

# Australia Awards Fellowships - PNG

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## 2015 Application Form

### Notes

In 2014 twenty Australia Awards Fellowships – PNG are available for study in Australia for staff working in the following targeted national departments and agencies:

- Department of Personnel Management
- Department of Finance
- Department of National Planning and Monitoring
- Department of Education
- Department of Provincial & Local Government Affairs

The fellowship program will be the **Graduate Certificate in Public Policy Management** and will involve some study in PNG and up to four weeks study in Australia in 2015.

The selection process is being administered by the Department of Personnel Management with support from the Australia Awards Facility.

Selection will be competitively based on approved criteria and requirements. If you meet the eligibility criteria on page one you are encouraged to apply and complete this form and submit by the due date. You are required to fill in this form as well as the University of Queensland Application form. You will also be asked to sit for an English Test. You will be notified of the test date.

## INSTRUCTIONS

- Please print clearly using **BLOCK LETTERS** and complete this form in **ENGLISH**
- It is mandatory (a must) that you fill out all fields
- For 'Yes' or 'No' questions, indicate your response with an 'X' in the appropriate box (e.g. Yes )
- Supporting documents provided with this application must be **certified true copies of the original documents** with the official stamp, date stamped, signature, name of the Commissioner of Oaths or Public Notary.
- If your application is successful, you will be required to sign a Contract with the Commonwealth of Australia through Australia Awards - PNG Facility
- Submitting this application form does not guarantee you that you will receive a Fellowship
- You will be advised if your application is successful
- You must complete and submit this form and the UQ Application Form with **your current CV** to DPM and by 19 December 2014.

**Attention to : Ms Marita Kouga  
Manager (Human Resources)  
Department of Personnel Management**

- You will also complete the IELTS Test as part of the selection process.
- This form must be submitted by **19 December 2014**. Any applications received after this date will not be considered.

## ELIGIBILITY

- To be eligible to apply for an Australia Awards – Fellowships - PNG, you must:
- Be female  Yes  No
- Bachelor Degree completion (3 years minimum)  Yes  No
- Minimum of ten years satisfactory employment in the GoPNG Public Service (desirable)  Yes  No
- Under the age of 45 (desirable)  Yes  No
- Potential career advancement to Secretary/Assistant Secretary level  Yes  No
- English language skills (this will be tested as part of the selection process)  Yes  No
- Satisfactory performance review in the last two years  Yes  No
- Recommended by DPM with support of the relevant Department Secretary  Yes  No

**PERSONAL INFORMATION**

Title	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. <input type="checkbox"/> Other		
First Name / Given Name			
Middle Name (if applicable)			
Surname / Family Name			
Date of Birth (dd/mm/yyyy)			
Place of Birth (State/Province)			
Current Age			
Gender			
Province of Origin			
Province of Residence			
Do you have a passport?	YES - circle	NO - circle	
If yes, Passport no. (provide if you have a passport)		Issue date	/ /
		Expiry date	/ /
Do you have a birth certificate?	YES - circle	NO - circle	

**CONTACT DETAILS**

You must provide a current postal address, email address and phone number where you can be contacted while the selection process proceeds.

**If you are not contactable, your application may not be considered.**

Physical Address			
Postal Address			
Town / City		Postal Code	
Province			
Country			
Home Phone Number/s			
Work Phone Number/s			
Mobile Phone Number/s			
Fax Number/s			
Email			

**EMERGENCY CONTACT DETAILS**

Title	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. <input type="checkbox"/> Other		
First Name / Given Name			
Surname / Family Name			
Relationship to you			
Gender			
Address			
Town / City		Postal Code	
Province			
Country			
Home Phone Number/s			
Work Phone Number/s			
Mobile Phone Number/s			
Fax Number/s			
Email			

## PREVIOUS SCHOLARSHIPS

If you have previously received, or do you currently hold, a scholarship funded by PNG, Australia or another foreign country?		<input type="checkbox"/> Yes – Please provided details below <input type="checkbox"/> No	
Scholarship Name			
Start Date (mm/yyyy)	/	End Date (mm/yyyy)	/
Institution			
Study Location			
Qualification Received			
If you have received any academic awards or prizes please provide details			

## ENGLISH LANGUAGE PROFICIENCY

Is English your first language		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes' go the next section. If 'No' answer the following questions:			
Was English the language of your highest level of study?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you taken an IELTS or TOEFL test previously?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Test Name		Test Date	Overall Score
Reading Score	Writing Score	Listening Score	Speaking Score

## COMPUTER LITERACY

Please answer the following questions to the best of your ability. This will assist Institutions to decide whether to provide additional tuition.

Are you computer literate?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
How regularly do you use a PC?		<input type="checkbox"/> Occasionally	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly
Do you have experience with the following software?			
Word processing software (e.g. word)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Spreadsheet software (e.g. Excel)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Database software (e.g. Access)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Operating Systems (e.g. Windows 2000)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Presentation software (e.g. PowerPoint)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Email software (e.g. Outlook)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Internet browser (e.g. Internet Explorer)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Statistical packages (e.g. SPSS or Minitab)	<input type="checkbox"/> Yes <input type="checkbox"/> No

## MEDICAL/ DISABILITY DETAILS

Do you have a serious medical condition- currently or historically? Y/N

If yes, please describe the medical condition

We encourage applications from people in PNG who have a disability including those who require additional support to complete their studies.

**Do you have a disability or special needs?**       Yes       No

Visual impairment

Learning / Intellectual impairment

Hearing impairment

Physical or mobility impairment

Are there any special requirements which you may need to complete your fellowship program in Australia? (e.g. wheelchair access, note takers etc)

## CURRENT EMPLOYMENT

Position title

Name of Employment Organisation

Start date (mm/yyyy)

**Please indicate your Level of Employment**

Executive / Senior Management/ Senior Professional

Middle Management/ Professional

Senior Clerical or Administrative/ Technician/ Supervisory /Project Management

## EMPLOYER CONTACT DETAILS

Name of Employer Organisation

Address

Town / City

Postal Code

Province

Country

Phone Number/s

Mobile Phone Number/s

Fax Number/s

## SUPPORTING DOCUMENTS

All candidates are required to submit their detailed Curriculum Vitae (CV), Job Description and current Performance Appraisal with this application.

CV attached  Yes  No

Job Description attached  Yes  No

Performance Appraisal attached  Yes  No

## CURRENT EMPLOYER'S ENDORSEMENT AND SIGNATURE

This section must be signed by an authorized officer of the employer Organisation

Signed by employer: \_\_\_\_\_  
Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Contact Details: \_\_\_\_\_  
Date Signed: \_\_\_\_\_

Official Stamp:

**STATEMENT: Applicant's Supporting Statement – General Expectations and Plan**

All applicants must attach a statement on a separate sheet giving responses to these points (approximately 200 words each question).

**1. Why do you want to apply for an Australia Awards Fellowships – PNG?**

**2. What skills and knowledge do you hope to gain in the Fellowship?**

**3. How will this proposed training be of benefit to your organisation?**

## PROFESSIONAL MEMBERSHIPS

The associations and organizations of special interest may include community, cultural, political, scientific, professional and/or educational.

1. Association Name			
Position			
Start date (mm/yyyy)	End date (mm/yyyy)		
1. Association Name			
Position			
Start date (mm/yyyy)	End date (mm/yyyy)		
1. Association Name			
Position			
Start date (mm/yyyy)	End date (mm/yyyy)		

## APPLICANT DECLARATION AND SIGNATURE

I declare this application is a true and correct record.

Name: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_

## NOMINATING AUTHORITY ENDORSEMENT

Will the applicant's selection assist PNG's development goals?

Yes     No

Additional Comments:

Endorsement by Employer:

Yes     No

### Particulars of Nominating Authority person

Name: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Sector: \_\_\_\_\_  
 Organisation: \_\_\_\_\_  
 Date Signed: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

Official Stamp:



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**This section is for the Australia Awards – PNG Facility Use only**

Date received by Australia Awards – PNG Facility		Australia Awards – PNG Facility Receive Stamp
Signature of Receiving Officer		