MBA CV Template

# 1. Personal details

Applicant Name: Click or tap here to enter text.

Contact number: Click or tap here to enter text.

Email: Click or tap here to enter text.

Are you a current APS Employee? Yes **☐** No **☐**If yes:

* Current APS classification level: Click or tap here to enter text.
* Current APS appointment type: Ongoing  **☐** Fixed term **☐**

Do you identify as Aboriginal or Torres Strait Islander? Yes **☐** No **☐**

# 2. Motivation to pursue the MBA

(100 words or less)

Click or tap here to enter text.

# 3. Employment history

Please detail your professional employment, including information about your managerial experience.

* *Add further employment history as necessary in new rows, listing new roles or promotion within an organisation separately.*
* *Indicate the APS level where appropriate.*

|  |  |
| --- | --- |
| MM/YY – MM/YY | **Position title**  Organisation  Professional, managerial and/or other relevant duties: |
|  |  |

# 4. Education background

Please list your tertiary education or GMAT/GRE score in the following format, with each qualification in a separate row.

***Note:*** *upload evidence of study with this CV in the ANU application portal.*

|  |  |
| --- | --- |
| MM/YY – MM/YY | Degree:  Weighted Average Mark/GMAT/GRE score:  Institution: |
|  |  |

# 5. Other supporting information

Please provide any other supporting Information that you wish to be considered as part of the admissions process

***Note:*** *Any other supporting documents should be referenced below and uploaded with this CV to the ANU application portal.*

Click or tap here to enter text.

# 6. Sponsorship information

**All applicants complete Part A of this section.**

**Complete Part B if required by Part A.**

**Part A:** Select the source of your funding from the following options:

|  |  |  |
| --- | --- | --- |
| ***Type:*** | **Options** | |
| *Employer:* | APS Department or agency | Yes **☐** No ☐ Complete Part B |
| Australian National University | Yes **☐** No ☐ Complete Part B |
| Other | Yes ☐ No ☐ Complete Part B |
| *Scholarship:* | Sir Roland Wilson Foundation Pat Turner scholarship | Yes **☐** No **☐** |
| ANU College of Business and Economics Postgraduate scholarship for Aboriginal and Torres Strait Islanders | Yes ☐ No ☐ |
| ANU Professional Staff Scholarship Scheme | Yes **☐** No **☐** |

**Part B:** Enter details of the external funding source:

*If you are filling out this section, ensure that you also upload a Notification of External Sponsorship (NOES) form with your application.*

|  |  |
| --- | --- |
| ***Sponsoring organisation:*** | Click or tap here to enter text. |
| ***Contact name:*** | Click or tap here to enter text. |
| ***Position title:*** | Click or tap here to enter text. |
| ***Contact number:*** | Click or tap here to enter text. |
| ***Email:*** | Click or tap here to enter text. |

# 7. Referees

Please provide information of two professional referees. Direct supervisors are preferred.

|  |  |
| --- | --- |
| **REFEREE 1** | |
| *Name* | Click or tap here to enter text. |
| *Position title* | Click or tap here to enter text. |
| *Organisation* | Click or tap here to enter text. |
| *Relationship to you* | Click or tap here to enter text. |
| *Contact number* | Click or tap here to enter text. |
| *Email* | Click or tap here to enter text. |
| **REFEREE 2** | |
| *Name* | Click or tap here to enter text. |
| *Position title* | Click or tap here to enter text. |
| *Organisation* | Click or tap here to enter text. |
| *Relationship to you* | Click or tap here to enter text. |
| *Contact number* | Click or tap here to enter text. |
| *Email* | Click or tap here to enter text. |

Additional Information for applicants

1. **Program outline** - <https://programsandcourses.anu.edu.au/program/mbusa>
2. **Definition** - **Professional work experience**

Full-time paid employment in professional work following completion of undergraduate studies or equivalent. ‘Professional work’ means work requiring tertiary qualifications or equivalent training and/or experience. This may include self-employment in the candidate’s own business, providing documentary evidence of the business is supplied, such as an annual report or tax statement.

‘Professional work’ does not include unpaid internships or placements done as an integral part of final-stage studies, voluntary work, casual work in hospitality, retail, tourism, cab-driving or other non-professional work. Part-time work may be considered on a pro-rata basis. For example, 10 years working at 50% standard full-time hours would be considered as 5 years’ experience.

1. **Definition** - **Managerial experience** (Source: [ANZSCO - Australian and New Zealand Standard Classification of Occupations](https://www.abs.gov.au/statistics/classifications/anzsco-australian-and-new-zealand-standard-classification-occupations/2022/browse-classification/1))

Includes tasks such as:

* + setting the overall direction and objectives of organisations and departments within organisations
  + formulating, administering and reviewing policy and legislation to ensure organisational and departmental objectives are met
  + directing and coordinating the allocation of assets and resources
  + directing, controlling and coordinating the activities of organisations and departments, either personally or through senior subordinate staff
  + monitoring and evaluating overall organisational and departmental performance, and adjusting policies, rules and regulations to ensure objectives are met
  + representing the organisation at official occasions, in negotiations, at conventions, seminars, public hearings and forums, and liaising between areas of responsibility

Please refer to [Australian and New Zealand Standard Classification of Occupations](https://www.abs.gov.au/anzsco) for further information about Skill Level 1 roles in fields related to your nominated program of study.