



DEFENCE FORCE RECRUITING

## APPLICATION FORM COVER SHEET

Last Name:

s22

DoB

s22

s22

s22

Given Name(s):

s22

Male ☐Female ☐

s22

Application No.

s22

s22

All applicable questions in the Application for Entry form must be completed.

Complete the application form in your own handwriting.

All details should be completed in **BLOCK LETTERS** in black ballpoint pen.

If any of the pre-printed details are incorrect, please advise the Defence Recruiter when you attend your interview.

If the space in the boxes provided is insufficient for your answers, attach additional information on a separate sheet and/or attach copies of reports.

You are required to provide Certified True copies of the following documents with your application:

- Full Birth Certificate (extracts are not acceptable). If the Certificate is not in English, a translation must be provided.
- Education records as advised by your Defence Recruiter.
- Certificate of previous ADF service (if applicable).
- Australian Citizenship Certificate, or proof that you have applied for Australian citizenship.
- Any TAFE or trade certificates.
- Tertiary reports as appropriate.
- Marriage Certificate or divorce papers.
- Change of Name Declaration.
- A copy of your resume if you are applying for an officer position.

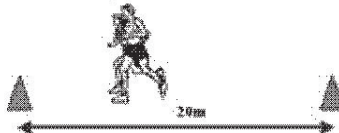
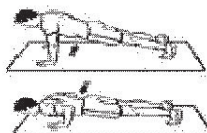
Do not send original certificates through the post as Defence Force Recruiting is not responsible for replacement of documents which are lost or damaged in the post.

**Applicants Under 18 Years of Age**

To apply for entry into the Australian Defence Force you must have the consent of a parent or legal guardian.

**ARE YOU FIT TO JOIN THE ADF?**

Physical fitness plays a vital role in the Australian Defence Force (ADF). All applicants must pass a fitness assessment prior to enlistment or appointment into the ADF. All Navy and some Army and Air Force jobs also require personnel to successfully complete a swim test after entry. See [www.defencejobs.gov.au/fitness/](http://www.defencejobs.gov.au/fitness/) for more information.



s22

27/8/2020

10831





# DEFENCE FORCE RECRUITING

OFFICIAL - Personal Privacy

Defence FOI 891/23/24  
PF ID: 6583354-1  
Application Form V6  
Aug 2020

## APPLICATION FOR ENTRY INTO THE AUSTRALIAN DEFENCE FORCE (ADF)

### PERSONAL DETAILS

Legal Surname	Preferred First Name	Date of Birth	Title	Age	Gender
s22	s22	s22	s22	s22	s22
Surname at Birth (if different)	Given Names	Given Names at Birth			
	s22	s22			
House Number & Street Name	Suburb/City	State	Postcode (Current)		
			s22		
Telephone No.	Mobile No.	E-mail Address			
Country of Birth (C.O.B.)	Mother's C.O.B.	Father's C.O.B.	Do you identify as either (please tick):	Aboriginal <input checked="" type="checkbox"/>	
s22	s22	s22		Torres Strait Islander <input type="checkbox"/>	
Language Spoken at Home	Language Most Fluent in	Hand Dominance (please tick):			
s22	s22	<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> Ambidextrous			
Marital Status	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Defacto <input type="checkbox"/> Widowed				
Dependants' Details					
Age	Gender	School Level or Occupation	Age	Gender	School Level or Occupation

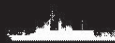
### NEXT OF KIN DETAILS

Surname and Given Name			
Best Contact Number		Relationship to You	

### EDUCATION AND EMPLOYMENT SUMMARY

In which calendar year did you last study at school, TAFE or university?	1990		
In which state did you attend your last year of high school education?	NSW		
For TAFE/Other studies, was your study (please tick one):	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	No. of Years Completed?
For University, was your study (please tick one):	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	No. of Years Completed?
If post-secondary, please specify qualification attained (eg, Bachelor of Science):			
Are you currently unemployed? Please circle		Yes / No	

Call 13 19 01 or visit [www.defencejobs.gov.au](http://www.defencejobs.gov.au)



NAVY



ARMY



AIR FORCE

s22

27/8/2020

Current Date: May 20 2024 11:34AM

Page 2 of 6

10831



## DEFENCE FORCE RECRUITING

## EDUCATION RESULTS

**Most recent SECONDARY SCHOOL Results (All candidates to complete. Candidates applying for ADFA or ADFA Education Award must include results for at least three (3) semesters of schooling)**

<b>Name of Institution</b>	<b>Calendar Yr</b>	<b>Level</b>	<b>Subject and Results</b>
<i><b>For example:</b> Town High School</i>	<i>2005</i>	<i>12</i>	<i>English A, Maths 1 A, Science B, Phys Ed B, History C, Art B</i>

### Most Recent TAFE or UNIVERSITY Details

Name of Institution	Calendar Year Started	Qualification/Course Name	Completion Date

**Other Courses - If you have completed any other course(s) please indicate (eg, First Aid Course)**





# DEFENCE FORCE RECRUITING

OFFICIAL: Personal Privacy

Defence FOI 891/23/24  
PF ID: 6583354-1  
Application Form V6  
Aug 2020

## EMPLOYMENT HISTORY

(Include full time, part time and periods of unemployment over the last 10 years. List most recent job first)

From (month/yr)	To (month/yr)	Employer	Full- time	Part- time	Casual	Position Held	Reason for Leaving
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

## ACTIVITIES, SPORT, CLUB, MEMBERSHIPS, LEADERSHIP ACTIVITIES

What sports do you play now, and how long have you played ? (eg, B Grade Squash, since 1993)

What sports have you played previously, and when ? (eg, Hockey, School, 1988-1992)

List any clubs or committees of which you are or have been an active member (eg, Rotary 1996-1999)

List any leadership positions you have held (eg, School Captain 1992, Mess Committee Member 1999-2000)

List your social interests, hobbies, spare time activities (eg. Navy/AirForce Cadets, SES/RSPCA volunteer, fishing, camping)

Can you drive a motor Vehicle?

YES ☐ NO ☐

Licence  
type/s

State of  
Issue/Restrictions

## FOR CURRENT OR EX-SERVING MEMBERS ONLY

### Service History

Service	Service Number	PM Keys Number	Current/ Last Rank	Service Type (eg Full- time, Part-time)	Country of Service
s22	s22		s22	s22	s22
Current/Last Ship/Unit/Base		Date of Enlistment	Date of Discharge	Discharge Reason	
s22		s22	s22	s22	

Call 13 19 01 or visit [www.defencejobs.gov.au](http://www.defencejobs.gov.au)



NAVY



ARMY



AIR FORCE

s22 27/8/2020

Current Date: May 20 2024 11:34AM

Page 4 of 6

10831





## PRIVACY STATEMENT AND CONFIDENTIALITY OF INFORMATION

The information sought by Defence Force Recruiting (DFR) on your application as well as during the course of psychological testing and assessment, to join the Australian Defence Force (ADF) will be used to determine your suitability for employment in the ADF and for research directed at improving the recruitment process.

The information that you provide to DFR is confidential within certain legislative limitations. For example, your personal information may be disclosed to the ADF and authorised agents involved in the ADF recruitment process, the Australian Federal Police, or any person with a lawful entitlement to obtain the information.

We (or the ADF) may also disclose your personal information to any Commonwealth Department, agency, authority or Minister for use in connection with assessment or management of, or research concerning, the ADF recruiting process.

On enlistment or appointment your information will be retained by the Department of Defence as part of your personal record. If your application is not successful, the information will be retained in accordance with the Privacy Act 1988 (herein referred to as the Act), the Archive Act 1983, and Australian Privacy Principles (APPs).

Collection, storage and use or disclosure of your personal information is subject to the APPs as set out in Section 14 of the Act. You will be entitled to access your personal information held by Defence Force Recruiting (DFR) and its contracted service providers in accordance with the terms of the Act and correct any information if it is incorrect.

Applicants can obtain information regarding access to personal information by contacting their local Defence Force Recruiting Centre. For the above purposes and for related purposes, DFR and its contracted service providers or Defence Health Services (DHS) usually give some or all of this information to:

- a. other contracted medical and mental health providers who provide services to Defence, and
- b. Recruiting officers and ADF personnel managers.

Except as provided in the Act, these agencies and organisations will not use or disclose your personal information, without your express permission, for any purpose other than the purpose for which the information was given to them.

The Defence Force Recruiting Privacy Statement is available at [www.defencejobs.gov.au](http://www.defencejobs.gov.au) or can be obtained from your local Defence Force Recruiting Centre. Medical privacy advice and acknowledgement is covered in the Medical History Questionnaire included within this application pack.







## APPLICANT'S DECLARATIONS, ACKNOWLEDGEMENTS AND CONSENT

This section must be completed and signed by you.

### Privacy Notice

The information supplied in this application is collected by Defence, through Defence Force Recruiting, for the purpose of assessing your eligibility for service with the Australian Defence Force, including the undertaking of medical (including psychological) assessments, and for related purposes including research directed at improving the recruitment process.

Personal information about you may be used by Defence and disclosed to the Australian Federal Police and other agencies or persons for the purpose of obtaining information related to the ADF recruitment process. Defence may disclose personal information about you to an overseas agency or person where necessary to obtain information related to the ADF recruitment process including verifying information you have provided.

Your personal information may also be disclosed to Commonwealth Departments, agencies, authorities or Ministers for use in connection with assessment or management of, or research concerning, the Australian Defence Force recruitment process.

The information supplied in this application may be used in medical (including psychological) assessments as part of the assessment of your eligibility and suitability for service with the Australian Defence Force.

If you do not provide the information required by this application form, Defence will not be able to process your application for entry to the Australian Defence Force.

If you are enlisted or appointed, your completed application will be retained by the Department of Defence as part of your personal record and may be used for the purpose of making career and personnel management decisions, discipline and used in the security assessment process. If your application is not successful, the information will be retained in accordance with the Archives Act 1983.

For further information about the way Defence collects, stores, uses and discloses personal information, see the Defence Privacy Policy available at: <http://www.defence.gov.au/Privacy.asp> or a copy can be obtained from your Defence Force Recruiting Centre.

The Defence Privacy Policy contains information about how you can request access to, or correction of, your personal information and describes how you may make a complaint if you believe Defence may have breached your privacy.

Enquiries regarding the Defence Privacy Policy or Defence privacy practices should be directed to the Defence Privacy Office at: [defence.privacy@defence.gov.au](mailto:defence.privacy@defence.gov.au)

**I acknowledge that I have read the above privacy notice and agree to the use of my personal information in accordance with Defence's Privacy Policy as described in the above privacy notice.**

Full Name of Applicant		Date of Birth	
Signature of Applicant		Date Signed	

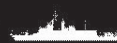
**If you are under 18 years of age, this section must be completed.**

**I declare that (insert full name of applicant)**

*I have discussed my application with my parent/legal guardian, who has provided verbal consent for me to apply for enlistment or appointment into the Australian Defence Force.*

Signature of Applicant		Date Signed	
------------------------	--	-------------	--

Call 13 19 01 or visit [www.defencejobs.gov.au](http://www.defencejobs.gov.au)



NAVY



ARMY



AIR FORCE



ADFRI 001

CITIZENSHIP, IDENTIFICATION REQUIREMENTS, AND  
DOCUMENT CERTIFICATION

This ADFRI is issued for use by all DFR staff and is effective forthwith,

s47E(d)

s47E(d) **CSC and Bar**  
Captain, RAN  
Director Military Recruiting  
Headquarters Defence Force Recruiting

Department of Defence  
CANBERRA ACT 2600

Jun 2021

Owner:	Director Military Recruiting
Current Status:	Active
Date Approved:	Jun 2021
Date of Next Review:	Sep 2021
Objective ID:	s22

s22





**References:**

s22

**INTRODUCTION**

1.1 Australian citizenship is a requirement for entry to, and service in, the Australian Defence Force (ADF). The ADF, through Defence Force Recruiting (DFR), has an obligation to ensure those personnel wishing to join the ADF have been positively identified prior to enlistment or appointment. Similarly, the ADF is bound by certain legislation and government policies relating to the recognition and acceptance of individuals as Australian citizens. The principle policy document regarding Australian citizenship is the Australian Citizenship Act 2007 (hereafter referred to as the Act).

1.2 Whilst the timely application for Australian citizenship and monitoring of its progress is an individual's responsibility, monitoring of an ADF member's compliance with conditions of entry and subsequent administrative action is the responsibility of the individual Service Career Management Agencies (CMA). DFR is responsible for ensuring applicants meet the required citizenship/permanent residency requirements prior to appointment / enlistment.

**SCOPE**

1.3 This instruction applies to all members of DFR involved with processing identification and citizenship documents for candidates applying to join the ADF.

**POLICY STATEMENT**

1.4 This policy details the citizenship requirements for entry to, and service in, the ADF; documentation required for candidates to prove their identity prior to entry into the ADF and DFR document certification process.

---

<sup>1</sup> [http://sharepoint.dfr.com.au/dfrconnect/HQMilOps/Templates and Reference Documents/NPCS Handbook \(Version 2\).pdf](http://sharepoint.dfr.com.au/dfrconnect/HQMilOps/Templates and Reference Documents/NPCS Handbook (Version 2).pdf)

## DEFINITIONS

1.5 The following definitions are applicable:

- a. **Certified True Copy** means the document has been certified as a true copy of the original by a person who has sighted the original document. The certifying officer does not certify that the original document is genuine, only that it is a true copy of the original.
- b. A **non-citizen** is a person who does not hold Australian citizenship.
- c. **Permanent Resident** is a non-citizen who holds a permanent resident visa which allows the holder to remain in Australia indefinitely.

## PROOF OF IDENTITY AND CERTIFICATION

1.6 **Proof of Identity.** IAW the Australian Government [National Identity Proofing Guidelines](#) (Ref A), [Identity Proofing Requirements](#) (Ref B) and Ref C and D, it is critical that candidate identities can be accurately verified. Proof of identity assists Defence to mitigate risks associated with unauthorised persons accessing Defence establishments, and reduces the likelihood of fraud. Annex A provides details of proof of identity requirements that must be met by candidates and instructions on document certification is provided at Annex B.

## CITIZENSHIP

1.7 **Citizens and Permanent Residents.** IAW Ref E, only candidates who are Australian citizens should be appointed or enlisted into the ADF. In exceptional circumstances, and where there are no Australian citizens available for a position, some **extremely limited discretion** remains for Defence to appoint or enlist Australian Permanent Residents when the target is difficult to achieve and the ability for the applicant to obtain the necessary security clearance for their role has been assessed against the capability risk of not recruiting the candidate. For all applicants, DFR staff must ensure candidates provide proof of Australian Citizenship (further guidance is at Annex C) or Permanent Residency.

1.8 Permanent Residents are not to be appointed or enlisted without detailed and careful consideration IAW the mandatory requirements of Ref F (PERSEC5) and Ref C (control 40. 1), and only after an eligibility waiver (citizenship and checkable background) has been issued by the receiving Service/AGSVA IAW Ref F. As non-Australian citizens will not normally be considered for a security clearance; they will not have access to the equipment and information systems necessary to perform their role; and may not be able to effectively attend and complete training, their enlistment or appointment into the ADF is not normally in the interests of Defence.

1.9 Applications from people who are neither citizens or permanent residents are **not** to be considered due to the risk that they will not ultimately be able to obtain citizenship.

1.10 **Permanent Resident expectation management.** The expectations of Permanent Residents should be carefully managed. Even where a waiver is under consideration by a Service, their eventual appointment or enlistment may not eventuate. DFR staff must:

- a. ensure Permanent Residents are informed of the citizenship requirements for service in the ADF, that entry requires a waiver, and eventual appointment or enlistment is not guaranteed
- b. explain to Permanent Residents the likelihood that their appointment or enlistment will be delayed until their citizenship has been approved/granted.

1.11 **Permanent Resident Entry.** In the exceptional circumstance, where the Service has approved a Permanent Resident for entry into the ADF and provided a citizenship waiver, the candidate must abide by the following provisions:

- a. those who are eligible to apply for citizenship must apply for citizenship before they are enlisted / appointed to the permanent or Reserve elements of the ADF and they must supply proof they have applied for citizenship
- b. those candidates who are Permanent Residents but are not yet eligible to apply for citizenship may be provisionally enlisted or appointed to the ADF, subject to applying for citizenship as soon as they are eligible to do so; IAW accelerated citizenship for ADF members and their dependants (i.e. completed at least 90 days service)
- c. prior to appointment / enlistment, Permanent Residents must complete either para A or B on ADF-RECFOR045 - *Form of Undertaking and Acknowledgement for Non-Citizens*.

1.12 **New Zealand (NZ) Citizens.** On arrival in Australia, most NZ citizens are automatically granted a Special Category Visa (SCV), Sub-class 444, which is a temporary visa introduced for NZ citizens. The SCV provides NZ citizens with more flexible travel arrangements than those that generally exist for Australian Permanent Residents; however, it remains a temporary visa and SCV444 holders are not Permanent Residents and **not eligible to apply for entry** into the ADF. Further information relating to a NZ candidate's eligibility for Australian citizenship, residency and visa requirements (including the SCV) can be found at <https://immi.homeaffairs.gov.au/citizenship/become-a-citizen/permanent-resident> or by contacting the citizenship information line on 131 880.

1.13 **Security Clearance.** If a non-citizen has been selected by the Services for enlistment or appointment under exceptional circumstances, DFR **shall not** enlist or

appoint the candidate until they have been granted a security clearance at the level appropriate for their employment category.

1.14 **YOU Session.** Permanent Residents can attend a YOU Session, to determine if an exceptional circumstance relating to a specific recruitment need exists. If no exceptional circumstance is identified the non-citizen is to be withdrawn and only re-activated at their own request when they have obtained Australian citizenship.

1.15 **Citizenship Ceremonies.** Given that some applicants can wait up to seven months after their citizenship approval to attend a citizenship ceremony, DFR may progress non-citizens to Assessment Day if they can provide proof of citizenship approval.

1.16 **Checkable Background.** DFR staff are reminded that all candidates must be able to demonstrate a ten year checkable background. Further guidance on Checkable Background Pre-Screening (CBPS) is provided in Ref F.

1.17 **Citizenship Eligibility.** DFR staff are not to provide citizenship advice (beyond Annex C) or opinions on candidate eligibility. Candidates who cannot prove citizenship eligibility are to be directed to the Department of Home Affairs [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au).

## RELATED INFORMATION

1.18 The following documents can be consulted for further guidance:

- a. Australian Citizenship Act, 2007
- b. MILPERSMAN Part 7, Chapter 2 - Management and Administration of Defence Members under 18 years of age
- c. Army Standing Instructions (Personnel) (ASI(P)) Part 2, Chapter 1
- d. Air Force Personnel Standing Instructions (AFPSI) Chapter 5
- e. ANP 2110 – RAN Career Management, Chapter 2

## Annexes:

- A. Proof of Identity
- B. Document Certification
- C. Determining Australian Citizenship



## PROOF OF IDENTITY

1. **Photo ID.** DFR staff are required to view photo ID of a candidate before any face-to-face interaction including testing or assessment sessions, and Pre-entry Fitness Assessment (PFA) sessions. If a candidate is unable to produce photo ID at their YOU session, DFR staff are to take a photo of the candidate and scan it into *PowerForce*. When a Virtual YOU session is conducted, photo ID is to be produced and verified no later than AD (refer to RECPRO168 - Identification Verification Guidelines). When discussing their application with DFR/CRMC staff via telephone, candidates will be required to confirm their identity through a series of questions.
2. **National Identity Proofing Guidelines.** Ref C recommends that the identity of all ADF new personnel be verified to at least Level of Assurance 3 of the National Identity Proofing Guidelines (Ref A). However, as all candidates undergo a Nationally Coordinated Criminal History Check (NCCHC) prior to entry (which requires a more stringent level of identity proofing than what is required at Ref A), there is no further requirement for DFR to confirm a candidate's identity besides the NCCHC.
3. **Nationally Coordinated Criminal History Check (NCCHC).** NCCHCs are conducted during the recruiting process (post Assessment Day), to confirm a candidate's identity and overall suitability to join the ADF. These checks are conducted by the Australian Criminal Intelligence Commission (ACIC) IAW Ref D. All candidates must have a valid NCCHC prior to entry or a waiver granted. Ref G provides further guidance on NCCHCs and what minimum identity documents are required.

ADFRI001

## DOCUMENT CERTIFICATION

1. **Certified True Copy (CTC).** When certifying documents, the certifying officer is required to sight the original document. A certified true copy (CTC) is a copy of a document that has on it an endorsement or certificate that it is a true copy of the original document. To manually certify a document, the certifying officer is to annotate the copy / copies with the following details:

**CERTIFIED TRUE COPY**

Printed Name:

Signature:

Appointment / Position:

Date:

2. If the document has multiple pages, the certifying officer must check each page against the original, sign or initial each copied page and include the above certificate on the final page.

3. **Authorised Persons.** When a candidate hand delivers or posts a CTC of a document, the certification must have been performed by a person listed in Schedule 2 of the Statutory Declarations Regulations 2018. The list of authorised persons can be found on the reverse of the Statutory Declarations form and at <http://www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx>.

4. All DFRC staff members have the authority to certify documents as true copies, for the purposes of DFR business. Such certification of documentation by DFRC staff is for administrative purposes only. Documents that are medically or psychologically sensitive are to be certified by medical or psychology staff only.

5. **Emailed Documents.** If a candidate has emailed a copy of a document, even if it has been certified as true by an authorised person, this cannot be accepted as a CTC. DFR Staff are to ensure a hard copy is received for identification or credentialing documents either by hand delivery or post.

6. Photocopies of previously certified documents are not acceptable.

7. **Digital Certification Process.** Certification can be performed manually, as detailed above, or digitally. DFR staff can certify documentation digitally using watermarking technology (imbedded in scanners) or the 'Candidate Image Add-In' function in Outlook. DFR Staff are reminded that the original document must have been sighted.

8. A journal comment in *PowerForce* is to be made confirming originals of documents added to *PowerForce* using the 'Candidate Image Add-In' function were sighted by a DFR staff member at the time. Refer to DFR-RECREP133 for details on how to digitally certify documents.

9. **Education Documents.** Education documentation, such as High School Certificates, Trade Certificates and University Certificates, can be photocopies or scans in the first instance. However, candidates must present the CTCs or originals of documents at their Assessment Day (AD) for Defence Interviewer (DI) validation of originality. CTC's or originals do not need to be presented at OSB if already captured at AD. High school reports do not need to be CTC. Refer to Ref H for further details.

10. **Required True Copies.** Where the documents are provided for the purpose of a NCCHC, a security clearance, or individual Service credentialing or waiver requirements, documents from the following list must be certified as true copies:

- a. passports and visas
- b. birth certificates
- c. citizenship certificates
- d. driver's licences / other photo identification
- e. any correspondence relating to citizenship / residency (Australian or overseas)
- f. marriage certificates, divorce documents or other change of name documentation
- g. all education certificates, qualification certificates, admission documents relating to professional entry (only required for health, legal, chaplaincy and public relations)
- h. trade qualification documents for direct entry tradesmen.

11. **Candidate Hub.** The certification on identity documents received via the Candidate Hub will not be accepted as the authenticity of the certification cannot be easily determined. In these instances, candidates are to be advised to present the originals for certification/validation at their AD. Refer to H for further details.

## DETERMINING AUSTRALIAN CITIZENSHIP

1. This Annex is a guide to determining Australian citizenship and must be consulted alongside the latest advice provided by the Department of Home Affairs, <https://immi.homeaffairs.gov.au/citizenship/certificate/get-a-certificate#Eligibility> with the latter being the authority. Further information can be found at <https://www.passports.gov.au/getting-passport-how-it-works/documents-you-need/citizenship>.

2. This Annex has been written in such a way as to encourage candidates' progression. A candidate can progress to Assessment Day (AD) and OSB (including CBPS and waiver submission to MilOps post AD) with the documents listed at Paras 3-9 below, however at the point of Assessment Overview a passport can only be used as proof of citizenship if it is not expired. If a candidate has not renewed an expired passport at this point they will need to produce primary evidence of citizenship (e.g. Citizenship Certificate if born overseas, birth certificate if born in Australia before 20 August 1986, and if born in Australia on or after 20 August 1986 both candidate's own birth certificate and evidence of parent's citizenship at time of birth). It is the responsibility of both the interviewing DI and Enlistment Coordinators to manage candidate expectations regarding this matter post-Assessment Day.

3. **Evidence Required.** The evidence a candidate is required to demonstrate Australian citizenship may differ depending on whether they were:

- a. born outside Australia,
- b. born in Australia before 20 August 1986, or
- c. born in Australia on or after 20 August 1986.

4. **Born Outside Australia.** Candidates must provide one of the following documents to confirm citizenship:

- a. an Australian citizenship certificate,
- b. an Australian passport issued on or after 1 January 2000, that:
  - (1) had greater than two years between date of issue and date of expiry when it was issued, and
  - (2) was issued in the candidate's current name, date of birth, place of birth and gender, and
  - (3) is still current, or expired less than three years before date of ADF application, and
  - (4) hasn't been reported lost or stolen, or been cancelled for any other reason.
- c. a Citizenship by Descent extract,



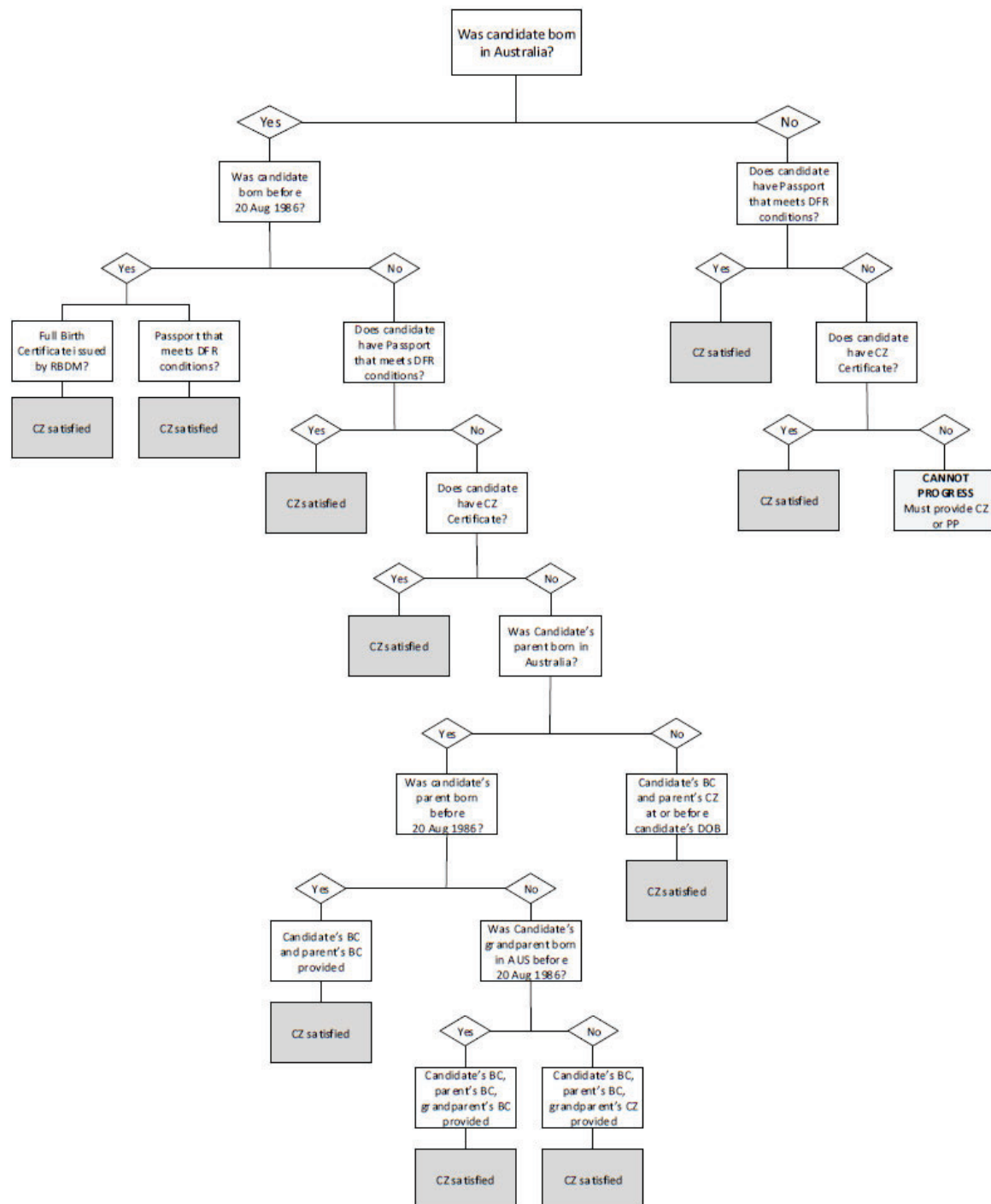
ADFRI001

- d. an Australian citizenship certificate of an Adoption IAW the Hague Convention on Intercountry Adoption or bilateral arrangement, or
  - e. an extract from the Register of Australian Births Abroad.
5. If the candidate is unable to present one of the documents listed above, they will need to apply for evidence of Australian citizenship issued by the Department of Home Affairs.
6. **Born in Australia before 20 August 1986.** Candidates under this category must provide one of the following documents to confirm citizenship:
- a. an Australian citizenship certificate,
  - b. full birth certificate (must not be commemorative) issued by an Australian Registry of Births, Deaths and Marriages (RBDM). This will confirm their citizenship (provided their parents were not in Australia as foreign diplomats or consular officers at the time of their birth), or
  - c. an Australian passport issued on or after 1 January 2000, that:
    - (1) had greater than two years between date of issue and date of expiry when it was issued, and
    - (2) was issued in the candidate's current name, date of birth, place of birth and gender, and
    - (3) is still current, or expired less than three years before date of ADF application, and
    - (4) hasn't been reported lost or stolen, or been cancelled for any other reason.
7. **Born in Australia on or after 20 August 1986.** Candidates under this category must provide evidence that meets one of the following criteria to confirm citizenship:
- a. an Australian citizenship certificate, or
  - b. an Australian passport issued on or after 1 January 2000, that:
    - (1) had greater than two years between date of issue and date of expiry when it was issued, and
    - (2) was issued in the candidate's current name, date of birth, place of birth and gender, and
    - (3) is still current, or expired less than three years before date of ADF application, and
    - (4) hasn't been reported lost or stolen, or been cancelled for any other reason, or

ADFR1001

- c. their full birth certificate issued by an Australian RBDM (must not be commemorative) **plus**:
- (1) their parent's full birth certificate issued by an Australian RBDM (must not be commemorative), showing their parent was born in Australia **before** 20 August 1986, or
  - (2) their parent's Australian citizenship certificate detailing their acquisition of citizenship before candidate's birth, or
  - (3) their parent's full birth certificate issued by an Australian RBDM (must not be commemorative), showing their parent was born in Australia **after** 20 August 1986, and
    - i) their grandparent's full birth certificate issued by an Australian RBDM (must not be commemorative), showing their parent was born in Australia before 20 August 1986, or
    - ii) their grandparent's Australian citizenship certificate detailing their acquisition of citizenship before candidate's birth.
8. **Born in Australia on or after 20 August 1986 and one parent was an Australian permanent resident.** Candidates under this category must provide evidence of their own Australian citizenship with a citizenship certificate issued by the Department of Home Affairs.
9. **Born in Australia on or after 20 August 1986 and neither parent was an Australian citizen or an Australian permanent resident.** Candidates can apply for evidence of Australian citizenship if they have spent the first 10 years of their life in Australia.
10. An Australian issued Titre de Voyage is not to be used as proof of citizenship.
11. When DFR personnel are presented with conflicting information about an applicant's gender or name they may seek further information and supporting evidence to corroborate their identity, IAW the Australian Government's approach to identity security as outlined at Ref A. Further information can be found at Ref I.

## A guide to proof of Australian Citizenship (to be used in conjunction with Annex C Para 1-10)



## Y.O.U. SESSION ELIGIBILITY CHECKLIST

## CANDIDATE DETAILS (candidate banner):

--

## PREFERENCES OR AREAS OF INTEREST:

If unsure, please nominate preferences to Recruiter via 13 19 02 when decided.

		Further Evaluation required?	Booked during call?
1 <sup>st</sup> Preference:			
2 <sup>nd</sup> Preference:			
3 <sup>rd</sup> Preference:			

## CAREERS COACHING:

	Discussed?		Discussed?		Discussed?
Education Requirements		Age Requirement		Primary Duties	
Length of Training (Initial Military Training / Initial Employment Training)		If applicable; Trade Assessment or Credential Endorsement		If applicable; Re-entry process (SSC)	

## CAREERS COACH DEBRIEF:

Preferences		Further Evaluation / Musician Audition	
Document requirements (and next recruiting stage)		Certification requirements (Certified true copy)	

Further expert guidance required for progression?	Please Select
---	---------------



**DOCUMENT REQUIREMENTS** \*\* Please upload documents onto the Candidate Hub \*\*

Documents marked with an \* must be presented at your Assessment Session  
Defence Interview component for witnessing and certification.

		Please provide these documents
<b>Australian Citizenship</b>	Evidence of Australian Citizenship*	Please Select
<b>Education</b> <i>Please provide Completion Certificates and Transcripts where possible.</i>	Preference 1 Education documents*	Please Select
	Preference 2 Education documents*	Please Select
	Preference 3 Education documents*	Please Select
<b>Checkable Background</b> <i>As per service requirements in ADFRI020 Processing Waivers.</i>	DFR-RECFOR128A form and; DFR-RECFOR128B form	Please Select
<b>Additional Eligibility Documents</b>	Supplementary Application Form	Please Select
	Curriculum Vitae / Resume	Please Select
	2 Professional Reference Letters	Please Select
	Membership of Professional Associations*	Please Select
	Re-enlistment: Service Suitability Check	Please Select

The following documents will need to be provided as soon as you are booked to an Assessment Session:

<b>Nationally Coordinated Criminal History Check (NCCHC)</b> <i>Feel free to consider these requirements at this stage. You can provide these documents at your Assessment Session Defence Interview or earlier.</i>	DFR-RECFOR081 <a href="#">NCCHC Application and Informed Consent Form</a>	Please Select
	One Commencement ID*	Please Select
	One Primary ID*	Please Select
	Two Secondary IDs*	Please Select

Additional information regarding eligibility document requirements:

**IMPORTANT INFORMATION – Please read carefully:**

- Education document requirements **outlined in the section above** are the minimum you need to prove eligibility.

**Officer Entry:**

- Jobs requiring Year 12 passes are to provide transcripts for current year and previous full year of Year 11.
- If you have completed further education (secondary or tertiary) or awards/certificates **you may provide them if you wish.**
- Officer Entry candidates who have achieved a tertiary degree are encouraged to provide their Conferral/Graduate Certificates and transcripts even if it is not required for their job preference.
- Officer Entry candidates are to provide their resume and 2 written references (note that these are not mandatory for an Assessment Session but will be required to attend an Officer Selection Board).

**For your consideration:**

- Upon progressing to an Assessment Session, you will be asked to complete a Nationally Coordinated Criminal History Check Form. In order for ADF Careers to initiate the Criminal History Check, you will be required to provide identity verification documents (as outlined on the form). This is only a requirement once you are booked to the session however, you may wish to review the requirements in advance.

For more information on the job roles you are applying for, please visit our website: [www.adfcareers.gov.au](http://www.adfcareers.gov.au). And to help you start building your fitness, download the ADF Active App at the AppStore or GooglePlay.

**Documentation can uploaded onto the Candidate Hub or forwarded to your Recruiter by Post** (please do not send originals by post):

**ADF Careers,  
Locked Bag 12000 A'Beckett Street,  
Melbourne, Victoria 8006**

**HELPFUL RESOURCES**

## Information Booklets

- Important Information for All Candidates
- ADF Careers Information
- Reservists Handbook
- Fitness Information - ADF Active App
- Australian Defence Force Academy
- Defence University Sponsorship

## Websites

- <https://www.army.gov.au/>
- <https://www.navy.gov.au/>
- <https://www.airforce.gov.au>

**YOUR CANDIDATE ROAD MAP:** *(includes any job preferences suggested by your Military Recruiter)***SESSION CONDUCTED BY:**

Military Recruiter Name	Digital Signature	Date
Copy scanned onto Application and Journal comment entered. Copy given to candidate <i>(please tick)</i>		
<input type="checkbox"/>		

Follow Up After Initial Information Capture Procedure

The RecOps Recruiter (RR), this being the Candidate Experience Consultant or Specialist Recruitment Consultant (SRC), and the Military Recruiter (MR) develops relationships with prospects, to allow them to source information with ease.

§22

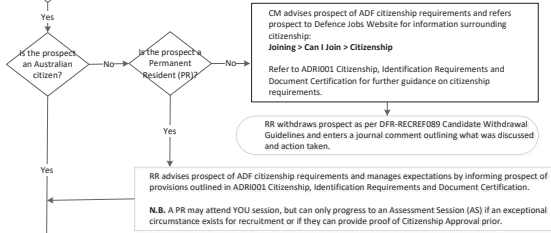
ADFR001

Citizenship, Identification Requirements and Document Certification

§22

§22

§22



§22







## Candidate Withdrawal Guidelines

This document provides guidance to ADF Careers (ADFC) employees on when an applicant can be withdrawn by ADFC personnel or when an applicant self-withdraws from ADFC's recruitment process.

s22



candidate to re-apply once eligibility issues are resolved (if in doubt, the MR should always discuss waiver options with their FTL in the first instance, then the SMRO if required). To withdraw a candidate, the MR should follow the steps noted under heading "Process".


s22



s22

## Assessment Overview (AO) Policy

The Assessment Overview (AO) is a step in PowerForce (PF) that is completed by a Defence Interviewer (DI) qualified ADF staff member to confirm candidate suitability and eligibility. s22



### Reference to Corresponding Documents:

ADFR1001      Citizenship, Identification Requirements and Document Certification



s22

**Cannot Progress Past AO**

If any of the following issues are outstanding and the risk cannot be managed to prior to LOO, the delegated ADF staff member is **not** to complete the AO until these matters have been finalised:

s22

s22

s22

- g. **Waivers** (including Service approval to enlist / appoint Permanent Residents and NCCHC results);

s22

- k. **Citizenship** – if the candidate's citizenship application has been approved but they have not received their certificate, they must provide this before the AO can be completed (unless approval has been provided to enlist/appoint as a Permanent Resident);
- l. **SSC** – approved re-enlist candidate must have accepted and signed the Service Suitability Check; and
- m. Any **other issues** are mentioned (excluding those detailed below)

s22

s22



s22

## **Career Coach (CC) Policy**

This policy is to outline the role of the Military Recruiter (MR) and provide direction on the preparation of a candidate for a career in the ADF. s22

s22

### **References to Corresponding Documents:**

ADFRI001                      Citizenship, Identification Requirements and Document Certification

s22

s22

- 4. Citizenship;
- 5. Any eligibility criteria (including, but not limited to, age, education, citizenship) that may impede on the candidate’s application or preclude the candidate’s progression;

s22

Establishing Eligibility

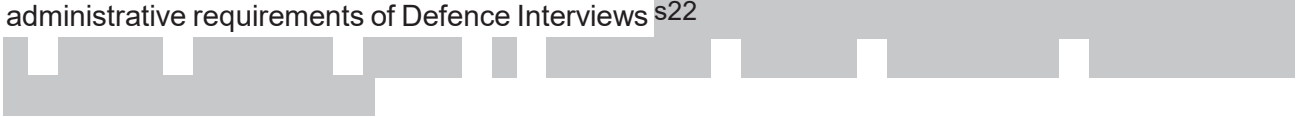
There are basic eligibility criteria that must be satisfied for a candidate to become a member of the ADF. These are established at various points in the recruitment process.

CRITERIA	REVIEW METHOD	RESOURCES	RELATED DOCUMENTS
Citizenship	<p>s22</p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p>The MR is also to ask the candidate of their Citizenship status and advise the candidate of the Australian citizenship requirements in order to enlist. Where a special recruitment need exists, permanent residents may, under special circumstances, proceed through the recruiting journey. This should be escalated to the SMRO where the MR identifies this need exists.</p>	<p>PowerForce</p> <p>Scanned documents</p> <p>(if available)</p>	<p><a href="#">ADFRI001 Citizenship, Identification Requirements and Document Certification</a></p> <p>s22</p> <p></p>
<p>s22</p>			

## Defence Interview Policy

### Purpose

The purpose of this policy is to guide Defence Interviewers in the preparation, conduct and administrative requirements of Defence Interviews s22



s22



s22



s22



### **Roles of the Defence Interviewer (DI)**

The primary roles of the DI are to:

- a. Confirm eligibility of candidates for ADF service,

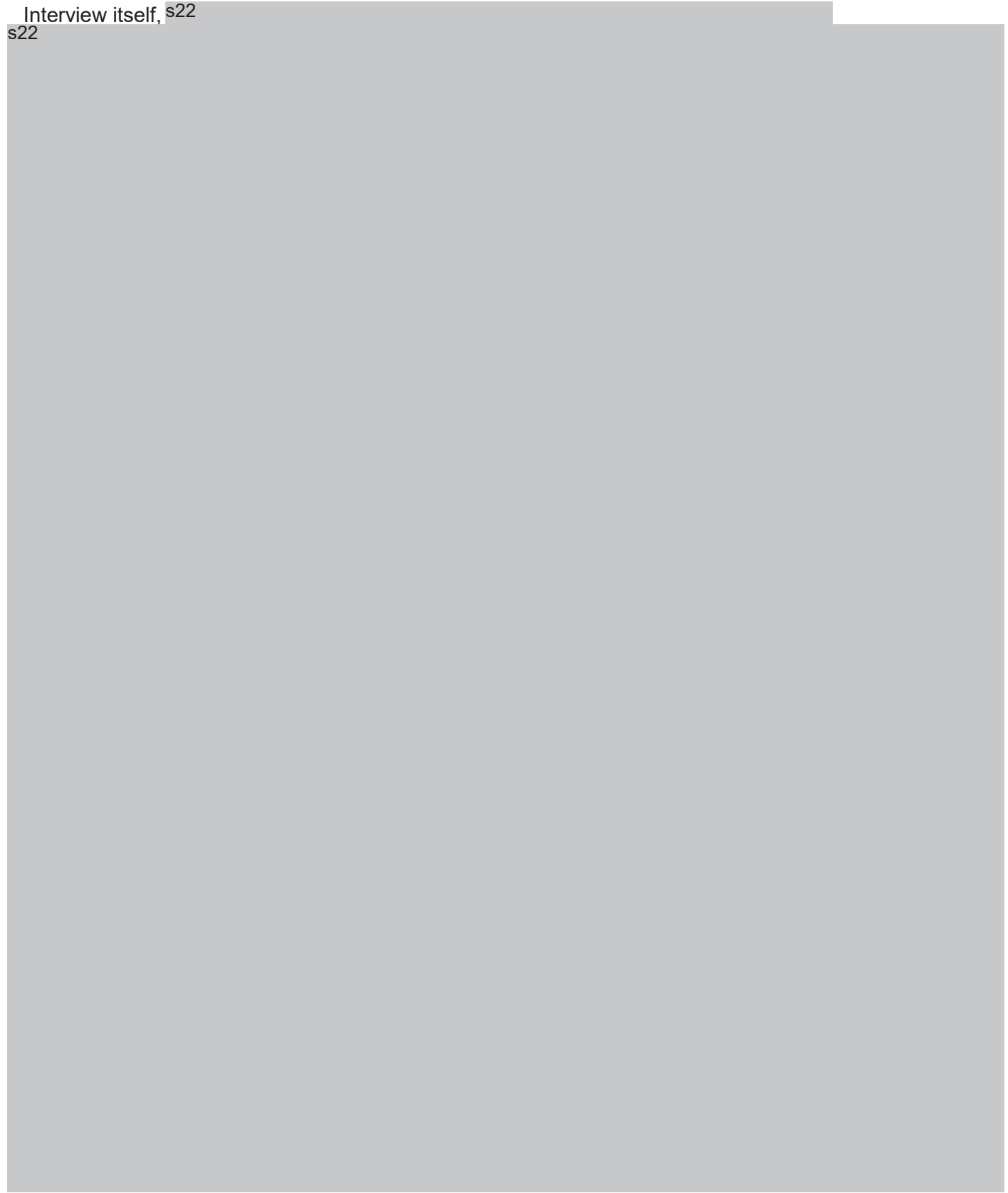
s22



## **Conduct of the Defence Interview**

### Scope of the Interview

Drawing on information available from the RPR, employment / education history, PF file and the Interview itself, s22





s22

- e. **Eligibility:** The DI must also consider whether a candidate meets the eligibility requirements for service. The following list details the eligibility criteria that should be addressed during the Defence Interview (either during pre-checks or through questioning the candidate):

s22

- (2) Australian Citizenship,

s22

Candidate Notes

s22

s22



Certified True Copies

At the end of the Interview the DI should ensure that any eligibility documents (with the exception of non-tertiary education reports) brought with the candidate on their Assessment Session, which have been previously uploaded via the Candidate Self-Service Portal (CSSP), are scanned into PF as Certified True Copies.

s22





**CHECKABLE BACKGROUND PRE-SCREENING**

Candidate Name: \_\_\_\_\_ Candidate ID: \_\_\_\_\_

Job Preferences: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**Guidance to Candidates**

- All members of the ADF are required to obtain an Australian Government security clearance to access security classified information and resources. In order to obtain these security clearances a series of background checks and assessments are undertaken by the Australian Government Security Vetting Agency (AGSVA).
- Prior to enlisting or appointing anyone into the ADF, ADF Careers (ADFC) must be confident that a candidate can satisfy the 'checkable background' eligibility requirement to obtain a security clearance.
- Failing to obtain a security clearance could result in a candidate's employment being terminated

**To determine your ability to provide sufficient background information to satisfy security clearance eligibility requirements please answer the following questions (type or print neatly using black pen):**

**Questions for Candidates - SECTION 1****Question 1: Were you born in Australia?**

- ☐ **Yes**
- ☐ **No** – Please complete the below.

**Country of Birth:** \_\_\_\_\_**Date of Immigration to Australia:** \_\_\_\_\_**Question 2: Are you an Australian Citizen?**

- ☐ **Yes** – If applicable, complete below.

**Date you gained Citizenship:** \_\_\_\_\_**Certificate Number:** \_\_\_\_\_

- ☐ **No** – Please discuss with ADFC Staff.

**Question 3: Do you currently or have you previously held any other citizenships?**

- ☐ **Yes** – I currently hold citizenship to Australia and to: \_\_\_\_\_
- ☐ **Yes** – I previously held, but not longer hold citizenship to: \_\_\_\_\_
- ☐ **No** – I don't currently or have previously held any other citizenship aside from Australia.

s22

s22

Please sign and return form to ADFC Staff:

Date:



§22

Preparation for Assessment Session Booking Procedure

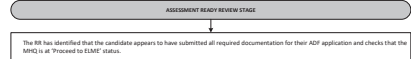
This process details the progression of candidates to Assessment Session (AS) when eligibility requirements have been met.  
Eligibility requirements are checked by the RecOps Recruiter (RR), this being the Candidate Experience Consultant (CEC) or Specialist Recruitment Consultant (SRC) when candidates are ready for their Assessment Session.  
Assessment Coordinators (AC) are responsible for booking candidates to an Assessment Session.

§22

Reference to Corresponding Documents:

ADFR001 Citizenship, Identification Requirements and Documentation Certification

§22



The RR confirms all eligibility requirements are met for the candidate's selected preferences. This is determined by reviewing the following against ADF Careers' (ADFC) policies and the job role requirements specified on the ADF Careers website.  
The RR ensures that all "required documents to attend Assessment are uploaded and legible on PF:

§22

- Proof of Citizenship" (Refer to ADFR001 Citizenship, Identification Requirements and Document Certification)

§22

§22

§22



s22

**Type of appointment/enlistment.** s22

Overseas applicants may also be appointed or enlisted provisionally until they meet entry criteria specific to their appointment or enlistment (for example, Australian citizenship by a specified date) and achieve key service/training milestones.

s22

**Ineligibility.** Foreign nationals who do not have prior military experience are not eligible to apply to the Navy through this program. Such applicants must apply for recruitment through DFR once they have satisfied normal Australian permanent residency requirements. s22

history as assessed by the Navy. The applicant must provide copies of, or an authenticated summary of, their last three annual performance appraisal reports (or other reports as requested). Applicants may be requested to provide specific reports aligned to workgroup continuum.

**Police check.** All applicants must provide a certified true copy of a current police check.

**Medical.** Applicants must be medically fit and conform to the medical requirements detailed in [Defence Health Manual](#), Volume 3, Part 5 - 'Health Standards and Procedures for Entry and Transfer'. Completed medical packs are forwarded to the Lateral Entry Medical Officer via CM-N for assessment. Some workgroups (aircrew men/submariners/divers) require further medical examinations. Applicants who fail to satisfy medical entry standards are unable to

be appointed in the Navy. In this instance, there is no authority to reimburse medical testing costs incurred as part of the application process.

s22



**Citizenship.** Applicants are eligible to apply for Citizenship after serving 91 days in the ADF. Applicants who are not Australian citizens must make a written undertaking that they will apply for Australian Citizenship as soon as they are eligible in accordance with [MILPERSMAN Part 2, Chapter 1](#). Should applicants subsequently fail to apply for Australian Citizenship, or their application is unsuccessful, their appointment/enlistment as an officer or sailor in the Navy will be terminated.

s22



**Travel and removal.** For overseas applicants who are appointed or enlisted overseas, travel and removal arrangements in accordance with [PACMAN](#), Chapter 14 'Relocating To or From a Long-Term Posting Overseas', Part 3, division 1, clause 14.3.13, are normally organised through the applicant's Australian Embassy or High Commission. Relocation will be timed to align with agreed calendar-based entry time frames. If no infrastructure exists for travel and

s22



**Arrival arrangements.** The OAT is responsible for booking short-term

s22



**Responsibilities.** The following agencies have responsibilities within the overseas recruiting process:

s22



**Defence Force Recruiting (DFR).** Former members of a Foreign Service with permanent residency status and living in Australia must be processed through normal DFR recruitment processes, including applicants seeking entry to the Australian Naval Reserve. Australian nationals living overseas are unable to be appointed or enlisted under the provisions of this policy

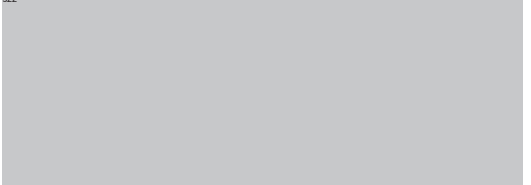
s22



packs and advising the Overseas Appointments Cell of the outcome

Checkable Background Pre-Screening (CBPS) Procedure

In accordance with Defence Security Principle Framework (DSPF), all ADF members are required to gain a Security Clearance by Australian Government Security Vetting Agency (AGSVA). 822



Reference to corresponding documents:

ADFR001      Citizenship, Identification Requirements and Document Certification



CAREERS COACH INTERVIEW (CCIV) – DETERMINE CBPS REQUIREMENTS

During the Careers Coach Interview (CCIV), the Military Recruiter (MR) asks the questions from the DFR-RECFOR128A Checkable Background Pre-Screening form:

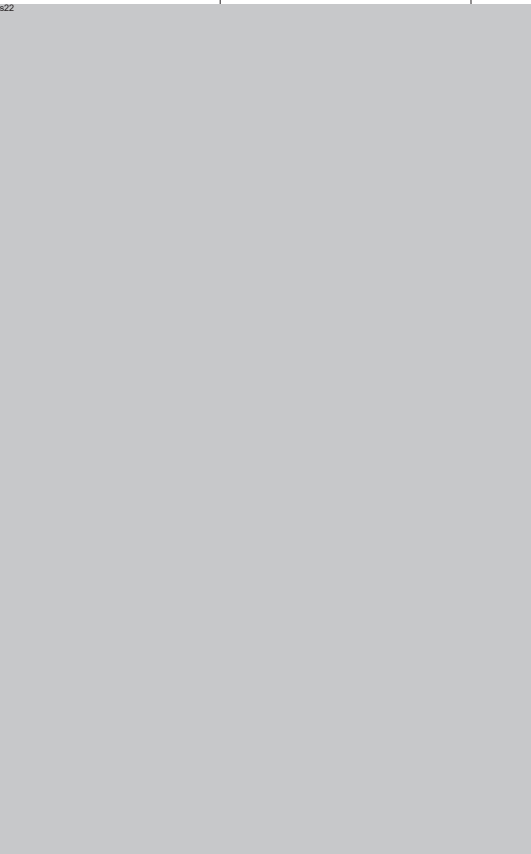
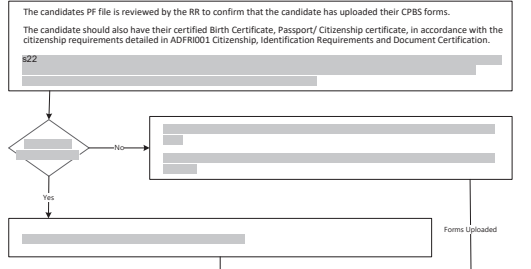
- Were you born in Australia? If not, where?
- Are you an Australian citizen?
- Do you currently or have you previously held any other citizenships?
- Have you ever travelled outside of Australia over the past ten years (including prior to immigration to Australia)? If so, where?

822

If the candidate answered yes for travel outside of Australia or held citizenship of another country the MR is to also provide DFR-RECFOR128B Checkable Background Pre-Screening – Referee Form. MR is to instruct the candidate to upload completed documents to their Candidate Hub.

822

FILE REVIEW



## CHAPTER 2

# CITIZENSHIP REQUIREMENTS FOR ENTRY TO, AND SERVICE IN, THE AUSTRALIAN DEFENCE FORCE

### INTRODUCTION

2.1 The Parliament of Australia recognises through the [Australian Citizenship Act 2007](#), that Australian citizenship represents full and formal membership of the community of the Commonwealth of Australia. Australian citizenship is a common bond, involving reciprocal rights and obligations, uniting all Australians, while respecting their diversity. The Parliament recognises that persons conferred Australian citizenship enjoy these rights and undertake to accept the obligations below:

- a. pledging loyalty to Australia and its people
- b. sharing Australia's democratic beliefs
- c. respecting their rights and liberties
- d. upholding and obeying the laws.

### SCOPE

2.2 This chapter is applicable to all Defence members and sets out the process for persons, particularly non-Australian citizens, who wish to join the Australian Defence Force (ADF) stating the citizenship requirements for entry to and service in the ADF. It includes provisional entry requirements for specific cases.

### POLICY STATEMENT

2.3 The Australian Government considers it appropriate for Defence members to be Australian citizens as a demonstration of their commitment to, and long-term stake in, the future of Australia.

### DEFINITIONS

2.4 [Military Personnel Policy Manual \(MILPERSMAN\), Part 1, Chapter 3](#)—*Military Personnel Policy Manual Glossary* in conjunction with the [Australian Defence Glossary \(ADG\)](#) contains terms and definitions used throughout this chapter.

### ROLES AND RESPONSIBILITIES

2.5 The following individuals or organisations are responsible for Australian citizenship legislation, policy and citizenship requirements for entry to and service in the permanent and reserve elements of the ADF:

- a. **Home Affairs.** Home Affairs is responsible for the administration of the [Australian Citizenship Act 2007](#) which governs the conferral of Australian citizenship.

- b. **Directorate of Military People Policy (DMPP).** DMPP is responsible for developing and maintaining policy on the Australian citizenship requirements for entry to and service in the ADF.
- c. **Defence Force Recruiting (DFR).** For applications made through DFR, DFR is responsible for ensuring applicants meet the required permanent residency requirements prior to enlistment or appointment in the ADF.
  - (1) **DFR applications made by non-Australian citizens.** Where applicants are not Australian citizens at the time of appointment or enlistment and the Service Career Management Agency (CMA) agrees that the application should proceed (paragraph 2.5.d(1) refers) DFR is to:
    - (a) ensure applicants are fully informed of the Australian citizenship requirements for service in the ADF before appointment or enlistment, and
    - (b) ensure individual applicants complete [Annex 2A](#).
  - (2) **DFR approvals.** Where responsible for approving appointment or enlistment, DFR is responsible for:
    - (a) confirming the relevant CMA is willing to accept the appointment of a non-citizen, and
    - (b) ensuring that the instrument of appointment or enlistment stipulates that appointment/enlistment is conditional upon applying for Australian citizenship as prescribed in paragraph 2.11 and in [Annex 2A](#).
- d. **Career management agencies (CMA).** For applications made directly to the Service CMA, CMAs are responsible for ensuring applicants meet the required permanent residency requirements prior to appointment or enlistment:
  - (1) **CMA applications made by non-citizens.** Where applicants will not be Australian citizens at the time of appointment or enlistment, CMAs are to:
    - (a) ensure applicants are fully informed of the Australian citizenship requirements for service in the ADF before appointment or enlistment, and
    - (b) ensure applicants complete and submit [Annex 2A](#).
  - (2) **CMA approvals.** Where responsible for approving appointment or enlistment, CMAs are responsible for:
    - (a) ensuring that the instrument of appointment or enlistment stipulates that appointment/enlistment is conditional upon applying

for Australian citizenship as prescribed in paragraph 2.11 and in [Annex 2A](#), and

- (b) ensuring compliance with the conditions of the appointment/enlistment and initiating action where citizenship requirements are not met.
- e. **Individual applicants/members.** Non-citizen applicants are to complete [Annex 2A](#), to acknowledge their obligation to apply for Australian citizenship and possible effect of non-acceptance. After meeting the eligibility requirements, members must apply for Australian citizenship and provide the subsequent citizenship documentation, or evidence of a refused application, through their Commanding Officer (CO) to their CMA. Members must also report any subsequent changes to their citizenship status as required by paragraph 2.16.
- f. **Commanding officers (COs).** COs are to ensure they notify the CMA of any changes to the citizenship status of Defence members under their command.

## AUSTRALIAN CITIZENSHIP LEGISLATION AND POLICY REFERENCES

2.6 *Part 2, Division 2* of the [Australian Citizenship Act 2007](#) details the eligibility requirements for a person to obtain Australian citizenship by conferral, including residency requirements and the pledge of commitment.

2.7 Further information relating to eligibility for Australian citizenship, residency and visa requirements (including the New Zealand special category visa) can be found on the [Home Affairs](#) website or by contacting Home Affairs on 131 881.

## AUSTRALIAN DEFENCE FORCE CITIZENSHIP POLICY REQUIREMENTS

2.8 Australian citizenship is a requirement for entry to and service in the ADF. Under certain circumstances non-Australian citizens may be appointed or enlisted on a provisional basis as detailed in paragraphs 2.9 to 2.11. Failure to be granted, hold or to accept citizenship may result in the member's involuntary separation from the ADF under [Defence Regulation 2016](#), section 24.

2.9 **Provisional entry into the ADF.** Non-citizens may be appointed or enlisted provisionally into the ADF either as an overseas lateral applicant sponsored by Defence under a [Labour Agreement](#) with Immigration, or when the service CMA is satisfied that the applicant clearly intends to become an Australian citizen and the requirement for pre-existing Australian citizenship would unduly restrict the ADF's ability to address a shortfall of potential applicants with particular skills.

2.10 A non-citizen who wishes to join the ADF must satisfy all eligibility requirements including educational, medical, psychological and security clearances. Some lateral applicants recruited under the [Labour Agreement](#) may not be able to satisfy the requirement to provide a declaration by someone who has known them for 12 months; however, in this case, Home Affairs have agreed to identity declarations being completed where the applicant has been known for at least three months.

2.11 Non-Australian citizens, seeking to enter the ADF must be permanent residents of Australia immediately prior to enlistment/appointment; and, satisfy the individual provisional entry requirements and selection criteria of the applicable single-Service. Appointment or enlistment into the ADF of non-Australian citizens are subject to the following conditions, dependent on the specific circumstances. Failure to meet the Australian citizenship conditions (following a non-Australian citizen's appointment or enlistment) may result in the Defence member's involuntary separation from the ADF under [Defence Regulation 2016](#), section 24.

- a. Applicants who are not Australian citizens, and not yet eligible to apply for citizenship may be enlisted or appointed conditionally, subject to their immediate application for Australian citizenship as soon as they become eligible to do so. Applicants are to complete the form of undertaking and acknowledgement in [Annex 2A](#), including option 'A'.
- b. Applicants who are not Australian citizens, but who are eligible to apply for citizenship must do so before they become a Defence member. Applicants must complete the form of acknowledgement in [Annex 2A](#), including option B, and provide evidence of their citizenship application to DFR.

2.12 A non-Australian citizen, conditionally appointed or enlisted into the ADF, is not to have their period of service extended, beyond the expiration of their current period of service, unless they have achieved and maintained Australian citizenship prior to the expiry.

2.13 **Dual citizenship requirements.** Dual citizenship, when held, must be declared on entry and recorded in PMKeyS. Dual citizenship applicants are also subject to the security clearance process as applied to all other personnel. Security clearances granted to non-Australian citizens may be subject to restrictions on the level of information the member can access. Further information is available from the [Defence Security Principles Framework \(DSPF\)](#).

2.14 **Evidence of permanent residency.** The preferred method of confirming a visa status is by using the [Visa Entitlement Verification Online \(VEVO\)](#) system. [VEVO](#) allows organisations to verify the visa entitlement and status information of individuals. Permanent residency may be demonstrated by way of a visa or entry permit placed into a valid passport. The appearance of visa labels and entry permits can vary considerably. If there is any doubt as to the authenticity or nature of the stamp, DFR or CMAs are to obtain confirmation from a Home Affairs state or territory office via the Australian citizenship information line on 131 880.

2.15 **Exemptions to the general residence requirement.** The [Australian Citizenship Act 2007](#) provides exemptions for Defence members (and recognised members of their family unit) from the general residence requirement and allows:

- a. the conferral of citizenship to be brought forward if a member has completed 'relevant Defence service' (Section 23 of the [Australian Citizenship Act 2007](#))



- b. members of the Permanent Forces are to perform at least 90 days service before becoming eligible to apply for citizenship (*subsection 23(4)(a) of the [Australian Citizenship Act 2007](#)*)
- c. Reservists to have undertaken a total of at least 90 days service on which they were required for, and attended and were entitled to be paid for, duty in one or more of the reserves (whether or not that service was continuous), before becoming eligible to apply for citizenship (*subsection 23(4)(b) of the [Australian Citizenship Act 2007](#)*).

2.16 Attendance is recorded and retained by the Military Pay Administration Centres who must provide confirmation to Home Affairs on request. Applications for citizenship should be made, at the latest, within three months of becoming eligible, and citizenship must be accepted when offered.

2.17 **Maintenance of Australian citizenship.** Defence members are to maintain their Australian citizenship. Should a Defence member renounce or cease their Australian citizenship (or be presented with a situation that they feel necessitates their renouncement/cessation), they are to notify their relevant CMA, and their CO immediately. Failure to maintain Australian citizenship, or attainment of permanent residency in a country other than Australia, may result in the Defence member's involuntary separation from the ADF, under [Defence Regulation 2016](#), section 24.

## RELATED MANUAL CHAPTERS

[MILPERSMAN Part 2, Chapter 3](#)—*Appointment and Enlistment into the Australian Defence Force*

[MILPERSMAN Part 6, Chapter 5](#)—*Transfer of personnel between the Services*

[MILPERSMAN Part 10, Chapter 2](#)—*Involuntary Separation from the Australian Defence Force*

## RELATED LEGISLATION, POLICY AND PUBLICATIONS

[Australian Citizenship Act 2007](#)

[Migration Act 1958](#)

[Australian Defence Glossary \(ADG\)](#)

[Australian Navy Publication 4104](#)—NAVPERSMAN

[Australian Navy Publication 4112](#)—CAREER MANAGEMENT - NAVY

[ADF Labour Agreement](#)

[Air Force Personnel Standing Instructions](#)

[ADF Pay and Conditions Manual \(PACMAN\)](#)—14.3.13—*Benefits if enlisted overseas*

[Defence Security Principles Framework \(DSPF\)](#)

## ANNEX 2A

# FORM OF UNDERTAKING AND ACKNOWLEDGEMENT FOR NON-CITIZENS

1. Under Section 23 of the [Australian Citizenship Act 2007](#), a person who has completed at least 90 days service in one or more of the Permanent Forces is eligible to apply for Australian citizenship. In the case of reservists, a person is eligible to apply for Australian citizenship if they have undertaken at least 90 days service (whether continuous or not) on which they were required for, and attended and were entitled to be paid for, duty in one or more of the Reserves (*subsection 23(4)(b)* of the [Australian Citizenship Act 2007](#)). Complete option A or B below and sign all sections, as appropriate.

## PRIVACY NOTICE

2. Defence collects your personal information for the purpose of making decisions related to your career/personnel management in the case that you do not apply for, or obtain Australian citizenship when required to do so. While providing the information on this form is voluntary, your application to become a Defence member may not proceed if you do not complete the form. Information about your application for citizenship or relevant defence service may be collected from and disclosed to the Department of Immigration and Border Protection for these purposes. Defence does not anticipate that information collected for these purposes will be provided to an overseas recipient. In the event that you are granted Australian citizenship, that you are Australian citizen may be provided to recipients in countries where you may be deployed, posted (including exchange postings), or otherwise travel for official purposes.

3. If you wish to seek access to personal information about you that Defence holds you should contact the Defence Privacy Officer or if you have any concerns about how Defence has handled your personal information, you may submit a complaint to the Defence Privacy Officer by emailing [defence.privacy@defence.gov.au](mailto:defence.privacy@defence.gov.au). The Defence Privacy Policy provides additional information in this regard and can be accessed via the [Complaint Resolution](#) website or, by contacting the Defence Privacy Officer at [defence.privacy@defence.gov.au](mailto:defence.privacy@defence.gov.au).

### Option A

I \_\_\_\_\_

Full Name: \_\_\_\_\_

hereby undertake to apply for Australian citizenship as soon as I am eligible to do so. I acknowledge that if I fail to apply for Australian citizenship within three months of becoming eligible, or if my application is not approved, or if I do not accept an offer of Australian citizenship, I may be subject to [Defence Regulation 2016](#), section 24.

### Option B

I \_\_\_\_\_

Full Name: \_\_\_\_\_

acknowledge that I have applied for Australian citizenship. Should my application for Australian citizenship not be approved or if I do not accept the offer of Australian citizenship when made, I may be subject to [Defence Regulation 2016](#), section 24.

Applicant's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness (Full name): \_\_\_\_\_

Appointment: \_\_\_\_\_

Contact details: \_\_\_\_\_

Date: \_\_\_\_\_

Appointment/Enlistment Officer's name: \_\_\_\_\_

Date: \_\_\_\_\_

## CHAPTER 1

# INHERENT REQUIREMENTS OF SERVICE IN THE AUSTRALIAN DEFENCE FORCE

### INTRODUCTION

1.1 Defence's mission is to defend Australia and its national interests. This requires Defence to maintain an operationally capable force with high levels of fitness, commitment, efficiency and discipline among members of the Australian Defence Force (ADF).

### POLICY STATEMENT

1.2 To enable Defence to maintain an operationally capable force, Defence members are required to meet and maintain certain inherent requirements of service.

s22

### ROLES AND RESPONSIBILITIES

1.5 The Defence Force Recruiting Centre, Area Managers and Commanders of training units are responsible for ensuring that candidates for appointment or enlistment and initial trainees are fully aware of the requirements of Defence service, as detailed in this chapter.

1.6 Members transferring within their Service or transferring to another Service are required to meet the requirements of service applicable to their gaining Service Category or gaining Service.

### REQUIREMENTS OF SERVICE

1.7 Subsection 12(3) of the [Defence Regulation 2016](#) requires that, before a person is appointed or enlisted, consideration must be given to whether the person is a fit and proper person. In addition to the requirements of this chapter, a Service Chief may prescribe additional requirements as they pertain to the skills, qualifications and experience necessary to render service in the employment category to which a person is to be appointed or enlisted. Further information on arrangements for service is provided in [MILPERSMAN Part 2, Chapter 3](#)—*Appointment and Enlistment in to the Australian Defence Force*.

1.8 The requirements of service, as detailed in this chapter, address the following areas:

- a. citizenship

s22

## CITIZENSHIP

1.9 Defence policy requires individuals joining the ADF to be Australian citizens. This fundamental national identity represents the full and formal membership of the wider community and demonstrates an enduring commitment to, and long-term stake in, the future of Australia.

1.10 Permanent residents who are not Australian citizens may be eligible for provisional entry to the ADF either through being appointed or enlisted as an overseas lateral recruit, or where Defence is satisfied that the applicant clearly intends to become an Australian citizen and the requirement for pre-existing Australian citizenship would unduly restrict the ADF's ability to address a shortfall of potential applicants with particular skills. Non-citizens are required to satisfy the provisional entry requirements and selection criteria of the appropriate single-Service and all other eligibility requirements including educational, medical, psychological, and security clearances.

1.11 Defence members are required to maintain their Australian citizenship. Failure to maintain Australian citizenship may result in the Defence member's involuntary separation from service, under [Defence Regulation 2016](#), section 24. The Defence member is responsible for notifying their relevant Career Management Agency if any circumstance arises whereby that Defence member sees the need to relinquish, or intends to renounce, their Australian citizenship. Additional guidance is

provided in [MILPERSMAN Part 2, Chapter 2](#)—*Citizenship Requirements for Entry to, and Service in, the Australian Defence Force*.

s22



**OFFICIAL**

# **AIR FORCE PERSONNEL STANDING INSTRUCTIONS**

## **CHAPTER 5 – JOINING THE AIR FORCE**

### **INTRODUCTION**

5.1 To maintain the highly skilled workforce needed to support ADF capability, persons seeking entry to the Air Force as an airman or officer must meet specific entry conditions.

#### **Aim and scope**

5.2 This chapter outlines the legislation, policy, conditions, and administrative requirements governing entry to the Air Force (PAF and AFR) via initial appointment (officers) or enlistment (airmen) including lateral recruitment from foreign militaries, re-appointment/re-enlistment following termination of service, and inter-service transfer from Navy or Army. This chapter also describes conditions of entry.

s22



s22



**OFFICIAL**

5A-2

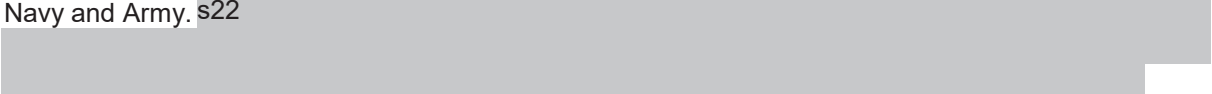
5.6 **Superordinate guidance.** This chapter builds upon but is subordinate to the general advice provided in the ADF Health Manual and the following MILPERSMAN chapters:

- a. [MILPERSMAN Part 2, Chapter 1—Inherent Requirements of Service in the ADF](#)
- b. [MILPERSMAN Part 2, Chapter 2—Citizenship Requirements for Entry to, and Service in, the ADF](#)

s22



5.7 Notwithstanding the primacy of the MILPERSMAN, this Chapter acts as the principle Air Force reference document for general conditions of appointment, enlistment and transfer from the Navy and Army. s22



s22



s22





s22



### CONDITIONS ON ENTRY

5.21 When exercising their delegation to appoint, enlist or transfer a person, decision makers are to prescribe in writing the following conditions as they apply to prospective members. Candidates are required to formally accept the offer before appointment or enlistment takes place. Candidates are also required to acknowledge their understanding of their commitment to serve and the nature of military service as laid out in [MILPERSMAN Part 2, Chapter 1—Inherent Requirements of Service in the ADF](#). Members who are not Australian Citizens are also required to make an undertaking that they will apply for Australian Citizenship as soon as they qualify to do so. Conditions to be specified include:

s22



s22



## CONDITIONS OF ENTRY AND NON-COMPLIANCE

### Expectations

s22



5.24 Where a member is required to achieve specified milestones as a condition of their initial appointment of enlistment, they will be stated clearly in the member's appointment or enlistment documentation. Common conditions that may be applied by the delegate include:

- a. **Australian Citizenship.** Candidates who do not hold Australian Citizenship will be given a brief period of time in which to obtain citizenship noting that entry to the Australian Defence Force qualifies members to make application after 90 days service.

s22



### Non-compliance

5.25 Post-entry, termination may be affected without prior notice (ie. without first issuing a notice proposing termination and seeking reasons why this should not occur) if the member fails to meet a condition of their appointment or enlistment.

s22



**OFFICIAL**

5A-7

5.28 Compulsory termination provisions are explored in greater detail in AFPSI Chapter 17 with further amplification from an administrative perspective detailed in the DGPERS-AF Guidelines governing sub-standard performance and conduct.

s22



**Related instructions, guidance, determinations, legislation, delegations and authorisations**

[Defence Regulation 2016](#)

[MILPERSMAN Part 2, Chapter 1—\*Inherent Requirements of Service in the ADF\*](#)

[MILPERSMAN Part 2, Chapter 2—\*Citizenship Requirements for Entry to, and Service in, the ADF\*](#)

s22



## CHAPTER 1

# ARMY INDUCTION MANAGEMENT PROCESS

## INTRODUCTION

1.1. This chapter details the management framework and criteria under which enlistment and re-enlistment into the Australian Army as an OR is to be achieved. The chapter applies to enlistment and re-enlistment of OR into the ARA and the Reserves.

s22



s22 is responsible for managing the AIMP by setting the criteria for enlistment of individuals who volunteer to enlist or re-enlist into the Australian Army.

## ARMY INDUCTION MANAGEMENT PROCESS

1.8. The AIMP is designed to support the recruitment of the right people at the right time, consistent with Army's baseline personnel capability requirements. The AIMP establishes clear criteria for enlistment and re-enlistment, and encompasses linkages to the following:

- a. recruitment, selection and enlistment process; and
- b. recruit and IET training capacity and availability.

1.9. A flow diagram of the AIMP for ARA and Reserves is in annexes 1B and 1C, respectively.

2.1-3

s22

A large rectangular area of the document is redacted with a solid grey fill.

**Eligibility requirements for enlistment/re-enlistment**

1.12. To be eligible for enlistment or re-enlistment as an OR, an applicant must:

s22

A large rectangular area of the document is redacted with a solid grey fill.

- h. be an Australian Citizen or have permanent residency status and undertake to apply for Citizenship as soon as possible after becoming eligible

s22

A large rectangular area of the document is redacted with a solid grey fill.