigation into allegations you may have breached the APS Code of Conduct?

Choose an item.

In the last 10 years have you been dismissed from your employment, including the Australian Public Service or Private Sector Employer, not including redundancy?

Choose an item.

Pre-employment requirements

Would you be willing to undergo an Australian Federal Police records check?

Choose an item.

Would you be willing to undertake a medical assessment (as applicable)?

Choose an item.

APS Merit List Access

An order of merit may be established for this position. If you are placed on an order of merit, you may be considered for similar vacancies in other APS agencies for up to 12 months from the date the vacancy was notified in the Gazette.

Do you agree for your information to be shared with other APS agencies?

Choose an item.

Acknowledgement

By submitting this form, I certify that the statements made by me and any supporting documentation (e.g., resume/CV, academic results) are true and complete at the time of submission. If it is subsequently discovered as a result of a check that you have provided false or misleading information, you may be assessed as unsuitable for employment with the CGC. Further, providing false or misleading information may in itself be considered a breach of the APS Code of Conduct and the Criminal Code Act 1995.

By selecting 'Yes' you will be giving your consent to the CGC collecting and using this information for the purposes mentioned above.

I acknowledge and agree to the conditions of the above declaration and wish to be considered for a position within the CGC.

Choose an item.

[Click here to enter a date.](#)