**APPLICATION FORM**

|  |  |
| --- | --- |
| Applicant Name: |  |
| Position applied for: | **ANCP & Administration Officer** (Full-time; Initial two year employment agreement, with option to extend upon mutual agreement.) |
| What is your current (or previous if you are between jobs) annual base salary? | A$ |
| What is your base salary expectation for this position? | A$ |
| When would you be available to commence in this position? |   |
| Where are you currently located? (This position is based in Sydney, Australia) |  |
| Where did you find out about this position? (eg. ChildFund website, ACFID, LinkedIn, Ethical Jobs, Seek etc.)  |  |
| Do you have the current “right to work” in Australia?In order to be employed in Australia, you are legally required to have what is referred to as the ‘right to work’. Australian and New Zealand citizens automatically have the right to work in Australia, as well as Australian Permanent Residents.Everyone else is required to hold a current visa with work rights in order to gain employment in Australia.Please specify your visa type if you are not Australian, NZ citizens or Australian permanent residents.If you are invited to participate further in the interview process, you will also be required to provide evidence that you could work in Australia with no restrictions.  | Yes [ ] No [ ] *If No, Please specify your visa type:* |
| Employment screening is mandatory for all ChildFund staff, contractors and volunteers during the selection process. This may include a criminal record check and/or a working with children check. I acknowledge that undertaking and successful results of these checks are requirements of acquiring this position. | Yes [ ]  |
| ChildFund Australia is committed to safeguarding the interests, rights, and well-being of children in all of our work and programs. Given this commitment, do you have any concerns about your ability to carry out the duties of this position? | Yes [ ] No [ ]  |

**All applicants are required to:**

(1) Complete this Application Form, and

(2) Submit the **Application Form** along with your **cover letter**, **resume** via email to **hr@childfund.org.au** .

**Notes:**

* Any incomplete applications cannot be accepted.
* The position description can be downloaded from the ChildFund website. Please go to [**http://www.childfund.org.au/work-with-us**](http://www.childfund.org.au/work-with-us)**.**