**Australian Embassy - Tokyo**

**Job Application Sheet**

**1. Particulars of Position Applied For**

|  |  |  |
| --- | --- | --- |
| **Reference Number** | **Position Title** | **Closing Date** |
| #TK025 | Defence Office Manager | **19 June 2023** |

**2. Personal Particulars**

|  |  |  |
| --- | --- | --- |
| **Title** | **Surname** | **Given Name(s)** |
| Title | Click here to enter text. | Click here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Number (incl. Area Code)** |  | **Postal Address** | |
| Work Number |  | Click here to enter text. | |
| **Home Number (incl. Area Code)** |  | **City, Suburb or Town** | **Post code** |
| Home Number |  | Click here to enter text. | Postal. |
| **Other Number (e.g., Mobile)** |  | **Email Address** | |
| Other Number |  | Click here to enter text. | |

|  |  |  |
| --- | --- | --- |
| Professional Referee’s Name:Click here to enter text.  Company Name: Click here to enter text.  Position Title: Click here to enter text. |  | Professional Referee’s Name: Click here to enter text.  Company Name: Click here to enter text.  Position Title: Click here to enter text. |
| Contact Number: Click here to enter text.  Email Address: Click here to enter text. |  | Contact Number: Click here to enter text.  Email Address: Click here to enter text. |

**NOTE:**

**Contact details of two (2) professional/business referees must accompany your application. Please include an email address.**

**3. Current Employment:**

|  |  |  |
| --- | --- | --- |
| **Month/Year**  **Commenced** | **Employer** | **Position** |
| Month/Year | Click here to enter text. | Click here to enter text. |
| **Brief Description of Duties carried out.**  Click here to enter text. | | |

**4. Previous Positions Held**

|  |  |  |  |
| --- | --- | --- | --- |
| **Month/Year**  **Commenced** | **Month/Year**  **Finished** | **Employer** | **Position** |
| Month/Year | Month/Year | Click here to enter text. | Click here to enter text. |
| Month/Year | Month/Year | Click here to enter text. | Click here to enter text. |
| Month/Year | Month/Year | Click here to enter text. | Click here to enter text. |
| Month/Year | Month/year | Click here to enter text. | Click here to enter text. |
| Month/Year. | Month/Year | Click here to enter text. | Click here to enter text. |

**5. Academic Qualifications**

|  |  |  |
| --- | --- | --- |
| **Year Received** | **Qualification** | **Institution** |
| Year | Click here to enter text. | Click here to enter text. |
| Year | Click here to enter text. | Click here to enter text. |

**6. Languages**

|  |  |
| --- | --- |
| Language | **Proficiency Level** |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |

**7. Where did you first learn about this position?**

|  |
| --- |
| Click here to enter text. |

**Applicant’s Statement**

The above information, to the best of my knowledge, is true and correct. I consent to the Australian Embassy - Tokyo collecting and using information, and to relevant employers disclosing information, in relation to my work performance and conduct for the purpose of assessing my suitability to carry out the duties of the job I have applied for, and suitability to become an employee at the Australian Embassy Tokyo.

I also acknowledge that I am willing to undertake mandatory security checks should I be successful in gaining a position.

|  |  |
| --- | --- |
| **Signature:** | **Date** |
| Click here to enter text. | Date |

**In order to be considered for an interview, please ensure that the following documentation is included as part of your application:**

**Completed Job Application Sheet (P.1-3)**

**Insert your Current English CV (P.4)**

**Applications should be sent to the Australian Embassy (j**[**obstokyo@dfat.gov.au**](mailto:obstokyo@dfat.gov.au)**)** by

**19 June 2023.**

You will only be contacted should you be successful in gaining an interview.

Thank you for your interest in working for the Australian Embassy Tokyo.

**AUSTRALIAN EMBASSY TOKYO**

**Defence Office Manager**

**Reference #TK025**

**Please outline how your skills, experience and qualifications makes you the best person for the job.**

**(No more than 1000 words)**

**Ideally, the pitch should include information on why you want to work at the Australian Embassy, why you are interested in the role, what you can offer the embassy and how your skills, knowledge, experience, and qualifications are applicable to the role, addressing Qualifications/Experience described on the position description.**

**Where possible, information should not duplicate the information provided in your CV but should highlight specific examples or achievements that demonstrate your ability to perform the role.**

|  |
| --- |
| Click here to enter text. |

Please copy your CV here.