



Courts Administration Authority
APPLICATION COVER SHEET

Your Application

For your application to be considered, the Courts Administration Authority (CAA) requires that you provide:

- A covering letter
- A completed Application Cover Sheet
- If applicable, a response against the selection criteria (refer to the Guide for Applicants)
- Your resume/curriculum vitae including the names of at least two current referees and their contact details
- A completed Employment Declaration Form (only for applicants from outside the South Australian public sector)

If you are emailing your application, please send this form and the Employment Declaration Form (if required) with your application and bring a signed hard copy if attending an interview.

Job Application Form

Vacancy No:		Position Title:		
Title:		Surname:		Given Names:
Address:				Post Code:
Phone:	Home:	Work:	Mobile:	
Email:				
Citizenship: <i>If not an Australian citizen, please provide resident status.</i>				
Details of Current Visa: <i>(if relevant) (including expiry date)</i>				
Where did you see this job advertised?				
Please check <input checked="" type="checkbox"/> appropriate boxes: <i>(Double click in box to select relevant response)</i>		<input type="checkbox"/> I am currently employed in the South Australian public sector <input type="checkbox"/> I have previously been employed in the South Australian public sector <input type="checkbox"/> I have previously been employed in the CAA <input type="checkbox"/> I have never been employed in the South Australian public sector		

Important Information

In the event that you are short-listed and asked to attend an interview, please indicate in the space provided if you require any special arrangements (eg mobility, interpreter etc).

Application Declaration

I understand that, if my application for employment in the CAA is successful and I am employed either in the position for which I have applied or in any other position, the offering of employment to me in the CAA will be expressly on the basis that the information that I have provided in relation to my application for employment is true and correct in every detail. I understand that any incorrect statement in my application or interview for employment on any matter relevant to my employment in the CAA, including (but not restricted to) my qualifications, experience, ability, physical or mental health or personal integrity, may make me liable to disciplinary action which may include dismissal.

Signed:			
Print Name:			Date:
CAA use only:	<i>Date received</i> / /	<input type="checkbox"/> <i>Acknowledged</i>	