



Australian Government  
Bureau of Meteorology

**Application for Employment  
as  
GRADUATE APS [Meteorologist]**

**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 in black ink, to facilitate photocopying, and use **BLOCK LETTERS**

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

FAMILY NAME:

GIVEN NAMES:

ADDRESS:

SUBURB OR TOWN:

STATE / TERRITORY:

POSTCODE:

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

Can we call you at work?  YES  NO

**ADVERTISING**

Where did you first see our Advertisement?

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

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

**INTERVIEW REQUIREMENTS**

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

Please email completed Application Form, together with a CV and a written response to the selection criteria to:

Email – [graduatemets@bom.gov.au](mailto:graduatemets@bom.gov.au)  
RECRUITMENT MANAGER  
BUREAU OF METEOROLOGY  
GPO BOX 1289, MELBOURNE VIC 3001  
Telephone: 03 9669 4333 Fax: 03 9669 4556

CONFIDENTIAL INFORMATION

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

If no, are you a Permanent Resident?

YES

NO

When will you be eligible to apply for Australian Citizenship? ..... (Go to Q2)

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. Please explain the reasons for your interest in this position.

Attach an additional sheet if you require more space.

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

EMPLOYMENT

4. Employment History

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

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

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

AGENCY	LOCATION	DESIGNATION	WORK TELEPHONE
			( )

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

YES

NO

## EDUCATION

### 5. SECONDARY EDUCATION DETAILS

SUBJECT	RESULT	SUBJECT	RESULT

### 6. 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 OR EXPECTED COMPLETION DATE:

### 7. 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.

## POSTINGS AND SHIFTWORK

Note: If you are uncertain about the meaning of the following conditions of engagement, please contact the Bureau's Recruitment Manager as shown on the front of this form.

### 8. POSTINGS

On completion of your course of training in November 2009, you will be posted to a Regional Office. The majority of meteorologists work within capital cities with a few working in other regional centres.

At this present time the Bureau's priority locations for postings are the Northern Territory, Western Australia, Canberra and Queensland. Please indicate below in order of preference (1 being your strongest preference, 4 being your least preferred) which of these regions you are willing to be posted to. Leave blank any Region you are not willing to be posted to. Please note by November 2009 some additional posting locations may become available.

- Northern Territory
- Western Australia
- Queensland, including far north Queensland
- Canberra

### 9. SHIFT WORK

Shift work is an integral part of most Bureau positions. Are there any reasons you will be unable to work shift work [which could include part of a 24 hour, 7 days per week roster]?

YES  NO

**REFEREES**

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

**FIRST REFEREE**

**SECOND REFEREE**

NAME
EMPLOYER
POSITION
TELEPHONE
EMAIL
RELATIONSHIP

NAME
EMPLOYER
POSITION
TELEPHONE
EMAIL
RELATIONSHIP

Is it acceptable for your referees to be contacted prior to notification of interview?

YES       NO

**ELIGIBILITY REQUIREMENTS**

- **QUALIFICATIONS** - Refer to the Information Pack for eligibility requirements for engagement as a Graduate APS [Meteorologist]. In particular note the required tertiary qualifications and the process for recognition of overseas tertiary qualifications.
- **CITIZENSHIP** - Australian Citizenship is the usual requirement for ongoing engagement. In specified cases, this requirement may be waived and a person demonstrating permanent residence in Australia may be engaged on the condition that Australian citizenship is obtained in a minimum time frame.

**APPLICATION CHECKLIST**

Check that you have:

- read the information pack carefully, particularly the conditions of engagement and the selection criteria;
- fully completed this form, including contact details valid for three months;
- 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:
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**LATE APPLICATIONS WILL NOT BE ACCEPTED.**