

AUSTRALIAN HIGH COMMISSION

OTTAWA

**TEMPORARY EMPLOYEE APPLICATION FORM**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LAST NAME:** | | | |  | | | | **FIRST NAME:** | | | |  | | | |
| **CONTACT PHONE:** | | | | |  | | | **EMAIL:** | | |  | | | | |
| **CITIZENSHIP:** | | | |  | | | | | | | | | | | |
| **CURRENT VISA TYPE** (If not a Canadian Citizen)**:** | | | | | | |  | | | | | | | | |
| **Do you have a Canadian issued work authorisation card?** | | | | | | |  | | | | | | | | |
| **PLEASE NOTE:** 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? | | |  |  |
| **WORK AVAILABLITY:** 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 unavailable for work (indicate dates) | | | | | | | | | | | | | | | |
| **WORK EXPECTATIONS:** Would you consider the following positions? (X if yes) | | | | | | | | | | | | | | | |
| ADMINISTRATIVE (processing paperwork, word processing, 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 exactly match my qualifications, skills & experiences | | | | | | | | | | | | | |
|  | I will only accept positions that in some way match my qualifications, skills & experiences | | | | | | | | | | | | | |
|  | I will accept any position | | | | | | | | | | | | | |
| **QUALIFICATIONS AND EXPERIENCE SUMMARY:** In 100 words or less summarise your key qualifications, skills & experiences | | | | | | | | | | | | | | | |
| [insert response here] | | | | | | | | | | | | | | | |
| **I acknowledge that the information provided above is true and accurate** (X if yes) | | | | | | | | | | | | | | | |
| (Signature or initials if signed electronically) | | | | | | | |  | | | | | | | |

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