

YOUR RECRUITMENT JOURNEY TO JOINING THE AUSTRALIAN DEFENCE FORCE ACADEMY (ADFA)

Welcome to ADF Careers! This guide gives you a quick overview of the recruitment process for ADFA. Some roles may require additional steps, and our team is here to support you at every stage of your journey.

Important to know

- At ADFA, you will study a [UNSW Canberra](#) degree alongside your military and leadership training.
- We encourage you to start your application as early as possible. For high-school students, we suggest applying in Year 10 or 11, but you can still apply in Year 12. Mature-age applicants are also welcome to apply.
- ADFA has one intake each year, and you will need to complete your OSB (Step 3) in the year before you are appointed to Defence, otherwise you will miss out on securing your ADFA position.

YOUR RECRUITMENT JOURNEY STARTS HERE



PROVIDE REQUIRED DOCUMENTS AND FORMS

Submit all requested documents as soon as possible to give yourself the best chance of securing your preferred ADF role (see page 4).

1

FIND THE RIGHT JOB ROLES FOR YOU



Complete your [Job Opportunities Assessment](#) and meet with us for a [Career Coaching Session](#).

2

COMPLETE YOUR ASSESSMENT SESSIONS



Attend [your assessments](#), including your Psychology Interview, Defence Interview, medical assessment and others if required.

3

ATTEND YOUR OFFICER SELECTION BOARD



Attend your [Officer Selection Board](#) and additional aviation assessment (if relevant).

4

PASS THE PRE-ENTRY FITNESS ASSESSMENT



Complete and pass the requirements for the [Pre-Entry Fitness Assessment \(PFA\)](#).

5

APPLY FOR YOUR UNIVERSITY DEGREE



Select your degree at UNSW Canberra and submit your [University Application](#) through [UAC](#).

6

FINALISE YOUR PLACE AT ADFA



Accept your ADFA and UNSW enrollment offer and attend your [Appointment ceremony](#).



For more details about the ADF Careers Recruitment Journey, see [Important Information for all Candidates](#) or visit adfcareers.gov.au.



Call us on **13 19 01** if you have any questions or need support.

1 Find the right job roles for you

Our **Candidate Experience Team** will support you through the initial steps of your application, so you can:

- Complete your Job Opportunities Assessment (JOA) (sent to your email) within **14 days** to determine which job role you are best suited for.
- Access your Candidate Hub to complete and upload required documents (refer to page 3).

Your **Military Recruiter** will then connect with you to organise a Career Coaching Session.

- Attend your Career Coaching Session to discuss your JOA results, confirm your job role preferences, and review your eligibility for these roles.
- Confirm your job preferences so we can progress your application. *Please note that some roles depend on availability and may not always be open for recruitment.*



TIP

Make sure to check your **Spam or Junk Inbox** for important emails from us!

2 Complete your assessment sessions

A **Recruitment Consultant**, will be your new point of contact. You will be scheduled into the assessments listed below, along with any additional assessments required for your chosen role.

- Psychology Interview** – Our Psychologist will assess your ability to undertake ADF training and ensure you are mentally prepared for Service.
- Defence Interview** – An ADF member will get to know you, assess your suitability, and make recommendations for the role and Service you are applying for.
- Entry Level Medical Examination (ELME)** - This is a two-part assessment conducted by a nurse and a doctor. It determines whether you meet the medical requirements to serve in the ADF.

When you have successfully completed all required assessments, you will be assigned to an **Enlistment Coordinator**, who will guide through the final steps of your recruitment journey.



TIP

Assessment sessions may take place over multiple days, and appointment availability can vary. **Last minute rescheduling may lead to delays in your application.**

3 Attend your Officer Selection Board (OSB)

Your **Enlistment Coordinator** will arrange your invitation to the Officer Selection Board (OSB). The OSB is where a panel of Defence officers will assess your leadership potential, motivation, and suitability for your chosen Service through a series of group activities and problem-solving tasks.

- Accept and attend your OSB as scheduled
- Optional mentoring is available if you'd like support preparing for your OSB.

*If you are applying for a Pilot or aviation role, you must also complete the Aviation Screening Program at RAAF Base East Sale, Victoria before your OSB.



TIP

The **best chance of standing out** in the OSB is to understand what you are applying for and to be your true self on the day.

4

Pass the Pre-Entry Fitness Assessment (PFA) *Not applicable for most navy roles

The PFA is an important step to verify you meet the fitness requirements for your preferred role. You'll need to pass your PFA before enlistment - **your successful PFA results are valid for 12 weeks.**

- Once you are medically cleared in Step 2, we will organise your PFA at one of our approved locations.
- All candidates** should review the [fitness requirements](#) for your preferred service.

For additional fitness training, ask us about our **free Strength and Conditioning** sessions run by our qualified coaches. You can also download the free [ADF Ready App](#).

5

Apply for your university degree

Now is the time to select a degree that aligns with your career goals and the ADF role you are applying for.

- Explore degree options at [UNSW Canberra](#) and speak with your **Enlistment Coordinator** to confirm the academic requirements for your role.
- Once you have selected a degree, apply through [UAC](#). **Applications open in August and close September for study starting the following year.**
- Be prepared by knowing the degree you plan to study, your ATAR goal, and any prerequisite subjects required for both your chosen course and preferred ADF role.

ADFA OPEN DAY!

Every August we hold our annual ADFA open day in Canberra. Join us for a firsthand look at life on campus through guided tours with current ADFA students. **Submit an [expression of interest to stay up to date](#).**

6

Finalise your place at ADFA

You are now at the final stages. Your **Enlistment Coordinator** will send you an Enlistment Pack which will include:

- Your ADFA Letter of Offer and the details of your Appointment ceremony.
- AGSVA security clearance instructions – **to be completed ASAP.**
- Joining Instructions and packing list for your Military Training.
- Accept your UNSW offer and your ADFA Letter of Offer to confirm your place and get ready for your Appointment ceremony.

After your ceremony, ADF Careers will provide transport to your training location as an official member of the ADF. **Congratulations, your career with the ADF now begins!**

Prepare and upload your documents

You will need to provide the documents listed below so we can confirm your eligibility and keep your application moving.

Collecting and uploading your application forms and eligibility documents now will help you be ready when they are needed.



WHAT TO DO

You can upload JPEG or PDF files to your [Candidate Hub](#). The Hub will guide you through the process with instructions or call **13 19 01** if you need assistance.

Application forms

Complete your **Supplementary Application Form (SAF)** and **Medical History Questionnaire (MHQ)** in the Candidate Hub.

Eligibility documents

**If you are under 18, you must provide at least 3 identity documents from your parent/legal guardian.*

- One Primary ID** - Driver's license, Learners Permit, Proof of Age Card, or School Card.
- One Secondary ID** - Medicare Card, Health Insurance Card, Centrelink Card, Student ID or Bank Card.
- Education** - Semester 1 and 2 results for years 10, 11 and 12 and ATAR Certificate if available. *If you are currently studying, you may upload your results as they become available.* Include TAFE/ vocational transcripts, university transcripts, trade qualifications, or evidence of overseas education if relevant.
- Resume and two references** from either professional or character references (i.e. teachers). If your referees prefer to use the ADF Careers reference template, please let us know and we will send it to you.

One Australian Citizenship Document

- If born in Australia** - Australian Passport, Australian Citizenship Certificate, or Australian Birth Certificate
 - If born after 20 August 1986 - also provide at least parents/ legal guardian's Birth Certificate
 - If your parent was born after 20 August 1986 -also provide at least one grandparent's Birth Certificate.
- If born overseas** - Citizenship Certificate, Australian Permanent Resident/VISA status, Visa Entitlement Verification Online (VEVO), or International Movement Record.

Travel history

- Start collecting records of your international travel over the past 10 years (countries and dates visited). You'll need this information for future form requests. You can request a copy of your travel records through the [Department of Home Affairs](#).

Future form requests (our team will let you know when these are needed)

- [Checkable Background Pre-Screening](#) (CBPS) -Part A
- [Criminal History Check](#) (Do not send to the Police, upload to your Candidate Hub).

Upload your documents in 3 easy steps

1

Login to your [Candidate Hub](#) and select Form submissions or Document uploads.

2

Choose the correct category that best matches your file. E.g. if uploading Birth Certificate, select 'Citizenship' category.

3

Upload your file to the correct folder or select 'other' if you can't find a match. You can easily drag in or upload a JPEG, PNG, or PDF file.