

STAFF-IN-CONFIDENCE (After first entry)

AA 312
Revised Sep 2009

Department of Defence

Personal Particulars of Applicant

Privacy Statement

The Department of Defence complies with the information privacy principles of the [Privacy Act \(1998\)](#) in the collection, handling, use and disclosure of personal information. The purpose of this form is to obtain relevant personal details of applicants for employment with the Department of Defence including Defence Materiel Organisation. The information provided will be used by Defence recruitment services and the functional area(s) responsible for managing the recruitment processes. Within a twelve month period, the information may be further used for a subsequent recruitment process in the event that a similar position becomes available in that time.

Important:

- To assist us in processing your application quickly, it is important that you complete each section of this form.
- On completion of this form, please ensure it is submitted along with your application.

<h3>1. Personal particulars</h3> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Employee ID (For Defence employees only)</td> </tr> <tr> <td colspan="2">AGS number (For current APS employees only)</td> </tr> <tr> <td colspan="2">Previous AGS number (For former APS employees only)</td> </tr> <tr> <td>Title</td> <td>Family name</td> </tr> <tr> <td colspan="2">First given name</td> </tr> <tr> <td colspan="2">Second given name</td> </tr> <tr> <td colspan="2">Third given name</td> </tr> <tr> <td colspan="2">Preferred name</td> </tr> <tr> <td>Date of birth (Optional)</td> <td>Country of birth</td> </tr> <tr> <td colspan="2">Place of birth</td> </tr> </table> <h3>Home address</h3> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3">Number and street</td> </tr> <tr> <td colspan="3">Suburb</td> </tr> <tr> <td>City or town</td> <td>State</td> <td>Postcode</td> </tr> <tr> <td colspan="3">Home phone</td> </tr> <tr> <td>Other phone</td> <td colspan="2">Type (eg Mobile)</td> </tr> <tr> <td colspan="3">Email address (Mandatory)</td> </tr> </table>	Employee ID (For Defence employees only)		AGS number (For current APS employees only)		Previous AGS number (For former APS employees only)		Title	Family name	First given name		Second given name		Third given name		Preferred name		Date of birth (Optional)	Country of birth	Place of birth		Number and street			Suburb			City or town	State	Postcode	Home phone			Other phone	Type (eg Mobile)		Email address (Mandatory)			<h3>1. Personal particulars (Continued)</h3> <p>Mailing address (Leave blank if same as home address)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3">Number and street (Or post office box)</td> </tr> <tr> <td colspan="3">Suburb</td> </tr> <tr> <td>City or town</td> <td>State</td> <td>Postcode</td> </tr> </table> <p>Are you an Australian citizen? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>OR a permanent resident? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If 'Yes', have you applied for Australian Citizenship? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p style="text-align: right;">↓</p> <p style="text-align: right;">Date of application</p> <hr/> <h3>2. Particulars of position applied for</h3> <p>Where did you first find out about this position?</p> <table style="width: 100%;"> <tr> <td>The Canberra Times <input type="checkbox"/></td> <td>Seek.com.au <input type="checkbox"/></td> </tr> <tr> <td>The Australian <input type="checkbox"/></td> <td>Mycareer.com.au <input type="checkbox"/></td> </tr> <tr> <td>Careerone.com.au <input type="checkbox"/></td> <td>Public Service Gazette <input type="checkbox"/></td> </tr> <tr> <td>Defence website <input type="checkbox"/></td> <td>DMO website <input type="checkbox"/></td> </tr> <tr> <td>Other website <input type="checkbox"/></td> <td>→ Please specify</td> </tr> <tr> <td>State newspaper <input type="checkbox"/></td> <td>→ Please specify</td> </tr> <tr> <td>Other <input type="checkbox"/></td> <td>→ Please specify</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Job requisition number (As quoted in advertisement)</td> </tr> <tr> <td colspan="2">Position title</td> </tr> <tr> <td>Date of advertisement</td> <td>Classification or job level</td> </tr> </table>	Number and street (Or post office box)			Suburb			City or town	State	Postcode	The Canberra Times <input type="checkbox"/>	Seek.com.au <input type="checkbox"/>	The Australian <input type="checkbox"/>	Mycareer.com.au <input type="checkbox"/>	Careerone.com.au <input type="checkbox"/>	Public Service Gazette <input type="checkbox"/>	Defence website <input type="checkbox"/>	DMO website <input type="checkbox"/>	Other website <input type="checkbox"/>	→ Please specify	State newspaper <input type="checkbox"/>	→ Please specify	Other <input type="checkbox"/>	→ Please specify	Job requisition number (As quoted in advertisement)		Position title		Date of advertisement	Classification or job level
Employee ID (For Defence employees only)																																																																				
AGS number (For current APS employees only)																																																																				
Previous AGS number (For former APS employees only)																																																																				
Title	Family name																																																																			
First given name																																																																				
Second given name																																																																				
Third given name																																																																				
Preferred name																																																																				
Date of birth (Optional)	Country of birth																																																																			
Place of birth																																																																				
Number and street																																																																				
Suburb																																																																				
City or town	State	Postcode																																																																		
Home phone																																																																				
Other phone	Type (eg Mobile)																																																																			
Email address (Mandatory)																																																																				
Number and street (Or post office box)																																																																				
Suburb																																																																				
City or town	State	Postcode																																																																		
The Canberra Times <input type="checkbox"/>	Seek.com.au <input type="checkbox"/>																																																																			
The Australian <input type="checkbox"/>	Mycareer.com.au <input type="checkbox"/>																																																																			
Careerone.com.au <input type="checkbox"/>	Public Service Gazette <input type="checkbox"/>																																																																			
Defence website <input type="checkbox"/>	DMO website <input type="checkbox"/>																																																																			
Other website <input type="checkbox"/>	→ Please specify																																																																			
State newspaper <input type="checkbox"/>	→ Please specify																																																																			
Other <input type="checkbox"/>	→ Please specify																																																																			
Job requisition number (As quoted in advertisement)																																																																				
Position title																																																																				
Date of advertisement	Classification or job level																																																																			

STAFF-IN-CONFIDENCE *(After first entry)*

3. Current employment

Are you employed in the Australian Public Service?

Yes → Are you an ongoing employee?

Yes No

What is your classification or level?

Substantive	Actual
-------------	--------

Which Department or agency?

No → If not employed in the Australian Public Service, who is your current employer? *(If applicable)*

Have you been formally notified by your Department or agency that you are a potentially excess or an excess employee?

Yes No

Please attach a copy of your notification.

4. Special requirements

Do you require any special assistance to participate in a further assessment of your application?

(eg Wheelchair access, sign language interpreter, etc)

Yes No

Brief description

5. Australian Defence Force service

Are you a current serving member of the Australian Defence Force?

Yes No

Permanent full-time

Reservist full-time

Reservist part-time

6. Voluntary redundancy

Have you ever received, or are you expected to receive, a voluntary redundancy benefit from any employer?

Yes No

If 'Yes', state the employer and date you received or are expected to receive a voluntary redundancy benefit.

Employer

Date received or expected date

Please note: Proof of your redundancy benefit will be required in line with the [Public Service Commissioners Direction 4.4](#)

7. APS Code of Conduct

Have you ever been found to have breached, the APS Code of Conduct?

Yes No

If 'Yes', with which Department or agency?

8. Contact details of work related referees

Note: One of your referees should include your current/recent supervisor.

Referee 1 Current or most recent supervisor

Name	
Position held by referee	
Agency or organisation	
Email address	
Telephone number	Period known

For referees not employed in the APS, is it appropriate for the referee to be contacted prior to interview?

Yes No

Referee 2 Current or most recent supervisor

Name	
Position held by referee	
Agency or organisation	
Email address	
Telephone number	Period known

For referees not employed in the APS, is it appropriate for the referee to be contacted prior to interview?

Yes No

STAFF-IN-CONFIDENCE (After first entry)

Information provided at Section 9 will only be used if you are the preferred candidate for the position for which you are applying. If you are a current ongoing Department of Defence APS employee you do not need to complete Section 9 but you must sign the declaration at Section 10.

9. Contact details of character referees.

Employment in the Department of Defence is subject to a character clearance. This check is usually performed prior to commencement. An assessment of a prospective employee's character involves the checking, where necessary, of police records, employment history and employment references. More extensive checks may be required for positions with requirements for higher security clearances.

To perform these checks it may be necessary to obtain information from personnel records of your previous employment. Employment history obtained as part of the character check process will be limited to information relating to your performance, attendance and conduct and will only be used to allow an assessment to be made of your suitability for employment in the APS in Defence.

Contact details should be provided for your current supervisor. If you do not have a current supervisor (eg You are self-employed or not currently employed) you should include contact details for your most recent supervisor.

Under the principles of Procedural Fairness, you will be given the opportunity to respond to any information obtained that may be considered adverse.

If you are a current ongoing Department of Defence employee you do not need to complete this section.

Referee 1 - Current supervisor

Name	
Position held by referee	
Agency or organisation	
Profession	
Email address	
Telephone number	Facsimile number
Period known	

For referees not employed in the APS, is it acceptable for the referee to be contacted prior to interview?

Yes No

Referee 2 - Most recent supervisor

Name	
Position held by referee	
Agency or organisation	
Profession	
Email address	
Telephone number	Facsimile number
Period known	

For referees not employed in the APS, is it acceptable for the referee to be contacted prior to interview?

Yes No

10. Applicant's declaration and consent.

- I declare that the information I have provided on this form is complete and correct.
- I am aware of the necessity to complete checks of my previous employment prior to commencing employment in Defence.
- I understand that checks of my previous employment may be carried out whether that employment has been in the Australian Public Service or in private enterprise.
- I understand that failure to meet the character clearance requirement may result in an offer of employment not proceeding. Where the character clearance requirement is a condition of engagement, I understand that failure to meet this condition of engagement may result in an offer of employment not proceeding or, if I have already commenced employment, may result in my employment being terminated.
- I consent to the release of any information from the personnel records held by any organisation which may be relevant to assessing my suitability for employment in the Australian Public Service.
- I consent to my current and/or most recent employer(s) and my referees being contacted to obtain information about my employment history, values and conduct.

Signature	Date
-----------	------

Note: If you are emailing this form along with your application - please type your name in the box above.