

YOUR RECRUITMENT JOURNEY TO JOINING THE AUSTRALIAN DEFENCE FORCE

Welcome to ADF Careers! We are excited to support you as you begin your journey with us. This flyer provides you with a quick overview of our recruitment process and tips to help progress your application as quickly as possible. Our recruitment process can take several months however our friendly team is here to support you. **Please note extra steps may be involved depending on your chosen role and its requirements.*

YOUR RECRUITMENT JOURNEY
STARTS HERE

**DETERMINE WHICH
JOB ROLE YOU ARE
BEST SUITED FOR**

1

Complete your **Job Opportunities Assessment** and meet with us for a **Career Coaching Session**.

Attend the following **assessments**:

- Psychology Interview
- Defence Interview
- Entry Level Medical Examination (ELME)

2

**COMPLETE YOUR
ASSESSMENT
SESSIONS**

**BECOME FITNESS
READY**

3

Complete and pass the requirements for your **Pre-Entry Fitness Assessment (PFA)**.

Accept your **Letter of Offer** and attend your **Enlistment** or **Appointment date**.

4

**PREPARE FOR
ENLISTMENT**

**SUBMIT ALL
REQUIRED
DOCUMENTS AND
FORMS**



Submit all documents and complete forms as soon as possible (Refer to page 3).

➤ 1. JOB OPPORTUNITIES ASSESSMENT AND CAREER COACHING

Our friendly **Candidate Experience Team** will support you with the initial steps of your application to:

- ☐ Complete your Job Opportunities Assessment (JOA) within 14 days to determine which job roles you are best suited for. Look out for the link in your emails.
- ☐ Access the Candidate Hub to complete your Supplementary Application Form (SAF), Medical History Questionnaire (MHQ) and upload your Eligibility Documents (Refer to page 3).

Once complete, your **Military Recruiter** will connect with you to organise a Career Coaching Session.

- ☐ Attend the Career Coaching Session to discuss your JOA outcome, job role preferences, and your eligibility for these roles. *Please note that some roles are subject to availability and may not be open to applications.*
- ☐ Complete further testing if required (your Military Recruiter will notify you if needed).

Once the above is complete, you are assigned a **Recruitment Consultant** who will be your new point of contact.



TIP

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

➤ 2. ASSESSMENT SESSIONS

Your **Recruitment Consultant** with the help of our **Assessment Booking Team** will book you into the following assessments (you may need to complete additional assessments depending on your role):

- ☐ Psychology Interview
Our Psychologists will interview you to assess your ability to complete training, and to ensure you are mentally prepared to serve in the ADF.
- ☐ Defence Interview
You will be interviewed by a member of the ADF where they will get to know you and make recommendations to your suitability for the role and Service you are applying for.
- ☐ Entry Level Medical Examination (ELME)
This is a two-part assessment with a Nurse and a Doctor to determine if you meet the medical requirements to serve in the ADF.

**Carefully read the instructions attached in the booking confirmation email so you are well prepared for your appointments.*

As you get closer to your enlistment date, you will be assigned an **Enlistment Coordinator** for you to complete final last steps.



TIP

Assessment sessions can take place over **multiple days** and appointment availability can vary. Make sure you are happy with your appointment times as **rescheduling may cause delays**.

➤ 3. 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 chosen role. You must be PFA ready by your enlistment date – your successful PFA results are valid for 12 weeks.

- ☐ Once you are medically cleared in Step 2, we will book you in to complete a PFA assessment at one of our select locations.
- ☐ You can review the specific fitness requirements for your preferred service here: [Fitness Requirements](#).

For additional fitness training, speak to your **Enlistment Coordinator** or **Recruitment Consultant** about our free Strength and Conditioning sessions run by our qualified coaches. You can also download the free [ADF Ready App](#).

4. GETTING YOU ENLISTMENT READY

- ☐ Your **Enlistment Coordinator** will send you an Enlistment Pack which will include:
 - ☐ Your Letter of Offer and the details of your enlistment ceremony (General Entry and Trade roles) or your appointment ceremony (Officer roles).
 - ☐ AGSVA Security Clearance Instructions – to be completed ASAP.
 - ☐ Joining Instructions and preparation for your Military Training.
 - ☐ Officer Entry and Select General Entry roles may be asked to complete Selection Board requirements. Your Enlistment Coordinator will notify you if this is required.
- ☐ Accept your Letter of Offer and attend your ceremony with family and friends.

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.

MY ELIGIBILITY DOCUMENTS

Ensure you upload your eligibility documents to the Candidate Hub before your Career Coaching Session for Step 1. Throughout the recruitment process you will also be asked to complete specific forms and documents.

Upload the following documents to the Candidate Hub. *Ensure you always bring photo identification to all appointments.

- ☐ 1 form of Primary Identification (*Drivers Licence or Learners Permit, Proof of Age Card, or School Card*).
- ☐ 1 form of Secondary Identification (*Medicare, Health Insurance, Centrelink Card, Student ID, Bank Card*).
- ☐ Proof of Australian Citizenship (*see information below*).
- ☐ Evidence of Education – (*Provide a transcript/report of your results for the highest year level you completed at school – Minimum Year 10 Certificate*).
- ☐ Resume (for Officer Entry or Trades roles only) including two referees.

PROOF OF AUSTRALIAN CITIZENSHIP

If Born in Australia

- ☐ If born before 1986, Aus Birth Certificate
- ☐ If born after 1986, Parents or Legal Guardian Birth Certificate and the above
- ☐ If parent was born of after 1986, Grandparents or Legal Guardian's Grandparent Birth Certificate and all the above

If Born overseas

- ☐ Australian Citizenship Certificate
- Or
- ☐ Australian Permanent Resident/VISA status
- ☐ Visa Entitlement Verification Online (VEVO)
- ☐ International Movement Record



TIP

Please begin collecting your eligibility documents now to avoid delaying your application.

You can upload the documents digitally, provide hard copies in person or send copies via the post.

For more information read [Important Information for All Candidates](#) or visit our [website](#).

Post Documents to Locked Bag 12000, A'Beckett Street, Melbourne, Victoria 8006.