**PREPARING YOUR APPLICATION**

**Your application should include:**

1. CV - Complete Attachment A

The form is attached for completion.

1. Statements of Claims against the Selection Criteria - Complete Attachment B

You will describe in your own words, why you believe that you are a suitable candidate for the advertised position and how you meet each individual selection criteria.

Statements of claims that do not sufficiently address all selection criteria will not be taken into consideration. Please observe the overall word limit outlined for your response.

*The Statement of Claims is the centre piece of your application and should be presented in a concise and focussed manner. In preparing your statement of claims, you must address each selection criterion and should highlight relevant experience and training; you may also include examples of work you have done and demonstrate how your contribution resulted in a positive outcome for your employer. Your statement of claims should be written in English.*

1. Provide contact details for two referees - Complete Attachment C

You need to provide contact details for two referees who are familiar with your professional competence and conduct. In most cases, referees are not contacted unless you are shortlisted for the position.

**Your completed application package must be emailed by midnight 05 April 2017 (Pakistan Standard Time) to** [Jobs.AHC-Islamabad@dfat.gov.au](mailto:Jobs.AHC-Islamabad@dfat.gov.au) . **Please specify the job title and your name in the e-mail subject line.**

**Late or incomplete applications will not be taken into consideration.**

**You do not need to include a cover letter.**

**We thank all applicants for their interest; however only those selected for an interview will be contacted. The Australian High Commission in Islamabad is committed to protecting the privacy of your personal information. Information provided will be used for recruitment and employment purposes only.**

**ATTACHMENT A CV Template**

**1. Personal Particulars**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Surname** | | **Given Name(s)** |
|  |  | |  |
| **Landline Telephone** | | **Mobile** | **Email** |
|  | |  |  |

**2. Current Employment**

|  |  |  |
| --- | --- | --- |
| **Month/Year**  **Commenced** | **Employer** | **Position** |
|  |  |  |
| **Main responsibilities (in dot points):** | | |

**3. Previous Employments (most recent three, if applicable)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month/Year**  **Commenced** | | **Month/Year**  **Finished** | **Employer** | **Position** |
|  | |  |  |  |
| **Main responsibilities (in dot points):** | | | | |
| **Month/Year**  **Commenced** | **Month/Year**  **Finished** | | **Employer** | **Position** |
|  |  | |  |  |
| **Main responsibilities (in dot points):** | | | | |
| **Month/Year**  **Commenced** | | **Month/Year**  **Finished** | **Employer** | **Position** |
|  | |  |  |  |
| **Main responsibilities (in dot points):** | | | | |

**4. Academic Qualifications**

|  |  |  |
| --- | --- | --- |
| **Year Received** | **Qualification** | **Institution** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**5. Languages**

|  |  |
| --- | --- |
|  | **Proficiency Level** |
|  |  |
|  |  |
|  |  |
|  |  |

**6. Other** e.g. Awards, Academic Appointments, Publications, Professional Associations, Specific IT skills etc

|  |
| --- |
|  |

**ATTACHMENT B Statement addressing Selection Criteria**

**Your response to the selection criteria should not exceed 200 words per criterion.**

|  |
| --- |
| • **Well-developed written and oral communication skills in English and Urdu.** |
| Provide your response below: |
| **• Strong interpersonal skills and the ability to work collaboratively and co-operatively as a member of a small diverse team.** |
| Provide your response below: |
| **• Experience working successfully in a high-pressure client service environment.** |
| Provide your response below: |
| **• Experience working with computer applications to research, analyse, record information and manage workloads.** |
| Provide your response below: |
| **• Experience interpreting and applying legislation to decisions.** |
| Provide your response below: |
| **• Demonstrate the highest levels of professionalism, integrity, honesty, accountability and ethical behaviour.** |
| Provide your response below: |

**ATTACHEMENT C Referee contacts**

Please provide the names and details of two referees whom the High Commission can contact if you are short-listed for the interview.

**Referee 1**

|  |  |  |
| --- | --- | --- |
| Full name of Referee: | Relation to you : | |
| Occupation (Position and company): | Phone numbers (landline and mobile): | |
| Email: |  |  |

**Referee 2**

|  |  |  |
| --- | --- | --- |
| Full name of Referee: | Relation to you : | |
| Occupation (Position and company): | Phone numbers (landline and mobile): | |
| Email: |  |