

GWS PERSONNEL REGISTRATION FOR EMPLOYMENT



All information submitted shall be used, disclosed and stored in accordance with the Privacy Amendment (Private Sector) Act 2000.

DATE _____

Current Drivers License: Yes No

PERSONAL DETAILS

Preferred Title Ms Miss Mrs Mr Dr Gender Female Male

Given Name (s) _____

Family Name _____

Date of Birth _____ Country of Birth _____

Residential Address _____

Postal Address _____

Phone (BH) _____ Phone (AH) _____

Mobile _____ Fax _____

Email _____

Are you of Aboriginal or Torres Strait Islander origin?

If yes, which Nation/Mob are you associated with (if known)? _____

Are you currently registered with a Job Network Agency? No Yes

If yes, please advise name of agency and Jobseeker ID _____

EMERGENCY CONTACT

Name _____ Relationship to You _____

Address _____ Phone _____

WORK DETAILS

Notice Required No Yes (specify weeks) _____

Preferred Status Permanent F/T Temp / Casual Permanent P/T (you may tick more than one)

WORK ENTITLEMENTS

Are you an Australian citizen? Yes No - if no, please provide the following details:

Passport Number: _____ Country of issue: _____ Expiry date: _____

Do you consent to GWS Personnel checking your work entitlements with the Department of Immigration and Citizenship? Yes No

HOW DID YOU HEAR ABOUT GWS PERSONNEL?

Internet/Webpage Newspaper Television Radio Yellow Pages

Car Word of Mouth, how did you hear? _____

Other _____

INFORMATION STANDARDS

GWS Personnel does not charge a candidate a fee for the purpose of finding employment. GWS Personnel does not engage in misleading or deceptive conduct – such as advertising a position as being available when no such position exists. If you believe GWS Personnel has acted inappropriately, you may contact the Department of Fair Trading for information on possible action that may be taken.

OFFICE USE ONLY - Candidate Number: _____

Entered FastTrack Date _____ Initials _____ Follow up Date Date _____ Initials _____

Interview Held Date _____ Initials _____ Rego Profile Date _____ Initials _____

Available to work in:

- Albury Bathurst Dubbo Forbes Junee Lithgow
 Narrandera Orange Parkes Temora Wagga Wellington
 West Wyalong / Lake Cowal (Cowal Gold Project)
 Surrounding Areas (I am prepared to travel for work in the regions of the towns I have specified above.)

CANDIDATE WORK HISTORY (last two positions)

COMPANY NAME _____

Position held _____

Dates From _____ **To** _____

Reason for leaving _____

COMPANY NAME _____

Position held _____

Dates From _____ **To** _____

Reason for leaving _____

REFEREES

Referee _____

Referee _____

Company _____

Company _____

Ph: _____

Ph: _____

DECLARATION

I (print name), _____, consent to GWS Personnel copying and printing my resume for its own records and for forwarding on to prospective employers.

Additionally, I authorise GWS Personnel to contact any of my previous employers in order to support the other components of interview process and verification of my work history.

Signature _____

Date _____

MEDICAL HISTORY

Please be aware that GWS Personnel request medical information to assist in providing a safe working environment for all of our employees. These details are not for the purpose of determining the success or otherwise of any application for employment.

Do you suffer from or have you ever received treatment or medical advice for the following? Are any of these conditions in your immediate family history?			
	YES	NO	DETAILS
Lung or breathing problems eg. bronchitis, asthma			
High Blood pressure			
Back or neck problems			
Muscular or joint pain			
Broken bones			
Hernia			
Heart or chest pain			
Arthritis			
Sporting or motor vehicle injuries			
Faints, fits, convulsions			
Frequent headaches			

Eye or vision, Ear or hearing problems			
Stroke			
Cancer			
Bleeding problems (abnormal)			
Have you ever had to claim Workers Compensation?			
Do you have a current Workers Compensation claim?			
Have you ever had an industrial/work related accident?			
Have you ever had an accident/injury that has/could affect your employment?			
Have you had time off in the last year due to any illness/ injury?			
Have you had any surgical operations in the last year?			
Do you wear glasses or contact lenses?			
Is there any reason you cannot wear personal protective equipment (PPE)?			
Have you suffered from RSI or Overuse Syndromes?			
Have you worked in dusty or noisy conditions?			
Have you ever worked with asbestos or chemicals?			
Have you experienced difficulty working in confined spaces?			

Do you have any difficulty with any of the following activities					
Running up to 100 metres	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Climbing a ladder or stairs	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Walking on rough ground	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Using hand tools	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Kneeling	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Lifting or bending	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Standing for 2 hours	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Gripping firmly with both hands	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Sitting for 2 hours	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Reading ordinary print	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Turning your head rapidly	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Repetitive movement of hands/arms	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Concentrating on a task	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Crouching	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Hearing a normal conversation	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Understanding spoken & written English	YES <input type="checkbox"/>	NO <input type="checkbox"/>

If YES to any of the questions above, please provide additional details if necessary.

Do you have any injury/condition which could be aggravated by a particular work environment/activity or could restrict you from working in particular conditions? If yes, please provide details:

Would you say your health is? **GOOD** **FAIR** **POOR**

In case of a work-related injury, who is your doctor?

Name _____ Phone _____

IMPORTANT NOTICE – WORKERS COMPENSATION: “Section 79 of the Workers Compensation and Assistance Act (1981) gives the Workers Compensation Board discretion to refuse to award compensation, which would otherwise be payable, where it is proved that the worker has, at the time of seeking or entering employment, wilfully and falsely represented himself as not having previously suffered from the disability, the subject of the claim for Workers Compensation.”

DECLARATION

I (print name) _____, hereby certify that to the best of my knowledge and belief the information given by me herein is true in every particular and that I have not withheld any information that could affect my application for employment.

I understand that GWS Personnel will collect and keep my medical history information, and will pass on any relevant information to host employers specifically related to my health and fitness for work, prior to being placed in an assignment. I accept that any false, misleading or withheld information may make me ineligible for Workers Compensation and liable to dismissal.

Signature _____ Date _____

TERMS OF ENGAGEMENT FOR APPLICANTS WISHING TO REGISTER WITH GWS PERSONNEL

For temporary/on-hire work, the basis of employment, if offered, will be CASUAL as and when required by GWS Personnel for work within our offices or for out-placing on our clients' sites, unless otherwise specified in writing. Under the terms of this offer you are not guaranteed on-going employment. The casual rate of pay includes an amount for holiday and sick leave and therefore you do not accrue entitlements for these.

This company and our client companies require staff with the highest degree of professionalism and integrity. By signing this contract you agree to be bound by our rules of integrity and confidentiality. You will present yourself at all times in a manner that will enhance the image of this company. Under no circumstances will you discuss any situation or information that you have become privy to during your employment with any person outside the organisation that you are working for, except where required by a person from that company who you believe has the relevant authority, or with your supervisor at GWS Personnel where you believe that a matter requires such discussion. Similarly, you will not use any information that comes into your possession or knowledge from such employment for the benefit of yourself or any other person or organisation.

You will work as directed by your supervisor at GWS Personnel and on site as directed by your nominated supervisor. You must obey all site rules, especially those regarding safety and access to restricted areas. You will be given direction in site rules and task briefing prior to commencement of work. If this is not arranged it is your responsibility to request such induction.

When working in an out-placed situation, you will be required to provide your own transport to site. Work will be deemed to commence on site.

You are required to notify this company if you are no longer available for casual work and wish to be removed from our register. Naturally you are free to accept a permanent position with any client company with which GWS Personnel out-places you and it is this company's wish that such casual employment will lead to the offer of a permanent position, however if this situation arises you must advise us as soon as you have been offered and accept such a position. You are also required to notify this company if, within 6 months of completing an assignment with a client through GWS Personnel, that client contacts you directly with an offer of further casual, temporary or permanent employment, either directly or through another employment agency.

Rates of pay and working conditions will be as per the relevant Certified Agreements, Employee Collective Agreement or Award. Pay periods will be fortnightly. A timesheet is required to be submitted on Friday of every week showing the time worked during that week. Such timesheets must be signed by your supervisor or by a person nominated as authorised to do so.

Pay will be available on the Thursday following the pay fortnight. Superannuation, in compliance with the relevant Award and current legislation, will be provided for you. GWS Personnel will arrange such Schemes and you will be required to participate. You will have the option of personal contributions if desired.

You must advise this company and your supervisor on site of any situation that arises that results in an injury to yourself or which may result in a claim for workers compensation under the WorkCover guidelines. It is essential that you notify GWS Personnel of any change in duties, particularly when any kind of plant or machinery operation is involved. Such duties should only be undertaken if you are trained, competent and qualified to do so.

Where possible one day's notice will be given on an engagement and an indication of the probable length of that engagement, however situations will arise where an urgent infill is required and these will be given to the first person qualified and able to accept at such notice. You are also advised that short work blocks may turn into extended periods. If this situation arises you will have the option of taking or rejecting the extension. Reasonable notice is expected if an extended block is to be rejected or if a work block in place cannot be completed. If a work block in place is to be interrupted and the block is critical to this company or our client then except in the most extreme circumstances you will be expected to continue to be available until a replacement can be started.

DECLARATION

I (*please print your name*), understand and accept the above terms of engagement.

Signature _____

Date _____

COLLECTION STATEMENT

GWS Personnel does not collect personal or sensitive information unless it is necessary for the performance of its tasks or functions.

What is personal information?

Personal information is any information or opinion (whether true or not) about you. It would include the opinions of others about your work performance (whether true or not), your work experience and qualifications, aptitude test results and other information obtained by GWS Personnel in connection with your possible work placements.

Personal information includes sensitive information which could include, for example, relevant information about your health status or information obtained lawfully via a criminal history check. Under privacy laws we only collect personal information if it is necessary for the performance of one or more of our tasks or functions and, subject to the exceptions set out in privacy law, we would not collect sensitive information without your consent.

Who will be collecting your personal and sensitive information?

Your personal and sensitive information will be collected by GWS Personnel Pty Ltd for its own use and on behalf of other members of the GWS Group of Companies, who might require access to your personal and sensitive information in connection with your work placements. The other members of the GWS Group of Companies are:

- GWS Recruitment Pty Ltd
- GWS Management (NSW) Pty Ltd

How to contact us

If you wish to contact us about your personal or sensitive information you should contact GWS Personnel on (02) 6862 6061 during normal office hours which are 9am – 5pm, Monday to Friday.

How your information will be collected

Personal and sensitive information will be collected from you directly when you fill out and submit our registration form or any other information in connection with your application to us for registration. Personal and sensitive information will also be collected when:

- we receive any reference about you;
- we receive results of inquiries that we might make of your former employers, work colleagues, professional associations or registration bodies;
- we receive the results of any competency or medical test;
- we receive performance feedback (whether positive or negative) from host clients;
- we receive any complaint from or about you in your workplace;
- we receive any information about a workplace accident in which you are involved;
- we receive any information about any insurance investigation, litigation, registration or professional disciplinary matter, criminal matter, inquest or inquiry in which you are involved;
- you provide us with any additional information about you.

How your information may be used.

Your personal and sensitive information may be used in connection with:

- your actual or possible work placements;
- your performance appraisals;
- our assessment of your ongoing performance and prospects;
- any test or assessment (including medical tests and assessments) that you might be required to undergo;
- our identification of your training needs;
- any workplace rehabilitation;
- our management of any complaint, investigation or inquiry in which you are involved;
- any insurance claim or proposal that requires disclosure of your personal or sensitive information.

Your personal and sensitive information may be disclosed to:

- potential and actual employers and clients of the GWS Group of Companies;
- referees;
- other members of the GWS Group of Companies;
- our insurers;
- a professional association or registration body that has a proper interest in the disclosure of your personal and sensitive information;
- a Workers Compensation body;
- our contractors and suppliers – eg. our IT contractors and database designers;
- any person or company with a lawful entitlement to obtain the information – eg. other Government agencies ie. Australian Tax Office and Child Support Agencies etc;
- superannuation funds.

If you do not give us the information we seek

- we may be limited in our ability to locate suitable work for you;
- we may be limited in our ability to place you in work.

You can gain access to your information to correct it if it is wrong

Subject to some exceptions which are set out in the *National Privacy Principles (Principle 6 – Access and Correction)*, you have a right to see and have a copy of personal and sensitive information about you that we hold.

If you are able to establish that personal or sensitive information that we hold about you is not accurate, complete and up-to-date, we will take reasonable steps to correct it so that it is accurate, complete and up-to-date.

If we are unable to agree that personal or sensitive information that we hold about you is accurate, complete and up-to-date, you may ask us to place with the information a statement by you that claims that particular information is not accurate, complete and up-to-date. If you wish to exercise your rights of access and correction you should contact GWS Personnel Pty Ltd on the contact details which are shown above.

In some cases we may impose a moderate charge for providing access to personal or sensitive information i.e. Costs related to administration, time, photocopies etc. We will not charge you simply because you lodge a request for access.

You should also anticipate that it may take a little time to process your application for access as there may be a need to retrieve information from storage and review information in order to determine what information may be provided.

Your consent to collection, use and storage of your personal and sensitive information

I.....(Full name)

of.....(Address)

have read and understood each of the statements in this Collection Statement and voluntarily consent to:

- personal and sensitive information about me being collected by you as indicated above;
- personal and sensitive information about me being used as indicated above;
- personal and sensitive information about me being disclosed as indicated above.

Signature _____

Date _____

DATABASE KEYWORDS

Please tick the appropriate skills, experience and licences you have acquired, the industries you have worked in and the positions you have held.

POSITIONS HELD

- | | | |
|---|---|---|
| <input type="checkbox"/> Accountant | <input type="checkbox"/> Fitter – Welder | <input type="checkbox"/> Nurse - Vet |
| <input type="checkbox"/> Administration Assistant | <input type="checkbox"/> Foreman | <input type="checkbox"/> OHS Officer |
| <input type="checkbox"/> Administration Manager | <input type="checkbox"/> Labourer (general) | <input type="checkbox"/> Operations Manager |
| <input type="checkbox"/> Architect | <input type="checkbox"/> General Manager | <input type="checkbox"/> Painter / Decorator |
| <input type="checkbox"/> Bank Teller | <input type="checkbox"/> Geologist | <input type="checkbox"/> Panel Beater |
| <input type="checkbox"/> Bar Steward | <input type="checkbox"/> Glazier | <input type="checkbox"/> Partner |
| <input type="checkbox"/> Bistro Cook | <input type="checkbox"/> HR Assistant | <input type="checkbox"/> Personal Assistant |
| <input type="checkbox"/> Boiler Maker | <input type="checkbox"/> HR Manager | <input type="checkbox"/> Pharmacist |
| <input type="checkbox"/> Bookkeeper | <input type="checkbox"/> IT Help Desk | <input type="checkbox"/> Plant Operator |
| <input type="checkbox"/> Brickie's Labourer | <input type="checkbox"/> Kitchen Hand | <input type="checkbox"/> Plumber |
| <input type="checkbox"/> Brick Layer | <input type="checkbox"/> Laboratory Manager | <input type="checkbox"/> Process Worker |
| <input type="checkbox"/> Builder | <input type="checkbox"/> Laboratory Tech | <input type="checkbox"/> Public Relations Officer |
| <input type="checkbox"/> Builder's Labourer | <input type="checkbox"/> Leading Hand | <input type="checkbox"/> Purchasing Officer |
| <input type="checkbox"/> Business Dev. Manager | <input type="checkbox"/> Lending Officer | <input type="checkbox"/> Receptionist |
| <input type="checkbox"/> Business Unit Manager | <input type="checkbox"/> Maintenance Foreman | <input type="checkbox"/> Recruitment Consultant |
| <input type="checkbox"/> Butcher | <input type="checkbox"/> Manager | <input type="checkbox"/> Sales Representative |
| <input type="checkbox"/> Call Centre Operator | <input type="checkbox"/> Mechanic - Auto | <input type="checkbox"/> Salesperson |
| <input type="checkbox"/> Carpenter | <input type="checkbox"/> Mechanic - Diesel | <input type="checkbox"/> Secretary |
| <input type="checkbox"/> Carpet Layer | <input type="checkbox"/> Mechanic - Plant | <input type="checkbox"/> Secretary - Legal |
| <input type="checkbox"/> CEO | <input type="checkbox"/> Mechanical Engineer | <input type="checkbox"/> Secretary - Medical |
| <input type="checkbox"/> Chef | <input type="checkbox"/> Merchandiser | <input type="checkbox"/> Service Manager |
| <input type="checkbox"/> Cleaner | <input type="checkbox"/> Metallurgist | <input type="checkbox"/> Sheet Metal Worker |
| <input type="checkbox"/> Child Carer | <input type="checkbox"/> Mill Hand (Flour) | <input type="checkbox"/> Sign Writer |
| <input type="checkbox"/> Concrete Finisher | <input type="checkbox"/> Mill Superintendent (Flour) | <input type="checkbox"/> Site Manager |
| <input type="checkbox"/> Courier | <input type="checkbox"/> Mine Concentrator Tech | <input type="checkbox"/> Social Security Officer |
| <input type="checkbox"/> Customer Service Officer | <input type="checkbox"/> Mine Engineer | <input type="checkbox"/> Spray Painter |
| <input type="checkbox"/> Customer Services Mgr | <input type="checkbox"/> Mine Fixed Plant Op. | <input type="checkbox"/> Store Manager |
| <input type="checkbox"/> Data Entry Operator | <input type="checkbox"/> Mine Laboratory Tech | <input type="checkbox"/> Storeman |
| <input type="checkbox"/> Delivery Driver | <input type="checkbox"/> Mine Manager | <input type="checkbox"/> Supervisor |
| <input type="checkbox"/> Despatch Manager | <input type="checkbox"/> Mine Mill Hand | <input type="checkbox"/> Supply Manager |
| <input type="checkbox"/> Director | <input type="checkbox"/> Mine Planning Super | <input type="checkbox"/> Survey Assistant |
| <input type="checkbox"/> Drill & Blast Engineer | <input type="checkbox"/> Mine Superintendent | <input type="checkbox"/> Teacher - School |
| <input type="checkbox"/> Driller | <input type="checkbox"/> Mine Surface Pit Tech | <input type="checkbox"/> Teacher - TAFE |
| <input type="checkbox"/> Drillers Assistant | <input type="checkbox"/> Mine Surface Shot-firer | <input type="checkbox"/> Trades Assistant |
| <input type="checkbox"/> Electrician | <input type="checkbox"/> Mine Surface Tail Water Tech | <input type="checkbox"/> Truck Driver |
| <input type="checkbox"/> Executive Secretary | <input type="checkbox"/> Mine U/G - Bogger Op | <input type="checkbox"/> Truck Driver - long haul |
| <input type="checkbox"/> Factory Manager | <input type="checkbox"/> Mine U/G - Charge Up | <input type="checkbox"/> Typist |
| <input type="checkbox"/> Farm Hand | <input type="checkbox"/> Mine U/G - Jumbo Op | <input type="checkbox"/> Tyre Fitter |
| <input type="checkbox"/> Field Technician | <input type="checkbox"/> Mine U/G - Diamond Driller | <input type="checkbox"/> Vehicle Salesman |
| <input type="checkbox"/> Financial Analyst | <input type="checkbox"/> Mine U/G - Long Hole Driller | <input type="checkbox"/> Warehouse Manager |
| <input type="checkbox"/> Financial Controller | <input type="checkbox"/> Mine U/G - Nipper | <input type="checkbox"/> Welder – MIG |
| <input type="checkbox"/> Financial Planner | <input type="checkbox"/> Mine U/G - Service Crew | <input type="checkbox"/> Welder - STICK |
| <input type="checkbox"/> Fitter – Diesel | <input type="checkbox"/> Mine U/G - Shotcreter | <input type="checkbox"/> Welder - TIG |
| <input type="checkbox"/> Fitter – Machinist | <input type="checkbox"/> Mine U/G - Truck Driver | <input type="checkbox"/> Workplace Trainer |
| <input type="checkbox"/> Fitter – Turner | <input type="checkbox"/> Nurse - Dental | |
| | <input type="checkbox"/> Nurse - Medical | |

INDUSTRY TYPES

- | | | |
|--|---|---|
| <input type="checkbox"/> Abattoir | <input type="checkbox"/> Engineering – Civil | <input type="checkbox"/> Oil |
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Engineering – Electrical | <input type="checkbox"/> Pharmaceuticals |
| <input type="checkbox"/> Australia Post | <input type="checkbox"/> Engineering – Heavy | <input type="checkbox"/> Printing |
| <input type="checkbox"/> Automotive | <input type="checkbox"/> Food | <input type="checkbox"/> Publishing |
| <input type="checkbox"/> Banking & Finance | <input type="checkbox"/> Government | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Charities | <input type="checkbox"/> Health | <input type="checkbox"/> Recruitment |
| <input type="checkbox"/> Construction – Civil | <input type="checkbox"/> Horticulture | <input type="checkbox"/> Retail / Merchandising |
| <input type="checkbox"/> Construction - Earthworks | <input type="checkbox"/> Hospitality | <input type="checkbox"/> Security |
| <input type="checkbox"/> Construction - Building | <input type="checkbox"/> Hotel / Motel | <input type="checkbox"/> Social Services |
| <input type="checkbox"/> Construction – Heavy | <input type="checkbox"/> Import / Export | <input type="checkbox"/> Spare Parts |
| <input type="checkbox"/> Cosmetic | <input type="checkbox"/> Industrial Relations | <input type="checkbox"/> Tele-communications |
| <input type="checkbox"/> Dangerous Goods | <input type="checkbox"/> Insurance | <input type="checkbox"/> Textiles |
| <input type="checkbox"/> Defence Forces | <input type="checkbox"/> IT | <input type="checkbox"/> Timber |
| <input type="checkbox"/> Drafting | <input type="checkbox"/> Legal | <input type="checkbox"/> Transport |
| <input type="checkbox"/> Education | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Travel |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Marketing - Advertising/PR | <input type="checkbox"/> Utilities |
| <input type="checkbox"/> Electronics | <input type="checkbox"/> Media | <input type="checkbox"/> Vineyards / Orchards |
| <input type="checkbox"/> Employment | <input type="checkbox"/> Medical | <input type="checkbox"/> Warehousing |
| <input type="checkbox"/> Engineering – Mechanical | <input type="checkbox"/> Mining | <input type="checkbox"/> Wholesale Trade |

SPECIALIST AREAS

- | | | |
|---|--|---|
| <input type="checkbox"/> Accountancy - Certified | <input type="checkbox"/> Event Management | <input type="checkbox"/> Piping & Instrumentation |
| <input type="checkbox"/> Accountancy - Chartered | <input type="checkbox"/> Geotechnical | <input type="checkbox"/> Promotions |
| <input type="checkbox"/> Accountancy - Management | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Quality Assurance |
| <input type="checkbox"/> Chemical Handling | <input type="checkbox"/> IT | <input type="checkbox"/> Road Works |
| <input type="checkbox"/> Chemist | <input type="checkbox"/> Medical | <input type="checkbox"/> Sewage Treatment |
| <input type="checkbox"/> Credit Management | <input type="checkbox"/> Mining – Surface | <input type="checkbox"/> Surveyor |
| <input type="checkbox"/> Dental | <input type="checkbox"/> Mining – Underground | <input type="checkbox"/> Trucking – Dangerous Goods |
| <input type="checkbox"/> Despatch | <input type="checkbox"/> Offshore Platform Expl. | <input type="checkbox"/> Veterinary |
| <input type="checkbox"/> Environmental | <input type="checkbox"/> Petrochemical | |

EDUCATION & QUALIFICATIONS

- | | | |
|--|--|---|
| <input type="checkbox"/> Advance Certificate | <input type="checkbox"/> Certificate III | <input type="checkbox"/> Mines Rescue |
| <input type="checkbox"/> Advance Diploma | <input type="checkbox"/> Certificate IV | <input type="checkbox"/> OHS Construction Induction |
| <input type="checkbox"/> Apprenticeship | <input type="checkbox"/> CPA | <input type="checkbox"/> RSA |
| <input type="checkbox"/> Bachelor | <input type="checkbox"/> Diploma | <input type="checkbox"/> School Certificate |
| <input type="checkbox"/> Certificate General | <input type="checkbox"/> Higher School Certificate | <input type="checkbox"/> Trade Certificate |
| <input type="checkbox"/> Certificate II | <input type="checkbox"/> Masters | <input type="checkbox"/> Traineeship |

CLERICAL / ADMIN

- | | | |
|--|--|---|
| <input type="checkbox"/> Clerical - general | <input type="checkbox"/> Minute taking | <input type="checkbox"/> Switch Board |
| <input type="checkbox"/> Contracts admin. | <input type="checkbox"/> Office management | <input type="checkbox"/> Telemarketing |
| <input type="checkbox"/> Customer service | <input type="checkbox"/> Petty cash | <input type="checkbox"/> Touch Typing below 45wpm |
| <input type="checkbox"/> Data entry | <input type="checkbox"/> Photocopying | <input type="checkbox"/> Touch Typing 45-55wpm |
| <input type="checkbox"/> Dictaphone | <input type="checkbox"/> Purchasing experience | <input type="checkbox"/> Touch Typing 55-65 wpm |
| <input type="checkbox"/> Fax modem | <input type="checkbox"/> Receiving experience | <input type="checkbox"/> Touch Typing 65-75wpm |
| <input type="checkbox"/> Filing | <input type="checkbox"/> Report writing | <input type="checkbox"/> Touch Typing 75-85wpm |
| <input type="checkbox"/> Letter writing | <input type="checkbox"/> Shorthand | <input type="checkbox"/> Touch Typing over 85wpm |
| <input type="checkbox"/> Medical terminology | <input type="checkbox"/> Supervision of Staff | |

COMPUTER SKILLS

- | | | |
|--|---|--|
| <input type="checkbox"/> CAD | <input type="checkbox"/> Chemailert | <input type="checkbox"/> Email |
| <input type="checkbox"/> Database management | <input type="checkbox"/> Mainframe | <input type="checkbox"/> Programming |
| <input type="checkbox"/> Internet | <input type="checkbox"/> System Installations | <input type="checkbox"/> Webpage Creation/maint. |
| <input type="checkbox"/> Stock Mgt Software | <input type="checkbox"/> Systems Analysis | |

APPLICATIONS

Word processing

- Word – Beginner
- Word – Intermediate
- Word – Advanced

- WordPerfect – Beginner
- WordPerfect – Intermediate
- WordPerfect – Advanced

- Works – Beginner
- Works – Intermediate
- Works – Advanced

Spreadsheet

- Excel – Beginner
- Excel – Intermediate
- Excel – Advanced

- Lotus 123 – Beginner
- Lotus 123 - Intermediate
- Lotus 123 – Advanced

Database

- Access – Beginner
- Access - Intermediate
- Access - Advanced

Accounting

- Attaché – Beginner
- Attaché - Intermediate
- Attaché - Advanced

- MYOB – Beginner
- MYOB - Intermediate
- MYOB - Advanced

- Quicken – Beginner
- Quicken - Intermediate
- Quicken - Advanced

Enterprise Management

- MIMS – Beginner
- MIMS - Intermediate
- MIMS - Advanced

- SAP – Beginner
- SAP - Intermediate
- SAP - Advanced

- TRIM – Beginner
- TRIM - Intermediate
- TRIM - Advanced

Personal Information Manager

- Outlook – Beginner
- Outlook - Intermediate
- Outlook - Advanced

Drawing/Presentation

- Corel Draw – Beginner
- Corel Draw - Intermediate
- Corel Draw - Advanced

- Pagemaker – Beginner
- Pagemaker - Intermediate
- Pagemaker - Advanced

- PowerPoint – Beginner
- PowerPoint - Intermediate
- PowerPoint - Advanced

- Publisher – Beginner
- Publisher - Intermediate
- Publisher - Advanced

FINANCE/ACCOUNTS/PAYROLL

- | | | |
|---|---|--|
| <input type="checkbox"/> Accounts Payable | <input type="checkbox"/> Fringe Benefits Tax | <input type="checkbox"/> Profit & Loss |
| <input type="checkbox"/> Accounts Receivable | <input type="checkbox"/> G/L Maintenance | <input type="checkbox"/> Reconciliations |
| <input type="checkbox"/> Bookkeeping | <input type="checkbox"/> Group Tax | <input type="checkbox"/> Reporting |
| <input type="checkbox"/> Budget | <input type="checkbox"/> GST / BAS | <input type="checkbox"/> Standard Costing |
| <input type="checkbox"/> Capital Gains Tax | <input type="checkbox"/> Job Costing | <input type="checkbox"/> Statutory Accts Prep. |
| <input type="checkbox"/> Cash Book | <input type="checkbox"/> Kalamazoo | <input type="checkbox"/> Stock Control |
| <input type="checkbox"/> Cashflow | <input type="checkbox"/> Payroll Computerised | <input type="checkbox"/> Superannuation |
| <input type="checkbox"/> Consolidation Accounts | <input type="checkbox"/> Payroll Manual | <input type="checkbox"/> Trial Balance Preparation |
| <input type="checkbox"/> Corporate Taxation | <input type="checkbox"/> Payroll Tax | <input type="checkbox"/> Workers Compensation |
| <input type="checkbox"/> Foreign Exchange | <input type="checkbox"/> Process Costing | |

MINE INDUCTIONS (which have been undertaken in the last three months)

- | | | |
|--|--|---|
| <input type="checkbox"/> Cadia Valley/Ridgeway | <input type="checkbox"/> Cowal Gold Mine | <input type="checkbox"/> NorthParkes Mine |
|--|--|---|

LICENCES

- | | | |
|---|--|--|
| <input type="checkbox"/> C Car, 1A | <input type="checkbox"/> CP Portable Boom Cranes | <input type="checkbox"/> RI Rigging Intermediate |
| <input type="checkbox"/> R Rider | <input type="checkbox"/> CT Tower Cranes | <input type="checkbox"/> SA Scaffolding Advanced |
| <input type="checkbox"/> LR Light Rigid, 1B | <input type="checkbox"/> CV Vehicle Loading Cranes | <input type="checkbox"/> SB Scaffolding Basic |
| <input type="checkbox"/> MR Med. Rigid, 3A & 4A | <input type="checkbox"/> DG Dogging | <input type="checkbox"/> SI Scaffolding Intermediate |
| <input type="checkbox"/> HR Heavy Rigid, 3B & 4B | <input type="checkbox"/> ES Recip. Steam Engine Op | <input type="checkbox"/> TO Turbine Operation |
| <input type="checkbox"/> MC B Double/Road Train, 5C | <input type="checkbox"/> HM Material Hoist | <input type="checkbox"/> WP Boom Elev Work Plat |
| <input type="checkbox"/> HC Heavy Comb, 5A & 5B | <input type="checkbox"/> HP Hoists (Pers & Mat) | <input type="checkbox"/> Chainsaw Ticket |
| <input type="checkbox"/> BA Adv. Boiler Op | <input type="checkbox"/> LB FEL/Backhoe | <input type="checkbox"/> Chemical Handling Certificate |
| <input type="checkbox"/> BB Basic Boiler Op | <input type="checkbox"/> LD Dragline | <input type="checkbox"/> Confined Space |
| <input type="checkbox"/> BI Inter-med. Boiler Op | <input type="checkbox"/> LE Excavator | <input type="checkbox"/> Dangerous Goods |
| <input type="checkbox"/> C0 Slewing Mobile Crane | <input type="checkbox"/> LF Forklift Trucks | <input type="checkbox"/> Explosive Powered Tools |
| <input type="checkbox"/> C1 Slewing Mobile Crane | <input type="checkbox"/> LL Front End Loader | <input type="checkbox"/> Rail Track Awareness |
| <input type="checkbox"/> C2 Slewing Mobile Crane | <input type="checkbox"/> LO Order Pick Forklift Tr | <input type="checkbox"/> Security Licence |
| <input type="checkbox"/> C6 Slewing Mobile Crane | <input type="checkbox"/> LS FEL/Skid Steer | <input type="checkbox"/> Senior First Aid Certificate |
| <input type="checkbox"/> CB Bridge/Gantry Crane | <input type="checkbox"/> PB Concrete Placing Boom | <input type="checkbox"/> Traffic Controller |
| <input type="checkbox"/> CD Derrick Cranes | <input type="checkbox"/> RA Rigging Advanced | |
| <input type="checkbox"/> CN Non-slewing mob crane | <input type="checkbox"/> RB Rigging Basic | |

MACHINERY OPERATION EXPERIENCE

- | | | | |
|---|--|-------------------------------------|--|
| <input type="checkbox"/> Backhoe | <input type="checkbox"/> Less than 50hrs | <input type="checkbox"/> Grader | <input type="checkbox"/> Less than 50hrs |
| | <input type="checkbox"/> More than 50hrs | | <input type="checkbox"/> More than 50hrs |
| <input type="checkbox"/> Bogger/LHD | <input type="checkbox"/> Less than 50hrs | <input type="checkbox"/> Hiab | <input type="checkbox"/> Less than 50hrs |
| | <input type="checkbox"/> More than 50hrs | | <input type="checkbox"/> More than 50hrs |
| <input type="checkbox"/> Compactor | <input type="checkbox"/> Less than 50hrs | <input type="checkbox"/> IT Loader | <input type="checkbox"/> Less than 50hrs |
| | <input type="checkbox"/> More than 50hrs | | <input type="checkbox"/> More than 50hrs |
| <input type="checkbox"/> Crane | <input type="checkbox"/> Less than 50hrs | <input type="checkbox"/> Jumbo | <input type="checkbox"/> Less than 50hrs |
| | <input type="checkbox"/> More than 50hrs | | <input type="checkbox"/> More than 50hrs |
| <input type="checkbox"/> Dozer | <input type="checkbox"/> Less than 50hrs | <input type="checkbox"/> Roller | <input type="checkbox"/> Less than 50hrs |
| | <input type="checkbox"/> More than 50hrs | | <input type="checkbox"/> More than 50hrs |
| <input type="checkbox"/> Dump Truck | <input type="checkbox"/> Less than 50hrs | <input type="checkbox"/> Scraper | <input type="checkbox"/> Less than 50hrs |
| | <input type="checkbox"/> More than 50hrs | | <input type="checkbox"/> More than 50hrs |
| <input type="checkbox"/> Excavator | <input type="checkbox"/> Less than 50hrs | <input type="checkbox"/> Skid Steer | <input type="checkbox"/> Less than 50hrs |
| | <input type="checkbox"/> More than 50hrs | | <input type="checkbox"/> More than 50hrs |
| <input type="checkbox"/> Forklift | <input type="checkbox"/> Less than 50hrs | <input type="checkbox"/> Water Cart | <input type="checkbox"/> Less than 50hrs |
| | <input type="checkbox"/> More than 50hrs | | <input type="checkbox"/> More than 50hrs |
| <input type="checkbox"/> Front End Loader | <input type="checkbox"/> Less than 50hrs | | |
| | <input type="checkbox"/> More than 50hrs | | |

ANYTHING ELSE TO NOTE: (Please list any skill, qualification, license or position held which are not listed. Please list any achievements, awards, commendations which are noteworthy)

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