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| APPLICATION FORM | | | | | | | | | |
| Position information | | | | | | | | | |
| Position Title: | | | | Dept/Country Office: | | | | | |
| Where did you source this vacancy advertisement: | | | | | | | | | |
| Referral  Newspaper  CARE Australia website  Devnet  ReliefWeb | | | | ACFID  Alert net  Australian Development Gateway  SEEK  Other | | | | | |
| Personal information | | | | | | | | | |
| Family name | First name | | | | | | Other names | | |
| Nationality (\* mandatory): | For Australian based roles, if you are not an Australian citizen or permanent resident of Australia, do you have a current visa to work in Australia   Yes  No | | | | | | | | |
| Permanent address  Telephone No. | Present address  current until:  Telephone No.  Email address: | | | | | | Office Telephone No | | |
| Email address: | | |
| Please list your qualifications: | | | | | | | | | |
| **Current Employment:** | | | | | | | | | |
| Position Title: | | Brief description of role: | | | Organisation: | | | | Length of employment: |
| Previous Employment: | |  | | | | | | | |
| 1. Position Title: | | Brief description of role: | | | | Organisation: | | | Length of employment: |
| 1. Position Title: | | Brief description of role: | | | | Organisation: | | | Length of employment: |
| Referees: Please provide the names of three people not related to you, who are familiar with your character, employment and qualifications. Please include at least two direct line managers from your most recent employment. | | | | | | | | | |
| Name: | | | Name: | | | | | Name: | |
| Position: | | | Position: | | | | | Position: | |
| Relationship: | | | Relationship: | | | | | Relationship: | |
| Telephone: | | | Telephone: | | | | | Telephone: | |
| Email: | | | Email: | | | | | Email: | |
| Declaration: The information contained in my application for this position is true and correct to the best of my knowledge. I understand that any misrepresentation or material omission made on this form or other documents requested by the organisation renders a staff member of CARE liable to termination or dismissal.  Signature: Date: | | | | | | | | | |

Information to Applicants

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| ELIGIBILITY REQUIREMENTS |
| To be eligible to apply for permanent Australian-based positions with CARE Australia you must be an Australian citizen, have permanent residency or a valid working visa. Recruitment for our overseas vacancies is open to all nationalities.  Applicants should note that if selected for engagement with CARE Australia a probationary period of 3 months will apply during which time your conduct and work performance will be assessed to determine whether you meet the required standard. Under certain circumstances, the probationary period may be extended. Engagement is dependent upon satisfying a number of pre-appointment checks including: medical, police and identity verification. |

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| BASIS FOR SELECTION |
| The selection of staff for CARE Australia is based on the relative merit of the applicants in relation to the specified Selection Criteria. It is essential that you specifically address each of the Selection Criteria for a vacancy. The information you provide in your application must be clear and concise as it will be the basis for the selection of applicants for further assessment/interview. |

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| WHAT SHOULD YOUR APPLICATION INCLUDE |
| 1. The completed CARE Australia Application Cover Sheet (attached) which includes: - the title of the vacancy you are applying for; and - full details of where and how you can be contacted 2. Claims against each Selection Criteria, clearly set out using each Criterion as a heading and followed by a brief summary of how your experience, knowledge, skills and qualifications relate to the Criterion; and 3. Your current curriculum vitae which includes the job title, name of organisation, period of employment and details of work experience starting from present to the past (in reverse chronological order). Please include membership of professional organisations |

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| WHAT ABOUT REFEREE REPORTS |
| Please do not provide referee reports at this stage. Applications should include contact details for 2 referees, recorded in your resume or CV. The selection panel will only seek referee reports for the top candidates for a vacancy. Please advise us if you wish to be contacted prior to Referee’s being contacted. |

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| FOR INFORMATION ABOUT CARE AUSTRALIA |
| CARE Australia’s homepage at [www.careaustralia.org.au](http://www.careaustralia.org.au) has information on our Vision and Mission, our Board, CARE International, CARE’s work and where we work.  CARE Australia is an Equal Opportunity employer. Our recruitment & selection procedures reflect our commitment to the safety and protection of children in all aspects of our work. |