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|  | **Metropolitan Cemeteries Board**  **Qualification Declaration Form** |

Please refer to the position advertisement and JDF for the qualification requirements of this position.

You are required to provide a copy of your degree certificate and academic transcript with your application as evidence that your qualification has been confirmed.

Your qualifications and associated documentation will be reviewed to ensure you are eligible to meet the tertiary qualification requirements for the position.

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|  | **POSITION DETAILS** | |
|  | POSITION Reference No | TITLE |
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|  | **PERSONAL DETAILS** | |  |
|  | SURNAME (block letters) | ❑ Mr ❑ Mrs ❑ Ms ❑ Miss ❑ Dr | |
|  | OTHER NAMES | PREFERRED NAME | |

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| **QUALIFICATION DETAILS** | |  |
| QUALIFICATION TITLE | QUALIFICATION COMPLETED    ❑ Yes ❑ No | |
| EDUCATIONAL INSTITUTION WHERE QUALIFICATION OBTAINED | DATE QUALIFICATION ISSUED | |

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| **SECOND QUALIFICATION DETAILS (optional)** | |  |
| QUALIFICATION TITLE | QUALIFICATION COMPLETED    ❑ Yes ❑ No | |
| EDUCATIONAL INSTITUTION WHERE QUALIFICATION OBTAINED | DATE QUALIFICATION ISSUED | |

**OVERSEAS QUALIFICATION ASSESSMENT**

If you have an Overseas Qualification this must be assessed to compare the level of studies undertaken with the Australian Qualifications Framework level of studies. For more information, please contact the Overseas Qualifications Unit, Department of Training and Workforce Development either by   
Phone: + 61 8 9224 6500 or Email: [oqu@dtwd.wa.gov.au](mailto:oqu@dtwd.wa.gov.au)

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| IF YOUR DEGREE WAS COMPLETED IN A NON-AUSTRALIAN INSTUTION, HAS AN OVERSEAS QUALIFICATION ASSESSMENT (OQU) BEEN COMPLETED? | ❑ Yes ❑ No |
| IF YES, PLEASE ATTACH THE PROOF OF VALIDATION BY THE OVERSEAS QUALIFICATIONS UNIT, DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT. | |

**ATTACHMENTS:**

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| ❑ **Degree Certificate** |
| ❑ **Academic** **Transcript** |
| ❑ **Unit Outline/Descriptors** (not required for Social Work or Psychology Qualifications) |
| ❑ **Overseas Qualification Assessment** (if applicable) |