#### **Introduction**

#### These instructions will assist you to complete this form and provide all required supporting documents.

* Text can be typed directly into this form - this is the preferred method of completion.
* All submitted documents must be in English or be accompanied by a certified English translation.
* All sections and questions must be completed in full. Incomplete / incorrect applications will be returned to for completion / correction.

**Section A – Applicant’s Details**

Ensure you meet **all eligibility criteria** requirements, as outlined on the [ADF Careers website](https://www.adfcareers.gov.au/careers/joining/eligibility) then enter your personal details into this section.

**Section B – Personal Particulars**

If you are in a relationship (i.e. not married but have partner), it must be approved by the Australian Defence Force as a de-facto relationship to be eligible for travel and removal of your partner. Please discuss with the Overseas Lateral Entry team for more information.

A child cannot be included on the application if aged over 21 years at the time of the application, as they are not classed as a dependent. A child or spouse must be living with the applicant to be classified as a family. Only include those family members who intend to travel to Australia with you. Enter your current contact details, noting email address is the preferred method of correspondence.

**Section C – Current/Previous Military Service**

List your current service and position, or your most recent service and position if already separated. If you are still serving, you must provide the earliest date that you are able to separate. If you are not still serving, you must provide the date and reason you separated.

**Section D – Civilian Education and Training**

Enter your highest civilian education level achieved (e.g. Degree, Masters etc). If you have achieved other civilian qualifications or professional registrations, enter them in this section. If you are currently studying towards a degree/diploma or any other civilian qualification, enter details in this section.

**Section E – Military Education and Training**

Should you have previously provided your resume to Lateral Cell and it contains all of this information, please annotate in this section that ‘Military Education and Training details can be located on resume,’ otherwise complete as appropriate.

**Section F – Military Service Experience/Position History**

If your resume contains this information, please annotate that ‘Military Education and Training details can be located on resume,’ otherwise complete as appropriate.

**Section G – Civil/Military Offences or Admin Action**

Provide details of civil (including traffic) or service offences, or any service administrative action taken against you, e.g. Aircraft incident, unsuitability in employment, unfit for service. You are not required to divulge convictions over 10 years old (five years in the case of juvenile) unless the sentence imposed was over 24 months’ imprisonment.

**Section H – Aviation Application Only**

If applying for an aviation related role complete this section. All other applicants can skip and continue on Section I.

**Section I – Document Checklist**

You must provide all requested documents with this application form. More information on certifying documents can be found in Annex A.

**Section J – Why do you want to come to Australia**?

Answer to the best of your ability.

**Section K – Privacy Notice**

Take the time to read this section carefully and ensure you understand how your information is collected and utilised as part of the recruitment process.

**Section L - Applicants Acknowledgement of Consent**

Take the time to read this section carefully as this is **YOUR** declaration. You are also acknowledging that, if successful, you understand the requirements to become an Australian citizen.

**Additional Requirements:**

Application and supporting documentation must be saved as PDF files (photos can be JPEG). Files over 4MB may not be accepted by the Defence Email system. If multiple electronic submissions are required due to large files, please name the emails in parts, using the convention – Surname,   
Initials, Rank Part X of Y. For example:  
o *Smith, R.J Warrant Officer Part 1 of 5*

Applications and supporting documentation can be sent to:  **Navy –** [**ran.overseasrecruiting@defence.gov.au**](mailto:ran.overseasrecruiting@defence.gov.au) **Army –** [**OLE.Army@defence.gov.au**](mailto:OLE.Army@defence.gov.au) **Air Force –** [**OLE.AirForce@defence.gov.au**](mailto:OLE.AirForce@defence.gov.au)

**Do not use file storage and synchronization service links – *i.e. Google drive, iCloud etc***

**Timeframe for processing applications:**

Once you have completed and submitted your application the information will be reviewed by the Overseas Lateral Entry team. This process could take some months - you will be kept informed of your application’s progress.

**Note: Medical.** Once your application has been assessed to determine the capability requirement, the next stage will be to provide your full military medical/dental history and undergo medical assessments. Your current status and history will be reviewed by an ADF Medical Officer at this stage of the application process.

Attach passport photo here

australian defence force

**Overseas Lateral Entry Application**

**SECTION A – APPLICANT’S DETAILS**

|  |  |
| --- | --- |
| **A-1 – Application Details:** | |
| Service you are applying for:  Navy Army Air Force | Specialisation/Trade *and* Sub-Specialisation/Trade (if any) you are applying for: |
| Have you previously applied for Lateral Transfer with the Australian Defence Force?  Yes No | If Yes, what year/s and what service? |
| Have you previously been on exchange with the Australian Defence Force?  Yes No | If Yes, which service and what type of exchange program and the year/s? |

|  |  |  |
| --- | --- | --- |
| **A-2 – Personal Details:** | | |
| Service Number: | Rank/Title: | Surname/ Family Name: |
| Given Names (in full): | Preferred Name: | Date of Birth (DD-MM-YYYY): |
| Marital Status: | Gender: | Religion: |

|  |  |  |
| --- | --- | --- |
| **A-3 – Contact Details:** | | |
| Current Address: | Suburb / Town / City: | State / County: |
| Post / Zip: | Contact Phone Number (*including country code):* | Mobile Number (*including country code):* |
| Country: | Primary E-mail Address: | Alternate E-mail Address: |
| Postal Address *(if different*): | Contact Phone Number (*including country code):* | Mobile Number (*including country code):* |

|  |  |  |
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| **A-4 – Nationality / Citizenship:** | | |
| Country of birth /origin: | Current / previous citizenship (*including dual*): | Current / previous nationality (*including dual*): |
| Current / previous permanent residencies (*including dual*): | Are you a Permanent Resident of Australia? Yes No | ***Blank*** |

|  |  |
| --- | --- |
| **A-4 – PASSPORT Details of Applicant – Full Name:** | |
| Town / City of Birth: |  |
| State / Provence: |  |
| Passport Number: |  |
| Country of Passport: |  |
| Date of Passport Issue: |  |
| Date of Passport Expiry: |  |
| Place of Issue / Issuing Authority: |  |

**SECTION B – FAMILY PERSONAL PARTICULARS**

|  |  |
| --- | --- |
| **B-1 – Family Details:** | |
| Family Member –  Spouse/Partner | Name in Full: |
| Date of Birth: |
| Relationship: |
| Australian Citizen: Yes No |
| Family Member | Name in Full: |
| Date of Birth: |
| Relationship: |
| Australian Citizen: Yes No |
| Family Member | Name in Full: |
| Date of Birth: |
| Relationship: |
| Australian Citizen: Yes No |
| Family Member | Name in Full: |
| Date of Birth: |
| Relationship: |
| Australian Citizen: Yes No |
| Family Member | Name in Full: |
| Date of Birth: |
| Relationship: |
| Australian Citizen: Yes No |
| Family Member | Name in Full: |
| Date of Birth: |
| Relationship: |
| Australian Citizen: Yes No |

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| --- |
| **B-2 – Any Additional Family Information:** |
|  |

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| --- | --- |
| **B-3 – Tattoos and Body Piercings** | |
| I have read the ADF Careers website and understand my requirements in relation to tattoos in the ADF [Search - ADF Careers](https://www.adfcareers.gov.au/search?query=tattoo&page=1) Yes | |
| I need to discuss an exemption for my tattoos (*cultural or religious*) Yes No | I meet the ADF’s requirements for tattoos and body piercings. Yes No |

**SECTION C – CURRENT/PREVIOUS MILITARY SERVICE**

|  |  |
| --- | --- |
| **C-1 - Specialisation/Trade:** | |
| Indicate your current Specialisation/Corps/Trade: |  |

|  |  |
| --- | --- |
| **C-2 – Military Service:** | |
| Are you currently serving with the military? | Yes - Complete C-2 than move to C-3 |
| No - Go to C-3 |
| Branch of Service (Army/ Air Force / Navy) |  |
| Country: |  |
| Date of Appointment / Enlistment: |  |
| Current Rank: |  |
| Date of last promotion: |  |
| Earliest separation date (DD-MMM-YYYY): |  |

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| --- | --- | --- | --- |
| **C-3 – Military Details:** | | | |
| Date of Enlistment/Appointment: |  | Date of Separation: |  |
| Country: |  | Branch of Service (Army/ Air Force / Navy/ Marines) |  |
| Rank on Separation: |  | Reason for Separation: |  |

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| **C-4 – Security Clearance Details:** | | | |
| Clearance Authority: |  | Clearance Name/Level: |  |
| Country: |  | Date granted: |  |

**Section D – CIVILIAN EDUCATION AND TRAINING (Secondary/Tertiary and Other Training)**

|  |  |
| --- | --- |
| **D-1 – Civilian Education and Training History:** | |
| Highest Secondary Education/Qualification: | Year Achieved: |
| Highest Tertiary Education Qualification: | Year Achieved: |
| Other Civilian Qualification achieved: | Year Achieved: |
| Professional Registrations held: | Year Achieved: |

|  |  |  |
| --- | --- | --- |
| **D-2 – Current Civilian Education and Training:** If you are currently studying towards a degree/diploma or any other (civilian) tertiary qualification, please provide the details below: | | |
| Current Study: | Name of Institution: | Anticipated Date of Completion: |
| Current Study: | Name of Institution: | Anticipated Date of Completion: |

**SECTION E – MILITARY EDUCATION AND TRAINING**

|  |  |  |
| --- | --- | --- |
| **E-1 – Basic/Induction Training:** | | |
| **Course/Qualification** | **Duration** | **Date of Completion** |
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| **E-2 – Military Education and Training:** | | |
| **Course/Qualification** | **Duration** | **Date of Completion** |
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| **E-3 – Promotional/Seniority Training:** | | |
| **Course/Qualification** | **Duration** | **Date of Completion** |
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Attach additional details on separate sheet/s if there is insufficient space – prefix with the Section to which it refers.

**SECTION F – MILITARY SERVICE EXPERIENCE/POSITION HISTORY**

|  |  |  |  |
| --- | --- | --- | --- |
| **F-1 – Positions Held:** | | | |
| **Dates** | **Position** | **Rank** | **Description of duties (use *key words*)** |
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**SECTION G –CIVIL/MILITARY OFFENCES OR ADMINISTRATIVE ACTION**

**Do you have any civil or military convictions?**

Yes – complete Section G-1

No – go to Section G-2

|  |  |  |
| --- | --- | --- |
| **G-1 – Details of past convictions or administrative action:** | | |
| **Date of Offence** | **Brief description of Offence / Incident** | **Your Age** |
|  |  |  |
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| --- | --- |
| **G-2 – Bankruptcy:** | |
| Have you ever been declared bankrupt? | Yes |
| No |
| Date of declaration: |  |
| Country of declaration: |  |

**Note:** As part of the selection process and particularly during the subsequent visa approval process by the Australian Government a comprehensive history check is undertaken. During this process you will required to obtain a National Police Criminal Record / History Check and submit the resulting Certificate. Attach additional details on separate sheet/s if there is insufficient space – prefix with the Section to which it refers.

**SECTION H – AVIATION APPLICANTS ONLY**

If you are not applying for an aviation role go to Section I.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **H-1 – Flying Summary – Pilot and Mission Aircrew** | | | | | |
| **Aircraft Type** | **Date Last Flown** | **Total Hours** | **Command Hours** | **Instructor Hours** | **Proficiency Category** |
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| **H-2 – Controller Experience – Air Battle Manager (ABM)**  **Ground Environment** | |
| Date of your most recent live mission: |  |
| Total hours of ABM experience:  Total controller hours:  Total supervisor hours: |  |
|  |
|  |
| Total simulator hours: |  |
| Current proficiency category as an ABM: |  |
| Aircraft types controlled (include maximum numbers controlled unsupervised at one time): |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Air Environment** | | | | | |
| **Aircraft Type** | **Date Last Flown** | **Total Hours** | **Command Hours** | **Instructor Hours** | **Proficiency Category** |
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| **H-3 – Controller Experience – Air Traffic Control (ATC)** | | |
| **ATC Endorsements** | **First Gained** | **Last Held** |
| Tower |  |  |
| Approach |  |  |
| Supervisor |  |  |
| Training Officer |  |  |
| Standardisation/Authorisation Officer |  |  |
| Instructional Position at ATC School |  |  |

**SECTION I – DOCUMENT CHECKLIST**

|  |  |
| --- | --- |
| **I-1 – Checklist of Supporting Documentation - These must be submitted along with this application form** | |
|  | Certified true copy of Full Birth Certificate of applicant (with parents details) |
|  | Certified true copy of Birth Certificates for all dependents included on application form |
|  | Certified true copy of your current personal Passport |
|  | Residential address of dependents aged over 18 on your application |
|  | Certified true copy of certificates for all Tertiary Academic Qualifications held |
|  | Certified true copy of last three annual performance reports **or** two written references from your previous military service supervisors |
|  | Certified true copy of Marriage Certificate (if applicable) |
|  | Individual photograph – passport size (max size 50kb) |
|  | Certified true copy of resignation certificate (if already submitted) |
|  | Certified true copy of Personnel profile report / Military Service Record |
|  | Certified true copy of Engineers Australia Certification (as applicable) |
|  | Certified true copy of logbooks (as applicable) |
|  | To determine English competency, provide certified evidence of one of the following:   * That you are a citizen of and hold a valid passport issued by the United Kingdom, the United States of America, Canada, New Zealand or the Republic of Ireland. British National (Overseas) passports are not acceptable as evidence of competent English. * You have obtained an approved English language test result and are able to demonstrate proficiency in the English language (speaking, reading, writing and listening). The list of accepted tests can be found on the [Department of Home Affairs - Competent English](https://immi.homeaffairs.gov.au/help-support/meeting-our-requirements/english-language/competent-english) website.   Please note: Test cannot have been undertaken more than 2 years before the date of application. |
|  | Certified true copy of Military Course Reports, Military Qualifications and Certifications |

**Note:** All specified documentation **MUST** be certified and if required a certified English translation is to be included.

**SECTION J – WHY DO YOU WANT TO COME TO AUSTRALIA?**

This question is to be answered to the best of your ability. There is no set guidance.

|  |
| --- |
| **J-1 – Motivation:** *Please explain your motivation to join the Australian Defence Force and what would your goals be for the first five years of your service?* |
|  |

**SECTION K – PRIVACY NOTICE**

|  |
| --- |
| **K-1 –** Privacy Notice. *Take the time to read this section carefully and ensure you understand how your information is collected and utilized as part of the recruitment process.* |

The information supplied in this application is collected by Defence, for the purpose of assessing your eligibility and suitability for service within the Australian Defence Force (ADF), including the undertaking of medical (including psychological) assessments, and for related purposes including research directed at improving the recruitment process.

Personal information about you may be used by Defence and disclosed to the Australian Federal Police and other agencies or persons for the purpose of obtaining information related to the ADF recruitment process. Defence may disclose information about you to an overseas agency or person where necessary to obtain information related to the ADF recruitment process including verifying information you have provided.

Your personal information may also be disclosed to Commonwealth Departments, agencies, authorities or Ministers for use in connection with assessment or management of, or research concerning, the ADF recruitment processes.

The information supplied in this application may be used in medical (including psychological) assessments as part of the assessment of your eligibility and suitability for service with the Australian Defence Force.

If you do not provide the information required by this application form, Defence will not be able to process your application for entry to the ADF.

If you are enlisted or appointed, your completed application will be retained by the Department of Defence as part of your personal record and may be used for the purpose of making career and personnel management decisions, discipline and used in the security assessment process. If your application is not successful, the information will be retained in accordance with the Archives Act 1983.

For further information about the way Defence collects, stores, uses and discloses personal information, see the Defence Privacy Policy available at [www.defence.gov.au/Privacy.asp](http://www.defence.gov.au/Privacy.asp).

The Defence Privacy Policy contains information about how you can request access to, or correction of, your personal information and describes how you may make a complaint if you believe Defence may have breached your privacy.

Enquiries regarding the Defence Privacy Policy or Defence’s privacy practices should be directed to the Defence Privacy Office at [defence.privacy@defence.gov.au](mailto:defence.privacy@defence.gov.au).

**SECTION L – APPLICANTS ACKNOWLEDGEMENT OF CONSENT**

I declare that to the best of my knowledge all of the information supplied within this application, and any attachments included, is true and correct and that I have not withheld information likely to prejudice my application for entry into the Australian Defence Force.

I consent to the Australian Defence Force requesting information in my name that is relevant to my application for entry into the organisation, and to the release of such information. Without limiting in any way the type of information to be released, I understand that it could include military, psychological, medical and police records both overseas and in Australia.

I acknowledge that if I am successful in the application process my background and personal circumstances will be thoroughly investigated before being issued a Visa by the Australian Government. I also acknowledge that I will be required to apply for Australian citizenship as part of joining the Australian Defence Force, if my application for citizenship is not approved or if I do not accept the offer of citizenship, my service in the Australian Defence Force may be terminated and my Visa withdrawn.

|  |  |
| --- | --- |
| Signature:  Digital signature or Print - Sign - Rescan this page as PDF | Date (DD-MMM-YYYY): |

## **Additional Information (prefix with the Section number it refers to):**

End of application.

# **GUIDE TO CERTIFYING YOUR DOCUMENTS**

1. The following is a guide to help you prepare your certified documents correctly. Certified documents are copies of important documents which need to be certified as true copies of the originals by a person authorised to do so. We require all Civilian, Military certificates, annual reports and course reports to be “Certified true copies” in order for them to be used in your trade assessment / skills mapping.
2. A certified copy is a copy (often a photocopy) of a primary document that has on it an endorsement or certificate that it is a true copy of the primary document.
3. **Who can certify a copy?** In most cases, your documents can and should be certified by a Senior Non-Commissioned Officer or Officer of your current service. If you are unable to find a suitable service member, then the following persons within your current nation are suitable alternatives: An agent of the National Post Office; A member of the Government or Public Service with five years’ experience; A bank officer with five years’ experience; An Engineer who is registered on the relevant national register; A Judge or Magistrate; A registered Minister of Religion; A Police Officer; A teacher with five years’ experience. If you have further difficulties, then contact the OLRS cell.
4. **How do I obtain a certified copy?** The steps to certifying your documents is below:

* Collate the complete package of documents required to be certified.
* Make an exact and legible copy of original documents (colour or black and white are acceptable).
* Number each of the copied documents in batches in the lower right corner (for example 1 of 3 pages, 3 of 3 pages, 3 of 3 pages). Ensure all pages are included (including blank pages of the original document).
* Complete Section 1 of the cover page attached to this guide. An example is included in serial 1 and at the end of this guide.
* Present the cover page, package of original documents and the copied documents to the individual certifying your documents – the certifier.
* The Certifier will confirm that the copied pages are exact copies of the originals and that no pages have been altered or omitted.
* The Certifier will complete Section 2 of the cover page and sign accordingly.
* You will then need to scan the completed cover page, and numbered, copied pages for distribution.
* Ensure that scanned pages are legible and saved into batches of no larger than 5MB to be emailed.

1. **Conclusion.** The compilation of the evidence in support of your application will directly contribute to the efficient and effective processing and assessment of your OLRS application. These instructions have been developed as a result of difficulties in the variety of submissions that we have received. If your submission does not meet these requirements, you should anticipate that your application may be closed as your appointment/enlistment may not be in the best interests of the Australian Defence Force.

# 

# **COVERPAGE OF OVERSEAS LATERAL RECRUITMENT SCHEME CERTIFIED DOCUMENTS**

**Section 1 – Candidate to complete**

1. The documents listed below are compiled as a complete and full record of my submission in support of my OLRS application. No records have been altered or omitted.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Serial | Title of document | Total pages | Sequence within package  (eg pages 1 to 5) | Comments |
| 1 | *EXAMPLE – Competencies: Competency Profile* | *2* | *1 to 2* |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
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The total number of pages within my submitted package: Additional pages are tabled on the next page.

**Section 2 – Certifier to complete**

I certify that the package of documents listed above and included in the members submission is a true and accurate copy of the documents presented to me on \_\_\_\_\_\_ (insert date)

**SIGNATURE:   
NAME:  
APPOINTMENT/POSITION:**

The serials below are in addition to those listed on the cover page.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Serial | Title of document | Total pages | Sequence within package  (eg pages 1 to 5) | Comments |
| 16 |  |  |  |  |
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# **Section 2 – Certifier to complete**

I certify that the package of documents listed above and included in the members submission is a true and accurate copy of the documents presented to me on (insert date)

**SIGNATURE:   
NAME:**

**APPOINTMENT/POSITION**

Example of Document



