



Agency Recruitment Form

If you have a vacant position and would like the Career Transition and Support Centre to search its register for suitable job ready applicants, please complete and return this form.

We will contact you within 2 business days of receiving the form.

There is no charge for this service.

1. Agency contact officer details

Name	
Title/position	
Agency	
Address	
Telephone	Work : Mobile:
Email	

2. Details of vacancy

Title/position	
Location	
Substantive APS classification (or equivalent)	<input type="checkbox"/> APS 1 <input type="checkbox"/> APS 2 <input type="checkbox"/> APS 3 <input type="checkbox"/> APS 4 <input type="checkbox"/> APS 5 <input type="checkbox"/> APS 6 <input type="checkbox"/> EL 1 <input type="checkbox"/> EL 2 <input type="checkbox"/> Other
Employment type	<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Casual <input type="checkbox"/> Non ongoing (temporary)
Essential qualification (if any)	
Salary	
Security Clearance	

Job Category	<input type="checkbox"/> Accounting, Finance <input type="checkbox"/> Administration <input type="checkbox"/> Agriculture, Horticulture <input type="checkbox"/> Arts,culture <input type="checkbox"/> Communications, Media, Marketing <input type="checkbox"/> Customer Service, Call Centre <input type="checkbox"/> Economics, Statistics <input type="checkbox"/> Education, training <input type="checkbox"/> Evaluation, Audit <input type="checkbox"/> Human Resources <input type="checkbox"/> Info/Comm Tech (ICT) <input type="checkbox"/> Information Management, Library <input type="checkbox"/> Legal <input type="checkbox"/> Medical, Health Sciences <input type="checkbox"/> Policy <input type="checkbox"/> Procurement, Contract Management <input type="checkbox"/> Programme Management <input type="checkbox"/> Project Management <input type="checkbox"/> Other Management <input type="checkbox"/> Regulation <input type="checkbox"/> Research <input type="checkbox"/> Science, Engineering, Technical <input type="checkbox"/> Security <input type="checkbox"/> Social Sciences, Social Services <input type="checkbox"/> Sport, Recreation, Tourism <input type="checkbox"/> Trades Related <input type="checkbox"/> Transport, logistics <input type="checkbox"/> Workplace Relations <input type="checkbox"/> Other – please specify
Brief job description	

There are three options for lodging this form

1. Email: ctsc@apsc.gov.au
2. Fax: 02 6202 3880
3. Post: Career Transition and Support Centre
Australian Public Service Commission
16 Furzer Street
PHILLIP ACT 2606

For further information please call the CTSC on 02 62023756.