



## Application Cover Form

Applicants are required to complete this form as part of the application process. Please send the completed Application Cover Form, with Your Pitch and current Resume through to [arc-hrteam@arc.gov.au](mailto: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:	<b>ARC22-042</b>
*Position Title:	<b>Senior Program Officer – Research Grants Services</b>
*Classification/Level:	<b>APS Level 6</b>
*Select role applying for:	<input type="checkbox"/> Operations Team <input type="checkbox"/> Corporate Support Team <input type="checkbox"/> Both

### 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

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## 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

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## 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*

<b>Name:</b>	<b>Name:</b>
<b>Branch / Section:</b>	<b>Branch / Section:</b>

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## 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?

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### **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.**





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)

<b>Applicant Name</b>		<b>Job Number</b>	ARC22-042
<b>Job Title</b>		<b>Final word count</b>	