

YOUR RECRUITMENT JOURNEY TO JOINING THE AUSTRALIAN DEFENCE FORCE (ADF)

Welcome to ADF Careers! This guide provides a quick overview of the recruitment process after you've submitted your application. Some roles may include additional steps, and the process can take several months, but our team is here to support you at every stage of your journey.

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 3).

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

PASS THE PRE-ENTRY FITNESS ASSESMENT



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

4

FINALISE YOUR ENLISTMENT TO THE ADF



Accept your Letter of Offer attend your **Enlistment** or **Appointment ceremony**.



For more details about the ADF Careers Recruitment Journey, see [Important Information for all Candidates](#) or visit adfcareers.gov.au. You can also find out about our [ADFA pathway](#).



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)** within **14 days** to determine which job role you are best suited for (check your emails for the link).
- Access your **Candidate Hub** to complete and upload required documents (as requested on page 3).

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

- Attend the session to discuss your JOA result, your job role preferences and review your eligibility for these roles.
- Confirm your job preferences so we can progress your application.



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 by a nurse and a doctor to confirm you meet the medical requirements to serve in the ADF.

Once you have successfully completed all required assessments, your **Enlistment Coordinator** 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 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 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](#).

4 Finalise your enlistment to the ADF

Your **Enlistment Coordinator** will send you an Enlistment Pack which includes:

- Your Letter of Offer and details of your Enlistment Ceremony (General Entry/ Trade Roles) or Appointment Ceremony (Officer Roles).
- AGSVA security clearance instructions – to be completed ASAP.
- Joining Instructions and packing list for your Military Training.
- Officer Entry and certain General Entry roles, may require Selection Board activities. You will be advised if needed.
- 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!**

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.
- Highest Completed Education Level** - include TAFE, vocational or university transcripts, trade qualifications, or evidence of overseas study (if applicable). If you are in year 10, 11 or 12, provide your most recent semester report.
- (For Officer and trade roles) - Resume** and written references from two professional referees. 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 on or after 20 August 1986 - also provide one parent or legal guardian's Australian Birth Certificate or Citizenship Certificate.
 - If that parent was also born after 20 August 1986 - provide evidence for one grandparent (Australian Birth Certificate or Citizenship Certificate).
- If born overseas** - citizenship certificate, Australian Permanent Resident/VISA status, Visa Entitlement Verification Online (VEVO), or International Movement Record.

Travel history

- Start collecting your international travel records from the past 10 years (countries and dates visited). This will be needed for future forms. 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
- [CBPS Referee Form](#) -Part B - (only if required as per 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.