



Australian Government
Bureau of Meteorology

Application for Employment
as
TRAINEE TECHNICAL OFFICER
(Observer)

IMPORTANT: Please read the Information Pack regarding Conditions of Engagement as a Trainee Technical Officer (Observer). In particular, note the required Tertiary Qualifications (including the process for recognition of overseas tertiary qualifications), Citizenship Requirements and Selection Criteria before completing this Application Form.

Please complete in your own handwriting, in black ink, 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:

Can we call you at work? YES NO

E-mail:

- 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
 - specific requirements:
- Please state if there are periods of time in the next three months when you will be unavailable for interview
 - available anytime
 - dates unavailable

Send your completed Application Form, together with all attachments, by

Email to: traine observers@bom.gov.au

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

Fax to: (03) 9669 4556

For general enquiries regarding the application process, please telephone:
 (03) 9669 4337 or (03) 9669 4583

Australia's National Meteorological Service

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.

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EMPLOYMENT

5. 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

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 OR EXPECTED 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.

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.

The Bureau has a broad network of meteorological offices, comprised of Permanent Posting (PP) positions, National Field Office Pool (NFOP) positions, and National Leave Relief Pool (LRP) positions. Staff posted to a NFOP position will be required to serve at the locality for a minimum term of two years. Staff posted to a LRP position, which can be located at a Regional Office or at a particular PP or NFOP Field Office, will be required to provide 'leave relief' at their home base and also throughout the network, as required. Leave relief staff may be posted away from their home base for varying periods of time and for a cumulative annual period of up to seven (7) months.

9. POSTINGS

On completion of your course of training, you will be posted to one of the Bureau's meteorological offices in Australia. Also, from time to time during employment with the Bureau, you may be required to relocate from one office to another (see Observer Information Guide).

Are you willing to be posted to any meteorological office in Australia? YES NO

Do you have any limitations that will impact on your ability to fulfill these posting requirements?

YES NO

If yes, please give details

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10. SHIFT WORK

Shift work is an integral part of most Bureau positions. Are you willing to work shift work (which may include 24 hour-7 day rostering) 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

ADVERTISING

Where did you first see our Advertisement?

- Bureau of Meteorology web site www.bom.gov.au
 Online advertising _____
 Public Service Gazette
 Newspaper _____
 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:
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LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED