

APPLICATION COVER SHEET

To assist us in the efficient processing of your application, **complete all sections**, and attach to the front of your application.
Please use black pen on all documentation.

Position Applied For		
Local Title	Classification	Reference Number
Faculty		Program/Unit
Where did you see the advertisement?		
<input type="checkbox"/> <i>The Canberra Times</i>	<input type="checkbox"/> <i>Weekend Australian</i>	<input type="checkbox"/> <i>Australian Higher Education</i>
<input type="checkbox"/> <i>SEEK web site</i>	<input type="checkbox"/> <i>ATEM web site</i>	<input type="checkbox"/> <i>CareerOne web site</i>
<input type="checkbox"/> <i>Other – Please Specify:.....</i>		

Personal Details	
Title	Surname
Given Names	
Address for Correspondence	
.....	
.....	
.....	
Contact Phone Numbers	
Work	
Home	
Mobile	
Email	
.....	
Have you been, or are you currently employed by the University of Canberra?	
Never <input type="checkbox"/> Currently <input type="checkbox"/> Previously <input type="checkbox"/>	
Please give details	
Are you a person of Aboriginal or Torres Strait Islander descent? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Citizenship	
Are you an Australian Citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If no, what is your current Visa Class Visa No Expiry Date	
Your visa may restrict your capacity to work in Australia. Are you legally entitled to accept employment in this position? (NOTE: False or misleading information may invalidate an employment contract).	

Referees		
Do not attach referee reports. We will contact you if we require written reports. We may contact your referees at any time unless you request otherwise. If you wish you may tell us about contact restrictions in the 'Notes' filed for each referee.		
Name	Organisation	Contact Numbers
1.	Phone
Notes:	Fax
	E-mail
2.	Phone
Notes:	Fax
	E-mail
3.	Phone
Notes:	Fax
	E-mail

Your Signature	
I certify that the information provided above is correct and I consent to the University retaining any information in connection with this application for a period of up to 18 months.	
Signature	Date