



**Application for Employment**  
**as**  
**TRAINEE TECHNICAL OFFICER [Electronics]**  
**[Trainee APS (Technical)]**

**IMPORTANT:** Please read the Information Pack regarding Conditions of Engagement (eligibility requirements) and Selection Criteria before completing this Application Form.

**Please complete in your own handwriting, using BLACK INK and BLOCK LETTERS, to facilitate photocopying**

TITLE:  DR  MR  MRS  MISS  MS (Please tick one box)

FAMILY NAME:

GIVEN NAMES:

PREFERRED NAME:

ADDRESS:

SUBURB OR TOWN:

STATE / TERRITORY:

POSTCODE:

TELEPHONE NUMBER:	Home No: ( )	Work No: ( )	Mobile:
-------------------	-----------------	-----------------	---------

E-mail:

Can we call you at work?  YES  NO

**INTERVIEW REQUIREMENTS**

Please state if there are any periods of time in the six weeks following the closing date for this application, when you will be unavailable for interviews.  available anytime

.....

To enable the provision of all possible assistance to people with disabilities, please let us know if you require any special assistance to participate in a further assessment of your application.  no special requirements

.....

A completed Application Form, together with attachments should be:

Sent to: **RECRUITMENT MANAGER**  
**BUREAU OF METEOROLOGY**  
**GPO BOX 1289**  
**MELBOURNE VIC 3001**

Emailed to: [jobs@bom.gov.au](mailto:jobs@bom.gov.au) with "Electronics" in the subject line; or

Faxed to: (03) 9669 4556

Further information can be obtained by phoning (03) 9669 4379 or (03) 9669 4337

Please tick appropriate boxes and complete all questions. If insufficient space, attach a separate sheet.

**PERSONAL**

**1. Citizenship**

Are you an Australian Citizen?  YES (Go to Q2)  NO  
 Have you applied for Australian Citizenship?  YES (Go to Q2)  NO  
 When will you be eligible to apply for Australian Citizenship? .....

**2. Character**

Have you ever been found guilty of a criminal, police or other offence by a court of law? [Note: A police record does not necessarily disqualify you from employment.]  
 YES  NO

If YES, please give details:.....

**EXPLANATORY STATEMENT**

**3. Have you previously applied for this position?**  YES, Year.....  NO

**4. Please explain the reasons for your interest in this position.**  
 Attach an additional sheet if you require more space.

.....  
 .....  
 .....  
 .....  
 .....

**EMPLOYMENT**

**5. Employment History**

EMPLOYER	PERIOD of EMPLOYMENT	TYPE OF WORK [e.g. Administrative, outdoor etc.]	FULL or PART TIME
	/ / - / /		
	/ / - / /		
	/ / - / /		
	/ / - / /		

Are you presently employed in the Australian Public Service?  YES  NO

If 'YES', is your employment:  ongoing?  non-ongoing?  part time?

DEPARTMENT	LOCATION	DESIGNATION	WORK TELEPHONE
			( )

Have you accepted a severance benefit from the Australian Public Service in the last 12 months?

YES: Date Received / /  NO

## EDUCATION

### 6. SECONDARY EDUCATION DETAILS

SUBJECT	RESULT	SUBJECT	RESULT

### 7. TERTIARY EDUCATION DETAILS

A photocopy of your official transcript showing all subjects attempted and your grades, together with a key to abbreviations **MUST** be attached to this application. Overseas tertiary qualifications **MUST** be assessed and certified by the NATIONAL OFFICE OF OVERSEAS SKILLS RECOGNITION. [See the Information Pack for details.]

NAME OF INSTITUTION:
COURSE OF STUDY:
QUALIFICATIONS OBTAINED:
COMPLETION DATE:

### 8. POSTGRADUATE AND OTHER STUDY / TRAINING

Do you have any postgraduate or other qualifications?  YES  NO  
 Include academic scholarships, prizes and completed training courses.  
 If YES, please include details in your CV or Resume, or attach to this application form.

## CONDITIONS OF ENGAGEMENT

### 9. EMPLOYMENT LOCATIONS

The Bureau has vacancies in selected State-based Regional Workshops. Please indicate the cities in which you wish to apply for employment.

- |                                                                                                                |                                                                               |
|----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <input type="checkbox"/> Perth<br><br><input type="checkbox"/> Darwin<br><br><input type="checkbox"/> Brisbane | <input type="checkbox"/> Sydney<br><br><input type="checkbox"/> Alice Springs |
|----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|

### 10. EMPLOYMENT REQUIREMENTS

- (a) During the course of your employment you may be required to perform duties outside normal working hours.  
 Do you agree to perform duties outside normal working hours, as required?  YES  NO
- (b) You may be required to undertake short duration trips, possibly to remote locations, during the course of your employment.  
 Do you agree to undertake, as required, short duration trips, possibly to remote locations, during the course of your employment?  YES  NO

**REFEREES**

11. Please provide contact details for at least two referees.

FIRST REFEREE	SECOND REFEREE
NAME	NAME
EMPLOYER	EMPLOYER
POSITION	POSITION
TELEPHONE	TELEPHONE
EMAIL	EMAIL
RELATIONSHIP	RELATIONSHIP

**ELIGIBILITY - QUALIFICATIONS**

Refer to the Information Pack for eligibility requirements for engagement as a Trainee Technical Officer (Electronics). In particular note the required tertiary qualifications, the process for recognition of overseas tertiary qualifications, and the citizenship requirements.

**ADVERTISING**

Where did you first see our Advertisement?

- Bureau of Meteorology web site [www.bom.gov.au](http://www.bom.gov.au)
- Newspaper \_\_\_\_\_
- Online advertising \_\_\_\_\_
- Public Service Gazette
- Other \_\_\_\_\_

**APPLICATION CHECKLIST**

Check that you have:

- read the information pack carefully, particularly the conditions of engagement and the selection criteria;
- fully completed this form;
- attached a brief statement addressing each of the "Selection Criteria";
- attached a photocopy of your official academic transcript(s) showing all Educational Qualifications; and
- attached a current Curriculum Vitae or Resume.

**APPLICANT'S STATEMENT**

*I declare that the information I have provided on this form is complete and correct. I understand that if an answer is found to be untrue or misleading, I may not be employed or I may subsequently have my employment terminated.*

Signature:	Date:
------------	-------

**LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

Name: \_\_\_\_\_