

**Recruitment Pack – Driver and Clerk – December 2024**  
**Australian Embassy, Tehran**

**PREPARING YOUR APPLICATION**

**Your application should include:**

1. **CV - Complete Attachment A**

The form is attached for completion.

2. **Statement addressing Selection Criteria - Complete Attachment B**

You will describe in your own words, why you believe that you are a suitable candidate for the advertised position and how you meet each individual selection criteria.

The Statement of Claims is the centre piece of your application and should be presented in a concise and focused manner. In preparing your statement of claims, you must address each selection criterion and should highlight relevant experience and training; you may also include examples of work you have done and demonstrate how your contribution resulted in a positive outcome for your employer. Your statement of claims should be written in English. **Statements that do not sufficiently address all selection criteria will not be taken into consideration. Please observe the overall word limit outlined for your response.**

3. **Provide contact details for two referees - Complete Attachment C**

You need to provide contact details for two referees from your current and/or previous workplace who are familiar with your professional competence and conduct. One of the referees must be your current or last supervisor. In most cases, referees are not contacted unless you are shortlisted for the position.

**Your completed application package must be emailed by midnight Saturday 11 January 2025 to [recruitment.tehran@dfat.gov.au](mailto:recruitment.tehran@dfat.gov.au) . Please specify the job title and your name in the e-mail subject line.**

**Late or incomplete applications will not be taken into consideration.**

**You do not need to include a cover letter.**

**We thank all applicants for their interest; however only those selected for an interview will be contacted. The Australian Embassy is committed to protecting the privacy of your personal information. Information provided will be used for recruitment and employment purposes only.**

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**ATTACHMENT A**

**CV Template**

**1. Personal Particulars**

<b>Title</b>	<b>Surname</b>	<b>Given Name(s)</b>
<b>Mobile</b>	<b>Email</b>	

**2. Current Employment**

<b>Month/Year Commenced</b>	<b>Employer</b>	<b>Position</b>
<b>Main responsibilities (in dot points):</b>		

**3. Previous Employment History (most recent three, if applicable)**

<b>Month/Year Commenced</b>	<b>Month/Year Finished</b>	<b>Employer</b>	<b>Position</b>
<b>Main responsibilities (in dot points):</b>			
<b>Month/Year Commenced</b>	<b>Month/Year Finished</b>	<b>Employer</b>	<b>Position</b>
<b>Main responsibilities (in dot points):</b>			
<b>Month/Year Commenced</b>	<b>Month/Year Finished</b>	<b>Employer</b>	<b>Position</b>
<b>Main responsibilities (in dot points):</b>			

**4. Academic Qualifications**

<b>Year Received</b>	<b>Qualification</b>	<b>Institution</b>

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**5. Languages**

	Proficiency Level

**6. Other** e.g. Awards, Academic Appointments, Publications, Professional Associations, Specific IT skills etc

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**ATTACHMENT B**

**Statement addressing Selection Criteria**

**Overall word limit: your response to the selection criteria must not exceed 1,000 words in total.**

*The Statement of Claims is the centre piece of your application and should be presented in a concise and focused manner. In preparing your statement of claims, you must address each selection criterion and should highlight relevant experience and training; you may also include examples of work you have done and demonstrate how your contribution resulted in a positive outcome for your employer. Your statement of claims should be written in English.*

- **A current and valid Iranian driver’s licence (level 2 for vehicles up to 6 tons) with a clean driving record. Good knowledge of general road systems of Iran.**
- **Highly desirable - demonstrated professional driving experience and an understanding of vehicle maintenance procedures, and the ability to perform safety checks and basic repairs.**

Provide your response below:

- **Proven client service skills including the ability to deal with clients at all levels, and communicate effectively in written and verbal English and Farsi.**

Provide your response below:

- **Ability to work in a team, follow instructions and workplace procedures, and meet deadlines.**

Provide your response below:

- **Willingness to work outside of standard office hours and undertake overnight official travel.**

Provide your response below:

- **Ability to use technology, including smart phone mapping apps and standard computer applications such as Outlook e-mail and basic Word and Excel processing.**

Provide your response below:

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**ATTACHMENT C**

**Referee contacts**

Please provide the names and details of two workplace referees whom the Embassy can contact if you are shortlisted for interview. At least one of the referees must be your current or last supervisor.

**Referee 1**

Full name of Referee:	Relation to you:
Occupation (Position and company):	Phone number:
Email:	

**Referee 2**

Full name of Referee:	Relation to you:
Occupation (Position and company):	Phone number:
Email:	