

## HOW TO APPLY

Scan the QR code to be taken to the application page.



You will need to upload a current CV (two-page maximum) and the details of two referees, along with the applicant response 200-300 words outlining your career aspirations and why you want to participate in the Home Affairs GAP Year Program.

All applicants will be invited to participate in a short online cognitive and emotional intelligence test. Successful applicants will then be invited to a virtual one-way interview where you will have the opportunity to talk about your interests, skills and experiences working in a team.

**Applications close**  
**Sunday 8 September 2024**  
**at 11:59pm (midnight) AEST.**

For more information or any enquiries, please contact [entry.programs@homeaffairs.gov.au](mailto:entry.programs@homeaffairs.gov.au)



Australian Government  
Department of Home Affairs

*Uncover your  
path with a  
Home Affairs  
GAP Year*

*Are you in  
Year 12 and  
not sure what  
you want to  
do next?*

Spend an exciting 12 months, where you'll not only get paid to carry out meaningful and important work that improves the lives of all Australians but also gain life-changing skills.

## THE OPPORTUNITY

- 1 Are you about to finish year 12 and wondering what to do next?**
- 2 Are you considering a gap year to earn some extra cash?**
- 3 Are you looking for an interesting and well-paid job?**

If you answered 'yes' to the above questions then you should consider a Gap Year with the Department of Home Affairs.

## WHO WE ARE

The Department of Home Affairs offers challenging and diverse employment in roles impacting many parts of Australian life – emergency management, trade and travel, national security, immigration, settlement services, citizenship and border security.

Be part of something bigger: contribute to building a secure, prosperous, open and united Australia.

## WHAT YOU WILL DO

Positions will be offered in dynamic teams to support the processing and administration of fast paced and essential business areas within the Department.

Duties may include undertaking basic administrative support tasks, requesting and retrieving information from external stakeholders and clients, and responding to written and telephone customer enquiries, among other things. These entry level roles do not require any prior experience. All training and coaching will be provided.

## WHAT WE OFFER

Successful applicants will be offered a 12-month temporary employment contract at the Australian Public Service (APS) 2 classification. Salary at commencement will be \$56,744 per annum plus 15.4% superannuation contribution.

We will provide comprehensive on the job training, mentoring and further development opportunities through the 12 months.

Positions will be located at various national offices across Australia.

Further information on working in the Department can be found here.

## WHO YOU ARE

Applications are open to current year 12 students who will be graduating in 2024. No past work experience is required.

Applicants must be an Australian citizen and prepared to undertake and pass an Australian Government security clearance process.

Visit for more information about the security clearance process [homeaffairs.gov.au/about-us/careers/vacancies/employment-suitability-clearance](https://homeaffairs.gov.au/about-us/careers/vacancies/employment-suitability-clearance)