APPLICATION FOR LOCALLY ENGAGED STAFF EMPLOYMENT

Position Applied For

Position number:

Position title:

How did you hear about this vacancy?

Have you ever applied for another position at the Embassy?  Yes  No  
If Yes, please specify the position title:

Personal Particulars

First name:

Last name:

Nationality: Do you have the right to work in ROK?  Yes  No

Visa type (for foreign nationals):

Date of Birth:

Telephone:

Email:

Address:

City:

State/Province: Postal Code:

Country:

Work Experience

Please include relevant work experience with your present or most recent employment.

Organisation:

Position (Title):

Period:

Duties:

Organisation:

Position (Title):

Period:

Duties:

Organisation:

Position (Title):

Period:

Duties:

Organisation:

Position (Title):

Period:

Duties:

Education Details

Highest Qualification

Qualification name:

Institution:

Year obtained:

Qualification 2

Qualification name:

Institution:

Year obtained:

Qualification 3

Qualification name:

Institution:

Year obtained:

Required Documents

Have you attached your curriculum vitae?  Yes  No

Have you attached a written statement?  Yes  No

References

Please provide the names and email addresses of two work-related references whom we can contact. Both referees should be able to comment on your work performance in detail and have supervised you for at least 12 months - one should be your current supervisor. Referees who are co-workers, friends or family members are not acceptable.

Referee 1

Name:

Organisation:

Position title:

Relationship to applicant/years of relationship:

Email:

Phone:

Can the Selection Committee contact this referee during the selection process?  Yes  No

Referee 2

Name:

Organisation:

Position title:

Relationship to applicant/years of relationship:

Email:

Phone:

Can the Selection Committee contact this referee during the selection process?  Yes  No

Conduct, Probity and Security Clearances

Employment at the Australian Embassy Seoul is conditional on staff obtaining pre-employment probity clearance and/or an Australian Government security clearance and abiding by the Locally Engaged Staff Code of Conduct.

Have you ever been convicted of an offence for which a pardon has not been granted?  Yes  No

If yes, provide details:

Applicant’s Statement

The above information, to the best of my knowledge, is true and correct. I consent to the Australian Embassy Seoul collecting and using information, and to relevant employers/supervisors disclosing information, in relation to my work performance and conduct for the purpose of assessing my suitability to carry out the duties of the position I have applied for, and suitability for employment to become an employee of the Australian Embassy Seoul. I understand that misstatements or omissions in my disclosures may result in a failure to hire or immediate discharge if they are discovered.

Signature or tick box  if completing electronically:

Date: