

2019 GRADUATE PROGRAM Canberra

AFP Band 3 \$60,876 – \$71,075 VACANCY REFERENCE NUMBER 0006/18

The AFP will commence its next Graduate Program in February or March 2019.

The Program is targeted to meet the requirements of specific business areas. These areas have identified the benefits a Graduate brings to the AFP and have committed to developing the graduate's skills within their business area.

The AFP Graduate Program typically consists of the following components:

- orientation program;
- graduate support team;
- monthly discussion groups;
- meetings with senior executive staff;
- learning and development opportunities; and
- work rotations across the AFP.

As an AFP graduate you will have ongoing employment, subject to meeting the requirements of the minimum employment period. You will work within a number of teams throughout the year and undertake tasks that contribute to the outcomes of the AFP. You will gain an understanding of the AFP and the responsibilities of each area.

Further information about the AFP Graduate Program is available on the AFP website: <http://www.afp.gov.au/jobs/graduate-program.aspx> or the AFP Graduate Program Information Pack.

If you have questions about the program, please email us at graduate@afp.gov.au.

Contact Officer: Noeline Meagher (02) 6131 3696 or Annette O'Mara (02) 6131 2007

The AFP's application process for non-policing vacancies consists of two-steps for non-AFP employees. (Existing AFP employees only need to undertake step 1 of the process).

Preliminary step: It is strongly recommended that you take action now to obtain a copy or copies of your driving history through the relevant local motor registry or Road Traffic Authority.

Step 1 Application:

- **applicants complete and submit an online application;**
- **resumes and any other relevant documentation are to be uploaded to the application form and submitted before the closing time; and**
- **once your application has been submitted you will receive an automated email confirming receipt of the application with instructions on how to access the AFP Employment Suitability Questionnaire.**

Step 2 AFP Employment Suitability Questionnaire (ESQ):

The ESQ is the tool in which applicant's character is assessed against the employment character standards.

Following the instructions contained in the email from AFP Recruitment confirming receipt of your application, the ESQ must be completed and submitted within **seven (7) calendar days** after the closing date of the applications.

Traffic History:

All applicants are required to obtain a copy of their Traffic History. If you have resided in different states or territories, you must supply a traffic history from each state or territory. You are required to include 10 years of traffic history and not older than 3 months from date of application. If you have a traffic history report from more than one state or territory, you will need to scan all documents and attach to your application as one.

Traffic history information is available from the local Motor Registry in your state or territory. Do not upload individual infringement notices or unofficial documentation.

You are required to inform the Recruitment Team (afprecruitment@afp.gov.au) of any offences, infringements or police charges that occur during the recruitment process.

Omitting to supply relevant details may jeopardise your application.

If you do not currently hold, and have never held, a driver's licence you should upload a Statutory Declaration providing this information.

If you have lived overseas, or have travelled extensively, please provide a Statutory Declaration stating the period you held a licence and listing any traffic offences. If you did not hold a licence during this period, please provide a Statutory Declaration stating this information. Statutory Declarations can be found online.

You need to allow two to three weeks to get access to this information as a minimum. It is recommended that you request these reports at the commencement of your application.

Once the ESQ has been completed applicants will receive an automated email confirming receipt of the ESQ.

Interested applicants should refer to the Applicant Information Pack for details on the inherent requirements, employment character standards and required documentation to ensure they are best prepared to submit an application.

If you have any questions about the ESQ or Traffic History, please contact AFP Recruitment on (02) 6131 5555.

For more information about the AFP's Employment Character Standards, please go to:

https://www.afp.gov.au/sites/default/files/PDF/employment-character-guidelines_0.pdf

For information on these positions, and other employment opportunities in the AFP, please visit our website or ring the contact officer.