



[Home](#) ► [Careers](#) ► [Vacancies](#) ► Employment Suitability Questionnaire (ESQ)

Employment Suitability Questionnaire (ESQ)

Please ensure that you follow the steps below when completing your ESQ, failure to complete the ESQ correctly may result in your application being removed from a recruitment process.

Step 1

Ensure that you have the most recent version of Adobe Acrobat Reader installed on your computer. You can install this free by accessing the [Adobe website](https://get.adobe.com/reader/) [<https://get.adobe.com/reader/>](https://get.adobe.com/reader/).

Step 2

Once you have downloaded Adobe Acrobat Reader. Right click on the link to the ESQ and select 'Save target as...' or 'Save link as...' or 'Download...'. **DO NOT OPEN this form in your web browser.** This will allow you to save the PDF document to your computer hard drive and will ensure that the form performs correctly. We suggest that when saving the document you give it a file name such as 'AFPESQ-yoursurname'.

Yes I have read the above instructions, show me the ESQ

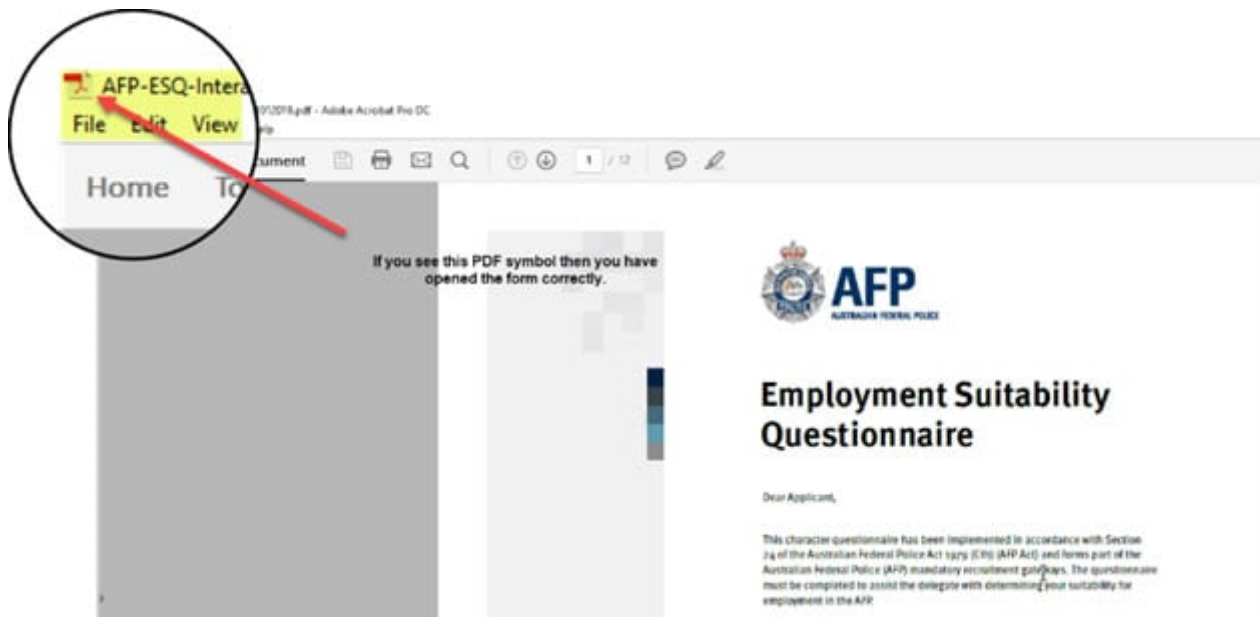
[RIGHT CLICK here for the ESQ \(PDF, 1MB\)](#) (DO NOT LEFT CLICK the link)

and select 'Save target as...' or 'Save link as...' or 'Download...'

[Having trouble accessing the ESQ PDF?](#)

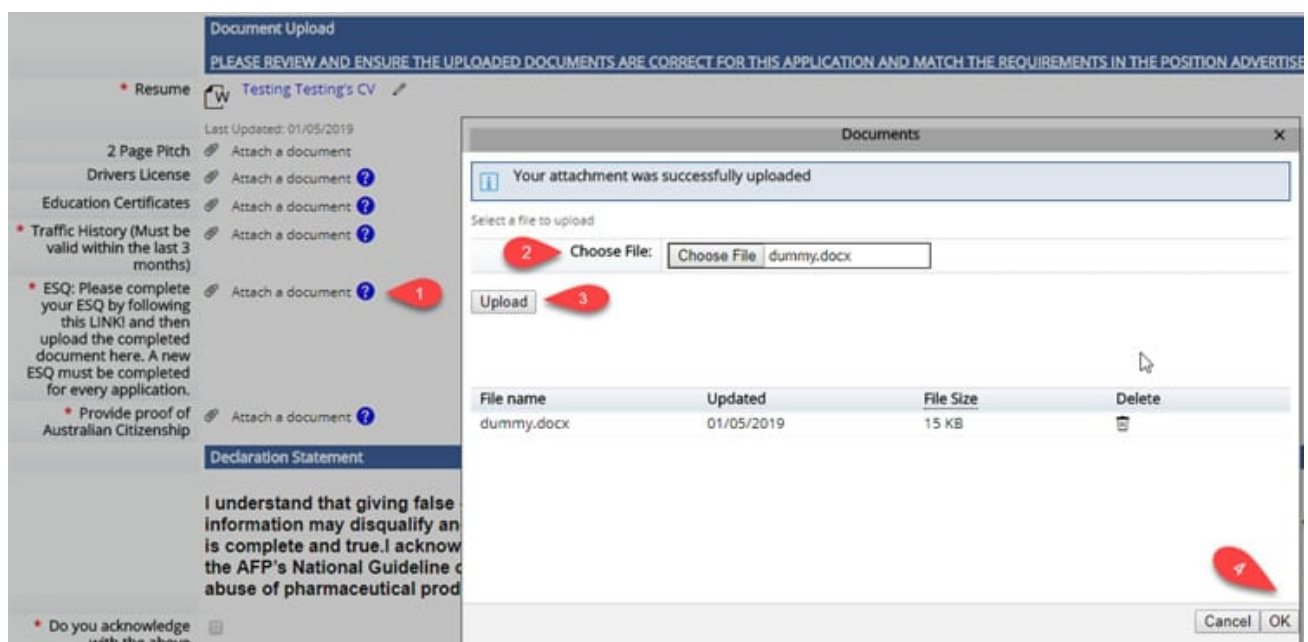
Step 3

Open Adobe Acrobat Reader. Select 'File', 'Open' and locate your saved ESQ file. If you do not see the PDF icon on your form, close the form and **repeat Step 2**. Enter and complete all questions on the ESQ as required.



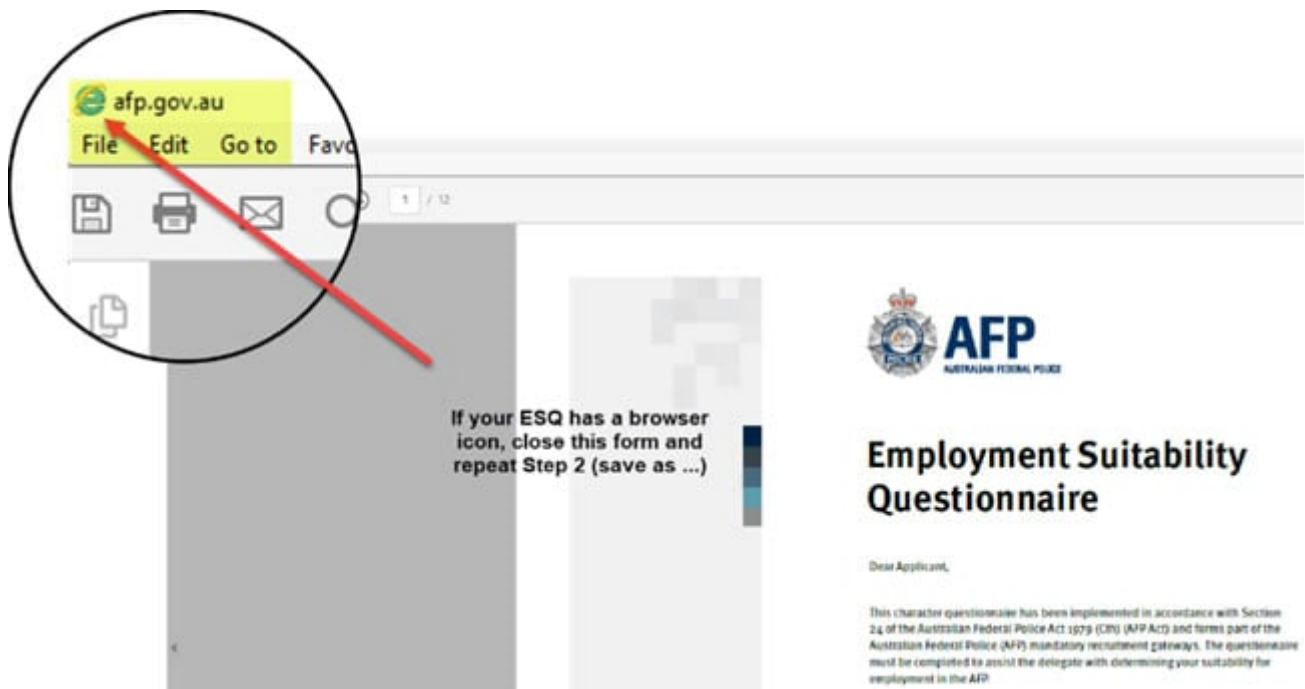
Step 4

Attach your ESQ to the application. This can be done by clicking the 'Attach a document' link next to the ESQ application question. Choose your file by clicking 'Browse...' and selecting the ESQ document you have saved on your computer and then click 'Upload'. Your ESQ document should appear in the list below. Then click 'OK'.



Troubleshooting tips

- If you open the ESQ in a web browser or in apple preview (see below example screenshot) the ESQ will not save correctly and may result in your application being removed. If you do not see a PDF icon, repeat Step 2.



- The application form will allow multiple uploads, you can remove any documents you do not want uploaded by clicking on the rubbish bin for the file under 'Delete'.
- You must review your ESQ and traffic history upload(s) before submitting your application.

ESQ FAQs

- [Read FAQs on the ESQ](#)

PDF accessibility

Having trouble accessing the ESQ PDF? Please contact us:

- Phone: 02 5127 2555 (select option 3)
- Email: mycareer@afp.gov.au