**PREPARING YOUR APPLICATION**

**Your application should include:**

1. Personal Particulars – complete Attachment A
2. Resume - complete Attachment B
3. Statements of claims against all selection criteria - complete Attachment C
4. Contact details for three professional referees - complete Attachment D

*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 all selection criterion and highlight your relevant experience and training; you should 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.*

*More information on how to write an effective and concise application, including a statement of claims, can be found at:* [*https://www.apsc.gov.au/sites/default/files/2020-12/cracking\_the\_code.pdf*](https://www.apsc.gov.au/sites/default/files/2020-12/cracking_the_code.pdf)

**Statements of claim that exceed the maximum word length of 800 words or do not address the position selection criteria will not be considered.**

**Your completed application package must be emailed as a single Microsoft Word (.doc, .docx) document by midnight 13 December 2023 (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.**

**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 – PERSONAL PARTICULARS**

**Please complete this form accurately and answer honestly.**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Family Name | Click or tap here to enter text. | | | 1. All Given Names | | Click or tap here to enter text. | | | |
| 1. Sex | | **Male**  **Female** | | | 1. **Date of Birth** | | | Click or tap here to enter text. | |
| 1. Town / City of Birth | | Click or tap here to enter text. | 1. **Country of Birth** | | | | Click or tap here to enter text. | | |
| 1. Have you ever been known by a different name to the one shown above? | | | | | | | | | **Yes**  **No** |
| Click or tap here to enter text. | | | | | | | | | |
| 1. Have you ever had a different date of birth to the one shown in Question 4? | | | | | | | | | **Yes**  **No** |
| Click or tap here to enter text. | | | | | | | | | |
| 1. Do you currently have citizenship from any country? | | | | | | | | | **Yes**  **No** |
| Click or tap here to enter text. | | | | | | | | | |
| 10. Do you hold, or have you held citizenship from any other country (including dual citizenships and all previous citizenships)? | | | | | | | | | **Yes**  **No** |
| Click or tap here to enter text. | | | | | | | | | |
| 11. Do you currently have permanent residency rights in any other country to those declared in Questions 9 or 10? | | | | | | | | | **Yes**  **No** |
| Click or tap here to enter text. | | | | | | | | | |
| 12. Do you currently have, or have you ever had, any national identity documents, passports, or other identity documents (including: passports, national identity cards, drivers’ licence etc)? Please fill table if answer is “Yes” | | | | | | | | | **Yes**  **No** |

|  |  |  |
| --- | --- | --- |
| Type of identification Document | Country of Issue | Identification Number shown (if applicable) |
|  |  |  |
|  |  |  |
|  |  |  |

**13. Please read the following carefully. Have you ever:**

|  |  |
| --- | --- |
| * Been charged with any offence that is currently awaiting legal action? | Yes  No |
| * Been convicted of, or charged with, an offence in any country (including any conviction which is now removed from official records)? | **Yes  No** |
| * Been directly or indirectly involved in, or associated with activities which would represent a risk to the national security of Australia or any other country? | **Yes  No** |
| * Been charged with, or indicted for: genocide, war crimes, crimes against humanity, torture, slavery, or any other crime that is otherwise a serious international concern? | **Yes  No** |
| * Been associated with a person, group or organisation that has been/is involved in criminal conduct? | **Yes  No** |
| * Been or currently involved in criminal activity of any kind, including activity that breaches the immigration laws of Australia or another country? | **Yes  No** |
| * Been associated with an organisation engaged in acts of violence (including war, insurgency, freedom fighting, terrorism, protest)? | **Yes  No** |
| * Served or been directly or indirectly employed/engaged in a military force, police force, state sponsored/private militia or intelligence agency (including secret police)? | **Yes  No** |
| * Undergone any military/paramilitary training, been trained in weapons/explosives or in the manufacture of chemical/biological products? | **Yes  No** |
| * Employed by, or worked for, either directly or indirectly, a government ministry, department, agency, or state-owned enterprise? | **Yes  No** |
| * Been involved in people smuggling or people trafficking to any country? | **Yes  No** |
| * Been removed, deported, or excluded from any country (including Australia)? | **Yes  No** |
| * Overstayed a visa in any country (including Australia)? | **Yes  No** |
| * Provided migration or visa services to any other persons or been directly or indirectly engaged or employed to provide migration or visa services (such as for a migration or visa agent)? | **Yes  No** |
| * Applied, been granted, or refused a visa to Australia? | **Yes  No** |
| * Are currently applying, intend in the near future, or recently submitted, a visa application for Australia? | **Yes  No** |
| * Are aware of a close family member or friend who has applied, or intends to in the near future, for a visa to Australia? | **Yes  No** |
| * Do you have any family members, or friends, who are employees, contractors, or service providers, (including businesses of any kind that provide goods or services directly or indirectly) engaged by, or associated with, the Australian High Commission? | **Yes  No** |

**If you answered ‘Yes’ to any question, please give details.**

|  |
| --- |
| Click or tap here to enter text. |

**ATTACHMENT B – RESUME**

**Please ensure resumes are kept to a maximum of three pages in length.**

**1. Personal Particulars**

|  |  |  |
| --- | --- | --- |
| **Title** | **Surname** | **Given Name(s)** |
|  |  |  |
| **Preferred contact number** | | **Preferred contact email** |
|  | |  |

**2. Current Employment**

|  |  |  |
| --- | --- | --- |
| **Month/Year**  **Commenced** | **Name of business/company** | **Position** |
|  |  |  |
| **Main responsibilities (in dot points):** | | |

**3. Previous Employment and experience** (Please list your employment or experience for the last five years including periods of self-employment, volunteer or unpaid employment, and unemployment. Please account for all periods of employment no matter how brief).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month/Year**  **Commenced** | | **Month/Year**  **Finished** | **Name of business/company** | **Position** |
|  | |  |  |  |
| **Main responsibilities (in dot points):** | | | | |
| **Month/Year**  **Commenced** | **Month/Year**  **Finished** | | **Name of business/company** | **Position** |
|  |  | |  |  |
| **Main responsibilities (in dot points):** | | | | |
| **Month/Year**  **Commenced** | | **Month/Year**  **Finished** | **Name of business/company** | **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

|  |
| --- |
| Click or tap here to enter text. |

**ATTACHMENT C – STATEMENT OF CLAIMS**

**Please provide a maximum 800-word statement of claims addressing how your experience fits the key responsibilities of the position with professional examples.**

**Selection Criteria**

1. **Well-developed communication and interpersonal skills in Urdu and English and demonstrated ability to engage with a diverse range of internal and external stakeholders.**
2. **A sound understanding (or demonstrated ability to develop an understanding) of the protocol and customs legislation, guidelines and procedures and adaptability to apply these effectively in varied circumstances.**
3. **Demonstrated resilience and organizational skills to manage competing priorities and deliver results in a constantly changing operational environment.**
4. **Strong ICT literacy and demonstrated ability to use advanced-level online applications in compliance with relevant privacy and information security principles.**
5. **Proven ability to work in a team environment and oversee the performance of staff providing administrative support.**

|  |
| --- |
| Provide your response below: |

**ATTACHEMENT D – PROFESSIONAL REFEREES**

Please provide the names and details of two professional referees whom the Australian 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: |  |