

OTHER SUPPORTING INFORMATION

Appointment to the NSW Public Service is based upon the criterion of merit. Merit is determined through an assessment of a person's abilities, qualifications, experience, standard of work performance and personal qualities relevant to the performance of the duties of the position.

To enable the Selection Committee to give every consideration to your application you will need to attach details regarding the following areas:

EDUCATION

Please give details of any school studies and/or any university or college studies completed or being undertaken. Show the institution, years attended and results. List any subjects relevant to the position.

EMPLOYMENT

Please provide full details of your employment history, including any previous employment in the NSW Public Service. You may include any temporary or part-time positions and experience gained in Australia or overseas. Information should include title of job, name of employer, dates, positions held, functions and responsibilities.

CLAIM FOR POSITION

The advertisement lists certain essential criteria which will be used to assess your application. List each of these and indicate how you meet them. There may also be desirable criteria listed. Indicate if and how you meet these to aid your application. Please give details of how your skills and experience relate to the requirements of the job, so that the selection committee can form an accurate opinion of your eligibility for the position. If you need advice about whether skills or qualifications gained overseas meet a specified criterion, information may be obtained from the Contact Officer for the vacancy.

ADDITIONAL INFORMATION

Please give details of any additional skills, qualifications, interests, activities, or any other matters which may assist your claim for the position you seek. You may include: Languages; Short Courses; Social / Sporting Interests; Computer / Technical Skills; Union Membership; Drivers Licence; Community Activities.

REFEREES

To assist your application you should provide the names and telephone numbers of two people who may be contacted about your application. If approached, they will be asked to provide information on your past employment and work performance, relevant to the selection criteria for this position.

DATE AND PLACE OF BIRTH

The NSW Government requires that a check for a criminal record be run on some applicants recommended for appointment to "sensitive" positions. This does not necessarily disqualify applicants from selection. If rejection of your application purely because of criminal record is considered, you will be given the opportunity to discuss the matter fully before a final decision is made.

To enable this check to be carried out, please give:

Date of Birth: _____
Town and Country of birth: _____

NOTE: Country of birth details may also be used by Departments for preparing Equal Employment Opportunity statistics.

Permanent appointment to the NSW Public Service is subject to:

- The applicant being an Australian citizen or having the status of permanent resident in Australia.
- The applicant successfully passing a prescribed medical examination.
- The applicant providing proof of identity (and any other necessary documentation)

OFFICE USE

LIST NO:

ANY STATEMENT ON YOUR APPLICATION WHICH IS FOUND TO BE DELIBERATELY MISLEADING COULD MAKE YOU, IF EMPLOYED, LIABLE TO DISMISSAL.

SIGNATURE:

DATE:

THANKYOU FOR APPLYING