



# Job Application Form

## Australian High Commission, Islamabad

### PREPARING YOUR APPLICATION

Before you apply for a vacant position in the Australian High Commission, please check the eligibility and application requirements. If you are not familiar with applying for a position with the Australian Government, a useful resource is the [Cracking the Code: How to apply for jobs in the Australian Public Service](#).

#### Write a statement of claims

The selection criteria and job specific capabilities describe the skills, knowledge, qualifications, and experience required in the role. Your Statement of Claims is your chance to show your skill and experience and is the key factor we use to determine whether your application is short-listed. It is important that you show how you will be of value to the role and to the Australian High Commission.

Make sure you address each selection criterion or job specific capability and provide evidence of your suitability. Do not simply state that you meet the requirements. Provide examples from your current or past roles which show how you meet the criterion or capability.

We recommend using the STAR Approach when addressing the selection criteria or job specific capability. This is a way of presenting information. For each criteria or capability think about the following and use these points to form sentences in your Statement of Claims:

- Situation – Set the context by describing the circumstance where you used the skills or qualities and gained the experience.
- Task – What your role was.
- Approach – What you did and how you did it.
- Result – What you achieved, the end result and how it relates to the job you are applying for.

#### Submitting your application

Please complete this application form and submit it, plus the requested documents in this application form as attachments, by emailing [Jobs.AHC-Islamabad@dfat.gov.au](mailto:Jobs.AHC-Islamabad@dfat.gov.au) no later than 11:59 pm on the closing date on the advertisement. Late applications are not accepted.

#### Incomplete applications

Application forms that have not been fully completed will not be considered.



## PRIVACY NOTICE

This notice explains how the Department of Foreign Affairs and Trade (DFAT) manages personal information collected about you in accordance with the *Privacy Act 1988* (Privacy Act). If you make an application for a job vacancy, DFAT will collect your personal information for the primary purpose of determining your eligibility and suitability for the vacancy, and if you're successful, for onboarding purposes. DFAT will use or disclose your personal information as set out in this privacy notice or as otherwise authorised by the Privacy Act.

If DFAT does not collect your personal information, DFAT may not be able to assess your eligibility and suitability, or manage your application for, the job vacancy you are applying for.

### What information DFAT will collect about you

To administer your application, DFAT may collect your:

- full name;
- contact details, including address, phone numbers and email addresses;
- education and employment history;
- passport details and visa information;
- any other information you provide as part of your application; and
- any information provided by third parties, such as from your referees or as part of security checks conducted by DFAT.

DFAT also collects sensitive information, including your:

- age;
- language and cultural background information;
- diversity information, such as your gender;
- medical information, for example, any disabilities you have, including reasonable adjustments you require to participate in any stage of the selection process; and
- any criminal history information (for example, in relation to police checks).


DFAT will collect this information directly from you and from third parties such as:

- your current or previous employer(s) and/or supervisor(s);
- your referees; and
- Australian and State Government Agencies and Departments, such as the Department of Home Affairs (Home Affairs), the Australian Government Security Vetting Agency within the Department of Defence, the Australian Federal Police or State or Territory Police forces.

### How DFAT will use and disclose your personal information

DFAT will use and disclose your personal information to assess your application, including to:

- assess your eligibility and suitability for the job vacancy, including undertaking reference checks;
- contact you about and assist you with your participation in the recruitment process;

- 
- respond to any issues or complaints raised by you or other parties;
  - investigate any possible or suspected misconduct or breaches of law relating to the recruitment process or your employment;
  - to assist with workforce planning; and
  - for training purposes, or to conduct research or data analysis.

Your personal information (including sensitive information) may be disclosed to:

- your current and former employers;
- your nominated, and where relevant, un-nominated referees for reference checks;
- Australian Government departments and agencies, including Home Affairs, the Department of Defence and the Australian Federal Police;
- members of any recruitment selection panel or the Selection Advisory Committee (which may include both internal and independent externals);
- DFAT staff or contractors involved in the administration of the recruitment process, including third party recruitment agencies and scribes;
- areas within DFAT responsible for workforce planning, personnel functions, security functions or the APS Code of Conduct;
- any other relevant party for conducting security checks;
- Australian State and Territory government departments and agencies (such as State police forces); and
- any other person, agency or organisation which may reasonably be able to assist DFAT to determine your eligibility or suitability for the job vacancy you are applying for.

Your personal information (including sensitive information) may be disclosed to third parties outside Australia, including to government agencies, non-government agencies and individuals for the purposes of processing your application, including seeking additional information to assist with determining your eligibility and suitability.

## DFAT's Privacy Policy and contact details

DFAT's Privacy Policy (available at <https://dfat.gov.au/privacy.html>) contains important information including:

- how you can access and seek correction of personal information we hold about you; and
- how to make a complaint if you have a concern or believe DFAT may have breached an Australian Privacy Principle and how DFAT will deal with your complaint.

## Personal information

Full Name		
Date of Birth	Place of Birth	Country of Birth
Present/mailling address		
Permanent address		
Domicile location (if applicable)		
District:	Tehsil:	
Contact number	Email address	
CNIC/NICOP/POC number (if applicable)	Are you a Pakistan citizen? Yes <input type="checkbox"/> No <input type="checkbox"/> Dual citizen <input type="checkbox"/>	
Please list your other current citizenships (if applicable)	Are you entitled to work in Pakistan? Yes <input type="checkbox"/> No <input type="checkbox"/> Diplomat/Other <input type="checkbox"/>	
Passport number	Passport issuing authority (country)	

## Position particulars

Position you are applying for	Classification	Available start date
Desired employment (select one) Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual <input type="checkbox"/> Temporary	What is your current salary? (per month)	

## Professional experience

Employer name	From	To	Position held	Reason for leaving

## Academic qualifications

Qualification	Institution/issuing authority	Date of completion

## Language proficiencies

Language	Proficiency level	Proficiency type

## Other

List other notables such as awards, appointments, publications, professional associations, or specific skills

---

## Professional references

Name	Title	Company	Contact number



## Statement of claims

Provide a maximum 800-word statement addressing the selection criteria for the position Any statement that exceeds the word limit will not be considered.

---



## Employment suitability

As an employee of the Australian High Commission, you will be required to uphold strict behavioural standards equivalent to employment with the Australian Public Service (APS). This includes upholding APS values of acting impartially, being respectful and inclusive to others, and acting ethically in the course of your duties. Please read and answer the following:

---

I understand I will be required to undergo intrusive background checking and provide information about my personal circumstances. Yes  No

---

I understand I will need to meet certain medical requirements, including undertaking a health assessment to determine my mental and physical suitability. Yes  No

---

I understand I will be required to declare any conflicts of interest related to my employment such as outside employment, financial interests or offers of gifts and hospitality. Yes  No

---

I understand I will occupy a position of trust and will be required to provide on-going information to my employer about my personal circumstances and associations. Yes  No

---

## Character questions

---

Have you ever been named in a First Information Report (FIR), jailed, convicted, or otherwise charged with a criminal offence? Yes  No

---

Have you ever been terminated or asked to resign from a job due to fraud, corruption, misconduct, or underperformance? Yes  No

---

Have you ever worked for a government ministry, department, agency, or state-owned enterprise (either in Pakistan or any other country)? Yes  No

---

Have you ever served, been employed, or interacted with a member of a military, police, or intelligence agency (either in Pakistan or any other country)? Yes  No

---

Have you ever worked for a diplomat, or directly worked in a foreign mission, embassy, or consulate (either in Pakistan or any other country)? Yes  No

---

Have you ever applied for or held a visa to Australia (including if you have ever been refused a visa)? Yes  No

---

Have you ever been deported from another country, or breached the conditions of any visa you have held? Yes  No

---

Have you ever been employed, or received payment, to provide immigration or visa assistance/advice to someone? Yes  No

---

Do you have any personal connections (friends, family, associates) to anyone who works for the Australian High Commission, Islamabad? Yes  No

---

Provide further details if you answered 'Yes' to any of the above character questions

---

## Required documents

Please attach the following documents to the email when submitting your application:

Curriculum Vitae  Photocopy of CNIC/POC/Passport  Photocopies of academic transcripts

## Declaration

I declare that I understand and consent to (please tick to give consent):

- I declare to the best of my knowledge, the information provided in this employment application is true and correct.
- I agree to undertake and participate in any pre-employment checks deemed necessary by DFAT.
- I agree that should I be appointed to the role I must provide certified proof of identity and evidence of my citizenship, residence or a valid visa that entitles me to work in the role prior to commencing employment.
- I agree that should I be appointed to the role I must provide original or certified documentation supporting my educational qualifications or other claims made in my application.
- I consent to DFAT collecting my personal information (including sensitive information) for the purposes set out in the Privacy Notice included in this application form.
- I consent to DFAT collecting my personal information (including sensitive information) from other people, for the purposes set out in the Privacy Notice included in this application form.
- I consent to DFAT sharing my personal information with third parties located outside Australia, for the purposes set out in the Privacy Notice included in this application form. If I provide consent, DFAT will not be responsible under the Privacy Act for how the overseas party handles my personal information. I understand that the laws of the overseas country will apply, and countries outside of Australia do not always have the same privacy obligations in relation to personal information (including sensitive information). This means I may not be able to seek redress for breaches of my privacy in these overseas jurisdictions. The laws of the overseas country could also compel an overseas party to disclose my personal information (including sensitive information) to a third party, such as an overseas authority.
- I understand that if I have given any false or misleading information, or omitted any material fact, I may not be employed, or if I am employed, I may be dismissed.

Signed:

Date: