

Executive Assistant - APS Level 4/5 - Various Opportunities - Preview and Submit

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rowHelp&CurATC=EXT&CurBID=62AFB35D-9273-4A11-8DCC-9DB401354197&rmuh=DAD170480F7916CC41A70EC74C24974E0D464BAE)processLogout&CurATC=EXT&CurBID=62AFB35D-9273-4A11-8DCC-9DB401354197&rmuh=354DD37EF4C4A255C8ACBEE0A6F43E564D6D4962)View Job details for Executive Assistant - APS Level 4/5 - Various Opportunities (index.cfm?event=app.gotoViewDisplayOnlyJobDetails&returnToEvent=app.gotoApplicationSummary&DisplayJobDetails=1&CurATC=EXT&CurBID=62AFB35D%2D9273%2D4A11%2D8DCC%2D9DB401354197&JobID=DE87DF44%2D127F%2D4D20%2D96AB%2DB0CE00C4E031&historyKey=58c42775%2D2a50%2D4c9b%2D919a%2Da9cf8172c213&ApplicationID=8D336822%2D8D39%2D72A8%2DED25%2DD2497F5C7459&FormID=1A2FCDCD%2DCBE3%2D483C%2D9779%2DB0CE00C4E117&enableBGTResumeParsing=0&TaskExecID=8B6EF297%2D69BD%2D489B%2DB009%2DB0D700B8AACF&persistVariables=CurATC, CurBID, JobID, historyKey, ApplicationID, FormID, enableBGTResumeParsing, TaskExecID&lid=45855920002&rmuh=7142EA09827FEE7DA6615C4BF18FFBAB5B76C46B).

Application Status: Complete and Submitted

- Your application has been received.
- If you wish to withdraw your Application you may do so at any time.

Withdraw Application

Print Friendly Version (index.cfm?event=app.printApplicationSummary&CurATC=EXT&CurBID=62AFB35D%2D9273%2D4A11%2D8DCC%2D9DB401354197&JobID=DE87DF44%2D127F%2D4D20%2D96AB%2DB0CE00C4E031&historyKey=58c42775%2D2a50%2D4c9b%2D919a%2Da9cf8172c213&ApplicationID=8D336822%2D8D39%2D72A8%2DED25%2DD2497F5C7459&FormID=1A2FCDCD%2DCBE3%2D483C%2D9779%2DB0CE00C4E117&enableBGTResumeParsing=0&TaskExecID=8B6EF297%2D69BD%2D489B%2DB009%2DB0D700B8AACF&persistVariables=CurATC, CurBID, JobID, historyKey, ApplicationID, FormID, enableBGTResumeParsing, TaskExecID&lid=45855920005&rmuh=A899B787456B8B226B77142E8154C7BECB44F5C7)

Status: Complete

Step 1 - Citizenship
Edit (index.cfm?

event=app.showApplicationStep&stepNumber=1&CurATC=EXT&CurBID=62AFB35D%2D9273%2D4A11%2D8DCC%2D9DB401354197&JobID=DE87DF44%2D127F%2D4D20%2D96AB%2DB0CE00C4E031&historyKey=58c42775%2D2a50%2D4c9b%2D919a%2Da9cf8172c213&ApplicationID=8D336822%2D8D39%2D72A8%2DED25%2DD2497F5C7459&FormID=1A2FCDCD%2DCBE3%2D483C%2D9779%2DB0CE00C4E117&enableBGTResumeParsing=0&TaskExecID=8B6EF297%2D69BD%2D489B%2DB009%2DB0D700B8AACF&persistVariables=CurATC, CurBID, JobID, historyKey, ApplicationID, FormID, enableBGTResumeParsing, TaskExecID&lid=45855920005&rmuh=A899B787456B8B226B77142E8154C7BECB44F5C7)

Question 1.1

Are you an Australian citizen?

Yes

Status: Complete

Step 2 - Personal Details
Edit (index.cfm?

event=app.showApplicationStep&stepNumber=2&CurATC=EXT&CurBID=62AFB35D%2D9273%2D4A11%2D8DCC%2D9DB401354197&JobID=DE87DF44%2D127F%2D4D20%2D96AB%2DB0CE00C4E031&historyKey=58c42775%2D2a50%2D4c9b%2D919a%2Da9cf8172c213&ApplicationID=8D336822%2D8D39%2D72A8%2DED25%2DD2497F5C7459&FormID=1A2FCDCD%2DCBE3%2D483C%2D9779%2DB0CE00C4E117&enableBGTResumeParsing=0&TaskExecID=8B6EF297%2D69BD%2D489B%2DB009%2DB0D700B8AACF&persistVariables=CurATC, CurBID, JobID, historyKey, ApplicationID, FormID, enableBGTResumeParsing, TaskExecID&lid=45855920005&rmuh=A899B787456B8B226B77142E8154C7BECB44F5C7)

Question 2.1

Title (optional):

Mr

Question 2.2

First Name: *

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| | |
|---------------|--|
| Question 2.3 | <div>Preferred Name</div> |
| Question 2.4 | <div>Last Name: *</div> <div>ZHOU</div> |
| Question 2.5 | <div>Street Address:</div> <div>8/24 Sapling St</div> |
| Question 2.6 | <div>Suburb/Town: *</div> <div>HARRISON</div> |
| Question 2.7 | <div>State/Territory: *</div> <div>ACT</div> |
| Question 2.9 | <div>Postcode: *</div> <div>2914</div> |
| Question 2.10 | <div>Contact Number:</div> <div>+61476100764</div> |
| Question 2.11 | <div>Email address: *</div> <div>zhoujun418331@gmail.com</div> |
| Question 2.12 | <div>Please advise your current email address:</div> <div>Email</div> |
| Question 2.14 | <div>How did you find out about this opportunity?</div> <div>APSJobs</div> |
| Question 2.17 | <div>Do you hold a current Australian passport?</div> <div>No</div> |

Status: Complete

Step 3 - Current Employment Details

Edit (index.cfm?event=app.showApplicationStep&stepNumber=3&CurATC=EXT&CurBID=62AFB35D%2D9273%2D4A11%2D8DCC%2D9DB401354197&Jol

| | |
|---------------|--|
| Question 3.1 | <div>Do you currently hold a position of responsibility?</div> <div>No</div> |
| Question 3.2 | <div>In what capacity have you been involved in the following?</div> <div>Private Enterprise</div> |
| Question 3.10 | <div>Current position title:</div> <div>Web Development</div> |

Status: Complete

Step 4 - Workplace Diversity

Edit (index.cfm?event=app.showApplicationStep&stepNumber=4&CurATC=EXT&CurBID=62AFB35D%2D9273%2D4A11%2D8DCC%2D9DB401354197&Jol

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| | |
|--------------|---|
| Question 4.1 | <div>Are you an Aboriginal or Torres Strait Islander?</div> <div>No</div> |
| Question 4.2 | <div>Do you have a current Australian passport?</div> <div>No</div> |
| Question 4.4 | <div>Are there any relevant referees?</div> <div>No</div> |
| Question 4.7 | <div>Are you from a country that is not a member of the Commonwealth of Independent States?</div> <div>No</div> |
| Question 4.8 | <div>Gender: *</div> <div>Male</div> |
| Question 4.9 | <div>Do you identify as a gender other than male or female? *</div> <div>No</div> |

Status: Complete

Step 5 - Referee Details

[Edit \(index.cfm?event=app.showApplicationStep&stepNumber=5&CurATC=EXT&CurBID=62AFB35D%2D9273%2D4A11%2D8DCC%2D9DB401354197&JobID=62AFB35D-9273-4A11-8DCC-9DB401354197\)](#)

| | |
|--------------|---|
| Question 5.1 | <div>Referee 1 Details</div> <div>Referee 1</div> <div>Title</div> <div>First Name</div> <div>Last Name</div> <div>Position</div> <div>Telephone (include area code)</div> <div>Email Address</div> <div>Is this your immediate supervisor?</div> |
|--------------|---|

Question 5.2

Referee 2 Detail

Referee 2

Title

First Name

Last Name

Position

Telephone (include area code)

Email Address

Is this your immediate supervisor?

Status: Complete

Step 6 - About You

Edit (index.cfm?event=app.showApplicationStep&stepNumber=6&CurATC=EXT&CurBID=62AFB35D%2D9273%2D4A11%2D8DCC%2D9DB401354197&JobID=62AFB35D-9273-4A11-8DCC-9DB401354197)

Question 6.1

Upload your resume

Resume_JUN 2023.pdf

Question 6.2

Your application

Question 6.3

Your statement

You should ensure your statement includes:

This is your opportunity to:

• the situation context

• your personal experience

• the methods you used

• any barriers you encountered

Other tips include:

• use active language

• always back up your claims

• you may wish to include a timeline

You can draft your statement in the document editor below.

Refer back to the information in the document editor below.

Please include your statement in the document editor below.

Ensure this provides evidence of your skills and experience.

With a background in the legal system, you will be able to:

Diary Management

In my role as a legal assistant, I have been responsible for:

Communication

As demonstrated by my experience in the legal system, I have:

Decision-Making

My active participation in the legal system has enabled me to:

Inclusivity, Emotional Intelligence

During my internship at the Attorney General's Office, I was able to:

Initiative, Problem Solving

In my role at the Attorney General's Office, I have been able to:

In conclusion, my experience in the legal system has enabled me to:

Question 6.4

Which APS classification best describes your current position?

APS Level 4

Question 6.5

Which location/s are you currently based in?

Canberra

Status: Complete

Step 7 - Declaration

Edit (index.cfm?event=app.showApplicationStep&stepNumber=7&CurATC=EXT&CurBID=62AFB35D%2D9273%2D4A11%2D8DCC%2D9DB401354197&Join=1)

Question 7.1

Have you taken any legal training or courses?

No

Question 7.3

Have you, ever been involved in any legal proceedings?

No

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Question 7.5

Are you currentl

No

Question 7.7

Have you ever b

No

Question 7.9

Applicants who

- The vacancy
 - The vacancy
 - The vacancy
 - The vacancy
- Do you agree to

Yes - I agree for

Question 7.10

I declare that th

Yes

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Withdraw Application

Cancel