



CANDIDATE APPLICATION FORM

Position applied for:

Job reference:

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PERSONAL INFORMATION

Title:	Name:		
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Indeterminate/Intersex/Unspecified
Address:			
Postal address: <i>(If different from above)</i>			
Phone number:		Other contact number:	
Email address:			
Are you an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, are you a Permanent Resident in the process of applying for citizenship?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you hold a current security clearance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, with which Agency:	
		At what level:	
What year did you obtain the security clearance, or had your security clearance renewed?			
Have you received a redundancy from an Australian Public Service agency or the Australian Parliamentary Service in the last 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, from which agency did you receive the redundancy:	
When does your calculated redundancy benefit period end? <i>(This is your separation letter)</i>			



<p>Is there any reason why you may not be able to perform the requirements of this position?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If yes, please supply more information:</p>
<p>Please advise if you require any considerations for your interview? <i>(e.g. wheelchair access)</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If yes, please supply more information:</p>

Other agencies will be able to use merit lists created by the NHFB to fill similar vacant positions. If you are placed on a merit list at the NHFB, do you agree to having your details released to another agency?

Yes No

CURRENT EMPLOYMENT DETAILS

<p>Current employer:</p>		
<p>Period of employment:</p>		
<p>Position title:</p>		
<p>Current gross salary:</p>		
<p>Employment status:</p>		
<p>If you are an APS employee:</p>	<p>AGS Number:</p>	<p>Substantive level:</p>
<p>Have you ever been found to have breached the APS Code of Conduct as set out in section 13 of the <i>Public Service Act 1999</i>?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If yes, please list the Agency and date on which the determination of the breach(es) was made: Agency: Date:</p>



REFEREE DETAILS

Referee 1 (where possible, this should be your current manager)

Name:	
Workplace:	
Business relationship:	
Contact phone number:	
Email address:	

Referee 2

Name:	
Workplace:	
Business relationship:	
Contact phone number:	
Email address:	

Permission to contact referees

Do we have permission to contact your referees?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, please outline a brief reason for the sensitivities:
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HOW TO LODGE YOUR APPLICATION

1. Email your application to the NHFB recruitment team at nhfbhr@nhfb.gov.au noting the position number and title in the email subject line.
2. Your application must reach the NHFB by the closing date and time (if time is specified). Applications received after that time will not be considered unless you have obtained prior agreement from the NHFB.

If you require further information, please contact the NHFB HR Manager on (02) 6289 9943 or email nhfbhr@nhfb.gov.au.

Privacy and Confidentiality

All information relating to selection processes is stored in a secure environment and only accessible to people directly involved in the selection process. Some information may be used for internal research and ongoing evaluation of our selection processes. This information will be contained to the Human Resources team.

Under the Australian Public Service Commissioners Directions 2016, if you are placed on a merit list from the National Health Funding Body, with your permission, your personal details may be referred to another similar agency looking to fill a vacant position.