



Overseas Remote Flexible Working Arrangement Application Form

Instructions

The Australian Public Service Commission's (the Commission) [Flexible Working Arrangements Policy](#) recognises the benefits that flexible work arrangements provide to both employees and the Commission. This form will support you to establish a safe and productive flexible working arrangement.

In some instances, an employee may request to work overseas for a specific period of time (i.e. accompany a spouse on a posting).

Personal information collected in this form will be used to assess the suitability of working from an overseas location for employees within the Commission.

Key considerations include security and work, health and safety implications for employees working away from the usual office.

Please email the approved and completed form to [APSC IT](#)

Personal Details

Surname		First Name	
Group		Team	
Supervisor		Classification	Choose an item.
AGS Number		Email Address	
Phone Number			

Is your Flexible Working arrangement for working outside of Australia?

Where you will be living, including country, city and apartment building/house/residence?	
Will you be working from this address, if not, where will you be working from?	
How long you will be living overseas, and how many trips back to Australia are scheduled (if known)?	
Will there be foreign nationals with access to your residence while living overseas, such as family, nannies, cleaners, gardeners or maintenance staff?	

Personnel Security	Security Clearance Level
What Level of Security Clearance do you currently hold?	

IT Security	Comments / Action
List the equipment you would wish to take overseas, such as laptop, headset or mobile device	
Are you aware of your obligations under the Protective Security Policy Framework?	
Are you aware of your information security obligations? Refer to the ICT Security Policy.	

Has IT Security approved your Request; If yes please list any conditions you have been advised to comply with?
Enter any conditions advised by IT Security:

Has APSC Property team approved your Request; If yes please list any physical property conditions you have been advised to comply with?
Enter any conditions advised by APSC Property:

Applicant Signature

Signature

Date

Supervisor Review*To be completed by the immediate supervisor to support your to remote work from overseas***Executive Director / Assistant Commissioner endorsement to work overseas**

Delegate Name

☐ Approved☐ Not Approved

Comments:

Reasons for not approving:

Review Date:*The review date must be no later than 12 months after approval unless approval is for working overseas then the approval will be for the term of the overseas arrangement.*

Click or tap to enter a date.

Signature

Date