



Bulk Round Application Cover Form

Applicants are required to complete this form as part of the bulk recruitment process. Please send the completed Application Cover Form, with Your Pitch and current Resume through to

arc-hrteam@arc.gov.au.

Please note: Personal information provided on this form is protected by the *Privacy Act 1988* and will be used for recruitment purposes only.

*Denotes a mandatory question

Position Details:

*Job Reference Number:

*Position Title:

*Classification/Level:

Please select your three (3) preferred work areas:

*Communications, Media and Stakeholder Management:

*Corporate Services Support:

*Parliamentary and Ministerial Support:

*Program and Grants Management:

*Regulation, Compliance and Risk:

*Secretariat Support:

*Strategy, Corporate Reporting & Governance:

Personal Details:

*Title:

*Given Name:

*Last Name:

*Postal Address:

*Best Contact Number:

*Alternate Contact Number:

*Email Address:

*Date of Birth:



*Are you an Australian Citizen or Permanent Resident?

Australian Citizen ☐ Permanent Resident ☐ Other ☐

If other, please specify

*Do you hold a current security clearance? Yes ☐ No ☐

*If yes, what level of clearance?

Recruitability

Are you applying for this position through the [Recruitability Scheme?](#)

Yes ☐ No ☐

Employment Details

*Where are you currently employed? Federal Government ☐ State Government ☐

Private Sector ☐ Other ☐

If other, please specify

*If you are **currently** employed by the Australian Public Service (APS), please provide the following details:

*AGS Number:

*Substantive Classification:

*Salary:

*Work type Ongoing ☐ Non-Ongoing ☐

ARC Referee details

If you are shortlisted to interview you will be required to provide details of two referees.

To mitigate any conflicts of interest and ensure integrity of the recruitment process please advise

☐ I have an external to ARC referee, no details required at this stage

☐ I will be using an ARC Employee as a referee, if yes provide details below

Name:	Name:
Branch / Section:	Branch / Section:



APS Redundancy

*Have you received, or are you expected to receive a redundancy benefit from an APS agency, other non-APS government agency or the Australian Parliamentary Service?

Yes ☐ No ☐

If yes, please specify

Workplace Equity and Diversity

The Australian Research Council (ARC) encourages applications from people with a diverse range of skills, languages and backgrounds. The ARC aims to ensure that fair, equitable and non-discriminatory consideration is given to all applications.

The following questions will be **used for statistical and reporting purposes only** and will not be used in the assessment of your application for this position.

Gender: Male ☐ Female ☐ Indeterminate / Intersex / Unspecified ☐ Prefer not to answer ☐

Are you, or do you identify as Aboriginal or Torres Strait Islander?

No ☐ Yes ☐ Prefer not to answer ☐

Is your first language other than English? No ☐ Yes ☐ Prefer not to answer ☐

Are you a person with disability? No ☐ Yes ☐ Prefer not to answer ☐

Please specify if you have any special requirements for interview?

Integrity and Code of Conduct

*In the past five years, have you been determined or found to have breached the APS Code of Conduct during any previous APS employment

Yes ☐ No ☐

*In the past five years, have you resigned from any previous APS employment during or following an investigation into allegations you may have breached the APS Code of Conduct?

Yes ☐ No ☐

*In the last 10 years have you been dismissed from your employment, including the Australian Public Service or Private Sector Employer, not including redundancy?

Yes ☐ No ☐

If you answered yes to any of these questions please specify



Declaration

*I declare that the information I have provided is true and correct. I understand that false or misleading information may disqualify me from employment or result in my dismissal.

I also give permission for my referees (specified on my resume) to be contacted as part of the selection process.

Yes ☐ No ☐ ***If no, you must provide details below.***



Pitch Template

In support of your application please provide your pitch in the space below, ensuring you stay within the allocated word count (found in selection documentation)

Applicant Name		Job Number	ARC22-XXX
Job Title		Final word count	