



AUSTRALIAN HIGH COMMISSION  
OTTAWA

## TEMPORARY EMPLOYEE APPLICATION FORM

<b>LAST NAME:</b>		<b>FIRST NAME:</b>	
<b>CONTACT PHONE:</b>		<b>EMAIL:</b>	
<b>CITIZENSHIP:</b>			
<b>CURRENT VISA TYPE</b> (If not a Canadian Citizen):			
<b>Do you have a Canadian issued work authorisation card?</b>			
<b>PLEASE NOTE:</b> Evidence of Canadian citizenship, visa and/or work authorisation will be required at time of employment			
Do you hold a current Australian security clearance?	➔	If yes, what is your level of clearance?	
Are you currently on leave without pay (LWOP) from the Australian Government?	➔	If yes, do you have approval to work whilst on LWOP?	
<b>WORK AVAILABILITY:</b> Would you consider the following types of contracts? (X if yes)			
	Part-time (1-4 days/week)		Short-term (1-3 months)
	Full-time (5 days)		Long-term (3-6 months)
Please advise of any upcoming dates that you may be <u>unavailable</u> for work (indicate dates)			
<b>WORK EXPECTATIONS:</b> Would you consider the following positions? (X if yes)			
ADMINISTRATIVE (processing paperwork, wordprocessing, financial processing using SAP, answering phone calls)			
DATA ENTRY (experience with MS Office and data programs)			
DRIVING (need current drivers licence and clean driving record)			
Which of the following statements reflect your work expectations? (X if yes)			
	I will only accept positions that <u>exactly</u> match my qualifications, skills & experiences		
	I will only accept positions that <u>in some way</u> match my qualifications, skills & experiences		
	I will accept any position		
<b>QUALIFICATIONS AND EXPERIENCE SUMMARY:</b> In 100 words or less summarise your key qualifications, skills & experiences			
[insert response here]			
<b>I acknowledge that the information provided above is true and accurate</b> (X if yes)			
(Signature or initials if signed electronically)			

**PLEASE NOTE:** The following information will be kept on file for approximately 12 months