



## CANDIDATE APPLICATION FORM

### POSITION DETAILS

Position title		Position number	
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### PERSONAL DETAILS

Surname		Given name/s	
Date of Birth		Contact number	
Email address		Address	
Do you hold a current security clearance? <input type="checkbox"/> YES <input type="checkbox"/> NO		Are you an Australian Citizen? <input type="checkbox"/> YES <input type="checkbox"/> NO	

### CURRENT EMPLOYMENT DETAILS

Current employer		Period of employment	
Position title		Employment status [Ongoing/Non-Ongoing].	

### APS EMPLOYEES ONLY

AGS number		Substantive level	
Have you received a redundancy payment from the Australian Government? <input type="checkbox"/> YES <input type="checkbox"/> NO		If yes, has your redundancy benefit period expired? <input type="checkbox"/> YES <input type="checkbox"/> NO	

### REFEREE DETAILS

When submitting your application please note if you require the AOFM to seek your permission prior to contacting your referees.

Referee 1		Referee 2	
Name		Name	
Phone		Phone	
Email		Email	
Relationship to candidate		Relationship to candidate	



## INTEGRITY AND PERFORMANCE

As part of the application process you will be required to provide information about your conduct, performance and probation (if applicable) for the past 5 years.

We take this into consideration by asking specific questions about your Integrity and Performance history. This information will be visible to the Business Support and People Teams within the AOFM, and provided to the selection panel as part of your application.

Please note answering 'Yes' to any of the below questions does not preclude you from applying for a role within the AOFM.

<p>Have you been subject to a formal APS Code of Conduct investigation, or been notified that you have been found to have breached the APS Code of Conduct, in the last 5 years?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>Have you been subject to any informal code of conduct or performance actions e.g. written warning, verbal counselling, informal performance plan, in the last five years?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>Are you aware of any pending performance actions or investigations in relation to formal or informal code of conduct actions you are currently subject to?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>If you answered yes to any of the questions above, please provide further details:</p>	

## DECLARATION

*I certify that the information I have provided in this application is true and correct. I understand and agree that, a false statement may disqualify me from employment, result in dismissal or lead to disciplinary action under the PS Act 1999, as it is a criminal offence to provide false or misleading information. If my application is successful, I give my consent to AOFM to conduct any pre-employment checks as required. I consent for AOFM to collect, use and disclose my personal information (including sensitive information) for the purposes of assessing my suitability for employment and access to Australian Government resources.*

Sign		Date	
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## FEEDBACK (Optional)

How did you hear about this vacancy?	
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### PRIVACY NOTICE

By submitting an application for an opportunity with the Australian Office of Financial Management (AOFM), you will be asked to provide personal information, including application data, contact details, information about your past, previous activities, and employers ("your personal information").

The purpose of collecting your personal information is to allow us to assess your suitability for employment at the AOFM. If we do not collect your personal information, we cannot process your application. Relevant AOFM staff will have access to your personal information when assessing and administering your application.

If your application is unsuccessful, the AOFM may retain your personal information. If you are placed on an order of merit, your personal information may be passed on to other APS agencies looking to fill a vacant position. You may 'opt-out' at any time. If you do not wish for AOFM to retain your personal information, please contact us at [recruitment@aofm.gov.au](mailto:recruitment@aofm.gov.au).

You can access, and ask that we correct, the personal information we hold about you, or make a complaint about how we have handled your personal information, by following the processes set out in our [Privacy Policy](#).