**APPLICATION FOR TEMPORARY OR CASUAL
EMPLOYMENT OPPORTUNITIES**

**PART A-PERSONAL PARTICULARS
Please fill in the following details**

|  |  |
| --- | --- |
| Surname |  |
| Given/First Names |  |
| What is your preferred title? | Mr  |  | Ms  |  | Miss  |  | Mrs  |  | Dr  |  |
| What is your gender? | Male  |  | Female  |  |  |
| Telephone contact numbers: | business hours: |  |
|  | after hours: |  |
|  | alternative/mobile: |  |
| Your address details: | Home: |  |  |
|  | Postal (if different): |  |
| Your Date of Birth |  |
| Are you an Australian citizen? | Yes  |  | No  |  |  |
| Are you an Aboriginal or Torres Strait Islander? | Yes  |  | No  |  |  |
| Do you wish to be identified as having a disability? | Yes  |  | No  |  |  |
| Please provide details of your educational qualifications. |  |
| Your preferred work status. | Full-time  |  | Part-time  |  | Casual  |  |
| If you wish to work part-time or casual hours, please indicate the days/hours you wish to work. |  |
| Positions you are interested in: | Financial Auditor | Performance Auditor | Professional Services |

**PART B-EMPLOYMENT INFORMATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Have you been employed in the ACT Public Service?(If yes please provide details) | Yes |  | No  |  |  |
| Have you received a redundancy benefit from an ACT Agency or a non- ACT Govt. employer within the last 12 months? | Yes  |  | No  |  |  |
| Name of Agency: Date of Separation: |
| Please list any work experience you have gained in the last 3 years: |  |
| Please provide a short statement outlining your work experience, educational qualifications, courses attended etc that demonstrates your ability in relation to the preferred position. |  |
| Please tick if you have previous experience and/or skills in any of the following: | 1. Auditing |  |
| 2. Financial Management  |  |
| 3. Reviews of Government Services |  |
| 4. Environmental Management Knowledge |  |
| 5. Research & Analytical Skills |  |
| 6. Microsoft Office Packages  |  |
| 7. Records Management Skills |  |
| 8. Personnel / HR / Recruitment |  |
| 9. Secretarial / PA / Receptionist  |  |
| 10. Supervisory Skills |  |
| Please provide details of two referees. |  |

|  |  |
| --- | --- |
| Do you have a current Security Clearance.If yes, please provide the details. |  |
| Please sign and date your application |  |

**PART B-EMPLOYMENT INFORMATION cont.**

This form together with a current resume should be sent to: ACT Audit Office (actauditorgeneral@act.gov.au).