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| APPLICATION COVER SHEET  This application cover sheet includes:   * Position Information * Personal particulars and referees. * The declaration to sign. * All other information for the application process.   Please read all questions carefully and give as much information as possible, and thank you for applying for a position. | | | | | |
| Position Title: | | | Department/ Country Office: | | |
| Where did you source this vacancy advertisement: | | | | | |
| Referral  Ethical Jobs  CARE Australia website  Devnet  ReliefWeb | | | ACFID  Newspaper  Australian Development Gateway  SEEK  Other (please identify) | | |
| Personal information | | | | | |
| Family name | First name | | | Other names | |
| Nationality (\* mandatory): | For Australian based roles, if you are not an Australian citizen or permanent resident of Australia, do you have a current visa to work in Australia?  Yes  No | | | | |
| Visa type: | Passport Number: | | | Passport Country of issue: | |
| Permanent address  Telephone No. | Present address  current until:  Telephone No. | | | Office Telephone No | |
| Email address: | |
| Please list your tertiary qualifications: | | | | | |
| **Current Employment:** | | | | | |
| Position Title: | | Organisation: | | | Length of employment: |
| Referees: Please provide the names of three people not related to you, who are familiar with your character, employment and qualifications. Please include at least two direct line managers from your most recent employment. | | | | | |
| Name: | | Name: | | | Name: |
| Position: | | Position: | | | Position: |
| Relationship: | | Relationship: | | | Relationship: |
| Telephone: | | Telephone: | | | Telephone: |
| Email: | | Email: | | | Email: |
| Declaration: The information contained in my application for this position is true and correct to the best of my knowledge. I understand that any misrepresentation or material omission made on this form or other documents requested by the organisation renders a staff member of CARE liable to discontinuation of further consideration, termination or dismissal. Any offer of employment is contingent upon the receipt of satisfactory references.  Signature: Date: | | | | | |

Information for Applicants

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| ELIGIBILITY REQUIREMENTS |
| For Australian-based positions you must be either:   * an Australian citizen; * OR hold permanent residency; * OR have a valid working visa.   It would be much appreciated if you could provide a scan of your passport ID page, and if you are currently on a visa in Australia please provide the visa details. If you are an Australian you are also required to confirm your status, and if you do not have a passport please provide your drivers’ licence and birth certificate.  Notice to International Applicants: If you wish to apply for a position in one of our Australia-based offices, you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). CARE Australia is not in a position to sponsor entry to Australia – visa requirements remain your own responsibility. Information on Australian visas and working entitlements are available from the Australian Government Department of Immigration and Citizenship.  Recruitment for our overseas vacancies is open to all nationalities.  Applicants should note that if selected for engagement with CARE Australia a probationary period of 3 months will apply during which time your conduct and work performance will be assessed to determine whether you meet the required standard. Under certain circumstances, the probationary period may be extended.  Engagement is dependent upon satisfying a number of pre-appointment checks including: medical, police and identity verification. |
| BASIS FOR SELECTION |
| The selection of staff for CARE Australia is based on the relative merit of the applicants in relation to the specified Selection Criteria. The information you provide in your application must be clear and concise as it will be the basis for the selection of applicants for further assessment. |
| WHAT SHOULD YOUR APPLICATION INCLUDE |
| 1. The completed CARE Australia Application Cover Sheet (attached) which includes: - the title of the vacancy you are applying for; and - full details of where and how you can be contacted 2. A statement of claims against each Selection Criteria including a brief summary of how your experience, knowledge, skills and qualifications relate to the Criterion 3. Your current curriculum vitae which includes the job title, name of organisation, period of employment and details of work experience starting from present to the past (in reverse chronological order). Please include membership of professional organisations |
| WHAT ABOUT REFEREE REPORTS |
| Please do not provide referee reports at this stage. The contact details for 2 referees should be included in your Application Cover Sheet and recorded in your resume or CV. One referee should be your current supervisor. The selection panel will only seek referee comments for the preferred candidates for a vacancy. Please advise us if you wish to be contacted prior to referee’s being contacted. |
| FOR INFORMATION ABOUT CARE AUSTRALIA |
| CARE Australia’s homepage at [www.care.org.au](http://www.care.org.au) has information on our Vision and Mission, our Board, CARE International, CARE’s work and where we work.  CARE Australia is an Equal Opportunity employer and encourages applications from diverse people with different backgrounds, experiences and perspectives. Our recruitment & selection procedures reflect our commitment to the safety and protection of children in all aspects of our work. |