

SKILLED MIGRATION DOS AND DON'TS

DO

- Carefully read the application
- Provide full details on the application form
- Remember the application has to be legible (easy to read), so please print all details clearly
- Check the Australian and New Zealand Standard Classifications of Occupations (ANZSCO) codes and provide evidence that will help match your application to the requirements of the position
- Check to see that time in a senior management position/s matches the required criteria
- Explain time gaps in employment history
- List details of qualifications and universities in full
- List the start and end date of your studies
- Include your most senior qualification/s
- Ensure that organisation charts and the information listed on the application form matches
- Ensure that organisation charts are verified by your immediate superior
- Ensure that your position as it relates to the CEO is shown

- Ensure your name is listed on the organisation chart with your identified position
- Ensure that position descriptions for yourself and your subordinate managers are included
- Ensure that position descriptions are verified by your immediate superior
- Consider using independent referees where appropriate

DON'T

- Use abbreviations
- Leave out information
- Make assumptions that AIM will know your background
- Make assumptions that AIM will know your employment position
- Ask for verification of the likelihood of the success of your application prior to submitting the application