

Forms and requirements checklist

Here is complete list of various forms and requirements that are referenced throughout this Application Guide. Items marked with a * can be downloaded from the CFA website.

Item	What you need to do	When to provide this	✓
*Privacy Statement	Tick the box to indicate your agreement.	With your online application	
Resume (electronic file)	Create this as a Word document or PDF file and upload it	With your online application	
Drivers licence	Scan your licence into a document for uploading.	With your online application	
	Show your licence when attending assessments to validate your identity.	At testing sessions	
Evidence of your right to work in Australia.	Scan the visa label in your passport or letter provided to you from the Department of Immigration	With our online application	
Referee contact details	Provide contact details for at least two referees who worked with you in a supervisory role. Contact your referees to confirm their consent.	With your online application. CFA will only contact your referees if you make it to the final shortlist.	
CFA Member ID number	Have this ready to provide (current CFA members only)	With your online application	
National Police Check	Ensure you have the 100 points of ID necessary to complete this. Complete the form given to you by CFA and have it certified.	During the recruitment process – CFA to advise.	
*Voluntary Disclosure form	Use this form to notify CFA of anything that may come up in your police check.	After submitting your online application.	
*Medical Clearance to Participate form	Arrange an appointment with your GP to complete this as soon as you receive an invitation to attend the beep test.	At the beep test - ensure you bring the completed and signed form with you on the day	
*Candidate Declaration form	Complete and sign this form to confirm your agreement with the conditions and requirements of the recruitment process.	At the Beep Test	
Heavy Rigid Truck Licence	Obtain this licence ahead of the recruit course. Costs to \$1,200 are reimbursed.	Prior to the commencement of the recruit course (only for successful applicants who have received a verbal offer)	