

AUSTRALIAN HIGH COMMISSION

OTTAWA

**TEMPORARY EMPLOYEE APPLICATION FORM**

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| **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