**PREPARING YOUR APPLICATION**

**Your application must include the following four attachments, all completed in full:**

1. Attachment A: CV Template

Please ensure you complete the CV template at Attachment A. You do not have to provide a separate CV or resume.

1. Attachment B: Statement of Claims against the Selection Criteria

You will describe in your own words, why you believe that you are a suitable candidate for the advertised position and how you meet each individual selection criteria.

Applications with a Statement of Claims that does not sufficiently address all selection criteria will not be taken into consideration. Please observe the overall word limit outlined for your response.

*The Statement of Claims is the centre piece of your application and should be presented in a concise and focused manner. In preparing your statement of claims, you must address each selection criterion and should highlight relevant experience and training; you may also include examples of work you have done and demonstrate how your contribution resulted in a positive outcome for your employer. Your statement of claims should be written in English.*

1. Attachment C: Contact details for two Referees

You need to provide contact details for two referees who are familiar with your professional competence and conduct. One of the referees must be your current or previous supervisor. In most cases, referees are not contacted unless you are shortlisted for the position.

1. **Attachment D: Other personal details and Applicant’s Declaration**

Attachment D must be completed in full, and the applicant’s declaration signed, for your application to be considered.

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| A completed Application Package must be submitted by email as **a PDF file** to [HR.Kuwait@dfat.gov.au](mailto:HR.Kuwait@dfat.gov.au%20) by **4:00PM on Thursday 15 May 2025.**  Please enter your email subject as**:** ***Your Full Name –*  *EA to Ambassador***  **Late or incomplete applications will not be taken into consideration.**  **You do not need to include a cover letter.**  We thank all applicants for their interest, however only those selected for an interview will be contacted. Due to a high number of applications, feedback will not be provided to those who are not offered an interview.  The Australian Embassy is committed to protecting the privacy of your personal information. Information provided will be used for recruitment and employment purposes only. |

**ATTACHMENT A: CV Template (maximum 2 pages)**

**Personal Particulars**

|  |  |  |
| --- | --- | --- |
| **Title** | **Surname** | **Given Name(s)** |
|  |  |  |
| **Mobile** | | **Email** |
|  | |  |

**Current Employment**

|  |  |  |
| --- | --- | --- |
| **Month/Year**  **Commenced** | **Employer** | **Position** |
|  |  |  |
| **Main responsibilities (in dot points):** | | |

**Previous Employment (most recent three, if applicable)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month/Year**  **Commenced** | | **Month/Year**  **Finished** | **Employer** | **Position** |
|  | |  |  |  |
| **Main responsibilities (in dot points):** | | | | |
| **Month/Year**  **Commenced** | **Month/Year**  **Finished** | | **Employer** | **Position** |
|  |  | |  |  |
| **Main responsibilities (in dot points):** | | | | |
| **Month/Year**  **Commenced** | | **Month/Year**  **Finished** | **Employer** | **Position** |
|  | |  |  |  |
| **Main responsibilities (in dot points):** | | | | |

**Academic Qualifications**

|  |  |  |
| --- | --- | --- |
| **Year Received** | **Qualification** | **Institution** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Languages**

|  |  |
| --- | --- |
| **Language** | **Proficiency Level** |
|  |  |
|  |  |
|  |  |
|  |  |

**Other e.g. Awards, Academic Appointments, Publications, Professional Associations, Specific IT skills, etc**

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**ATTACHMENT B: Statement of Claims against the Selection Criteria**

*The Statement of Claims is the centre piece of your application and should be presented in a concise and focused manner. In preparing your statement of claims, you must address each selection criterion and should highlight relevant experience and training. You may also include examples of work you have done and demonstrate how your contribution resulted in a positive outcome for your employer. Your Statement of Claims should be written in English.*

|  |
| --- |
| **1. Experience providing high level executive and administrative support (maximum 200 words).** |
| Provide your response below: |
| **2. Strong organisational skills, attention to detail and an ability to multitask, manage competing priorities and meet tight deadlines.** **(maximum 200 words).** |
| Provide your response below: |
| **3. Excellent interpersonal skills and an ability to communicate effectively with a diverse range of people. (maximum 200 words).** |
| Provide your response below: |
| **4. High-level of initiative and ability to work independently within a small team (maximum 200 words).** |
| Provide your response below: |
| 1. **Demonstrated capacity to exercise discretion and judgement. (maximum 200 words).** |
| Provide your response below: |

**ATTACHMENT C: Referee Contact Details**

*Please provide the names and details of two professional referees whom the Embassy can contact if you are shortlisted for interview. Referees must know you well and* ***should not*** *be relatives. One of the referees must be your* ***current or previous supervisor****.*

**Referee 1**

|  |  |
| --- | --- |
| **Full name of Referee:** | **Relation to you:** |
|  |  |
| **Occupation (Position and company):** | **Phone number/s:** |
|  |  |
| **Email:** |
|  |

**Referee 2**

|  |  |
| --- | --- |
| **Full name of Referee:** | **Relation to you:** |
|  |  |
| **Occupation (Position and company):** | **Phone number/s:** |
|  |  |
| **Email:** |
|  |

**ATTACHMENT D: Other personal details and Applicant’s Declaration**

|  |  |
| --- | --- |
| **Do you possess the right to work, or a valid work permit / visa, to work in Kuwait?** | **Yes / No** |
| **Have you ever been convicted in a court of law in any country?** | **Yes / No** |
| **Have you ever been charged with any offence in a court of law in any country for which the outcome is not yet known?** | **Yes / No** |

|  |
| --- |
| **Where did you first learn about this position?** |
|  |

|  |
| --- |
| **APPLICANT’S DECLARATION** |
| The information contained in my application package, to the best of my knowledge, is true and correct. I consent to the Australian Embassy Kuwait, collecting and using information, and to relevant employers disclosing information, in relation to my work performance and conduct for the purpose of assessing my suitability to carry out the duties of the job I have applied for, and suitability to become an employee at the Australian Embassy Kuwait.  I understand that giving false or misleading information will make my application invalid and, if I am appointed, lead to my dismissal.  I also acknowledge that I am willing to undertake mandatory security checks should I be successful in being offered a position.  **Signature: ………………………………… Date: ………………………………** |