



TABMA Workforce & Career Development

Application for Employment (Trainees & Apprentices)

PLEASE COMPLETE ALL SECTIONS IN BLOCK LETTERS

Position applied for: Today's Date:.....
 How did you find out about the vacancy?.....
 When would you be available to commence work?.....

PERSONAL DETAILS

PRIVATE AND CONFIDENTIAL

First Name(s): Surname:.....
 Address:.....
 Post Code..... Email.....
 Telephone Number Home:..... Mobile:.....
 Date of Birth: Country of Birth:.....
 Do you have a Driver's Licence: YES NO (P's L's (Manual Auto
 Do you have your own transport? YES NO
CITIZENSHIP: (Please tick one box)
 Australian Citizen New Zealand Citizen Australian Permanent Temporary Resident
 Are you currently receiving any benefits from Centrelink? YES NO
 If yes, is this Youth Allowance? YES NO

ETHNICITY/ABORIGINALITY (tick appropriate boxes)

Are you of Aboriginal/Torres Strait Islander origin? Yes No
 Were you born in Australia? Yes No
 If no, specify your country of Birth:.....

LANGUAGE (tick appropriate boxes)

Do you speak a language other than English at home? Yes No
 If yes, specify language spoken at home:.....
 Will you need help with English? Yes No

DISABILITY (tick appropriate boxes)

Do you consider yourself to have a permanent and significant disability? Yes No
 If yes, specify type of disability:.....
 Do you require special assistance because of the disability? Yes No
 Are you aware of any circumstances which may adversely affect your long term employment with this organisation?
 Yes No
 If yes, specify type of disability:.....

FOR OFFICE USE ONLY

Interview with Host _____ Contact: _____
 Date: _____ Time: _____
 Interview with Host: _____ Contact: _____
 Date: _____ Time: _____
 Reporting to: _____ Gross Wage: _____ Charge Out Rate: _____
 SUCCESSFUL UNSUCCESSFUL KEEP ON FILE DON'T KEEP ON FILE

SCHOOLING (TICK ONE BOX)

EEO Employer

What is your highest completed school level?
 Year 12 Year 11 Year 10 Year 9 Year 8 Year 7 or lower
 In which year did you complete that school level?.....

PRIOR ACHIEVEMENTS

Since leaving school have you attempted or completed any qualification? Yes No
 If yes, tick any applicable boxes.

	Attempted	Achieved	Date
Trade Certificate	<input type="checkbox"/>	<input type="checkbox"/>	_____
Advanced/Technician Certificate	<input type="checkbox"/>	<input type="checkbox"/>	_____
Associate Diploma	<input type="checkbox"/>	<input type="checkbox"/>	_____
Undergraduate Diploma	<input type="checkbox"/>	<input type="checkbox"/>	_____
Degree or Postgraduate Diploma	<input type="checkbox"/>	<input type="checkbox"/>	_____
Certificates other than those listed above	<input type="checkbox"/>	<input type="checkbox"/>	_____
Adult and Community Education (Evening College) Program?	<input type="checkbox"/>	<input type="checkbox"/>	_____

OTHER SKILLS

Any other skills and/or experience not already mentioned that you feel would be relevant to this position:

HOBBIES

.....

REFERENCES

Please give the names of two people (**not related to you**). These should be your recent or last employers or school / college tutor. *References will only be taken up if short listed for the position. Please indicate if discretion is required.

1) Name:	2) Name:
Occupation:	Occupation:
Address:	Address:
.....
Tel:	Tel:

NEXT OF KIN

Contact in case of emergency

Name:.....
 Address:.....
 Telephone No: (Work) (Mob) Day Time:.....
 Relationship to you:

EMPLOYMENT HISTORY

If you have included a Resume only complete 'Employers Name' and 'Reason for Leaving'.

STARTING WITH CURRENT OR MOST RECENT EMPLOYERS.

EMPLOYERS NAME:
ADDRESS:
TELEPHONE NUMBER:
NATURE OF BUSINESS:
PERIOD OF EMPLOYMENT: FROM: TO:
JOB TITLE:
MAIN DUTIES AND RESPONSIBILITIES:
REASON FOR LEAVING:

EMPLOYERS NAME:
ADDRESS:
TELEPHONE NUMBER:
NATURE OF BUSINESS:
PERIOD OF EMPLOYMENT: FROM: TO:
JOB TITLE:
MAIN DUTIES AND RESPONSIBILITIES:
REASON FOR LEAVING:

EMPLOYERS NAME:
ADDRESS:
TELEPHONE NUMBER:
NATURE OF BUSINESS:
PERIOD OF EMPLOYMENT: FROM: TO:
JOB TITLE:
MAIN DUTIES AND RESPONSIBILITIES:
REASON FOR LEAVING:

TABMA WCD

PROSPECTIVE TRAINEES ASSESSMENT FORM

Please complete the following in the spaces provided

1) Briefly explain why you have chosen to seek a career in this profession.

2) Briefly describe the duties you imagine you would be doing on an average day in this job.

3) If an item cost \$20 for 1, what would it cost to buy 10?

Answer: _____

4) a) The total cost of these goods?

b) What would the final cost be if the customer was given a 10% discount?

ITEM 1	\$ 42.80
ITEM 2	\$ 16.40
ITEM 3	\$ 9.65
ITEM 4	\$ 31.15

a.	Total Cost	\$
b.	10% Discount	\$
c.	Total cost (after discount)	\$

5) Plywood panelling is required to be fixed to a wall 2 metres high and 3 metres long. Sheets of plywood cost \$45.00 per square metre.

a) How many square metres of plywood is required? _____

b) What will be the total cost of the plywood? _____

6) If the wholesale price of an item is \$189 and the retailer applies a 50% mark-up to that item, what price would he sell it for?

Answer: _____

7) If you received \$29.50 for 5 hours work, what would your hourly rate be?

Answer: _____

THE FOLLOWING EQUATIONS HAVE MULTIPLE CHOICE ANSWERS, PLEASE CIRCLE THE CORRECT ANSWER

8)	Find 15% of 90		
a)	13.5	c)	23.5
b)	15.5	d)	25.5

9)	Change $\frac{15}{75}$ to a percentage		
a)	12.5%	c)	20%
b)	15%	d)	25%

10)	Add the following: 3 x \$1.50, 2 x \$2.40, 3 x \$4.50		
a)	\$22.80	c)	\$24.80
b)	\$23.80	d)	\$25.80

APPLICANTS AGREEMENT (please read carefully)

Privacy

TABMA is covered by 10 National Privacy Principles, the NPPs, as set out in the Privacy Act 1988 (as amended by the Privacy Amendment (Private Sector) Act 2000). To comply with our obligations under the NPPs we have a Privacy Policy, which sets out how we manage privacy in our organisation. You are welcome to receive more information about the Policy.

In the course of assessing this application we may collect personal information about you from the references given. The information obtained on this form and from references will be used to assess your suitability for employment. The information may also be passed on to a potential employer or Host employer or other employment divisions of our organisation.

If I am successful with my application, I agree with TABMA WCD providing my host employer a copy of my TAFE results when requested.

I hereby consent to the use of information as described and certify that the information given is true and to be accurate to the best of my knowledge.

Signature: **Date:**.....

**TABMA WCD
Access and Equity Policy**

POLICY STATEMENT

- All individuals should have equal opportunity to make use of and participate in relevant training and employment activities, provided and/or administered by TABMA.

Through

- Actively supporting the entry of people from disadvantage Groups into the full range of our employment opportunities.
- Continuing to increase the participation in TABMA apprenticeships and traineeships for people from disadvantage groups.

EEO Employer