



TABMA Training Pty Ltd Participation Application Apprenticeship/Traineeship Scheme

Company Details

Company Name ACN

Trading Name ABN

Address

Postal Address

Contact Person Position

Telephone Fax

Mobile email

Number of Staff Number of Qualified Trade Staff (able to supervise Apprentice/Trainee)

Employment Request Details

Number of Apprentice/Trainee's Sought Level/Year

APPRENTICESHIP	TRAINEESHIPS
<input type="checkbox"/> Cabinet Making <input type="checkbox"/> Carpentry <input type="checkbox"/> Furniture Finishing <input type="checkbox"/> Horticulture - Nursery - Landscaping - Parks & Gardens <input type="checkbox"/> Plumbing <input type="checkbox"/> Roof Plumbing <input type="checkbox"/> Roof Tiling <input type="checkbox"/> Saw Doctoring <input type="checkbox"/> Shop Fitting <input type="checkbox"/> Wood Machining <input type="checkbox"/> Floor Covering & Finishing	<input type="checkbox"/> Business Administration <input type="checkbox"/> Estimator / Detailer <input type="checkbox"/> Horticulture <input type="checkbox"/> Nursery <input type="checkbox"/> Retail (Hardware) Operations <input type="checkbox"/> Timber Manufacturing <input type="checkbox"/> Timber Merchandising <input type="checkbox"/> Timber Wholesaling <input type="checkbox"/> Warehousing <input type="checkbox"/> Wood Panel Products <input type="checkbox"/> Local Government - Administration & Governance - Operation Works

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.



TRAINEE / APPRENTICE PROFILE REQUEST

Please indicate the normal amount of 'hours of work' to be undertaken

- Monday to Friday – 38 hour week
- Monday to Thursday – 8 hours per day and 6 hours on Friday
- Monday to Friday - 8 hours per day accruing 2 hours for an RDO
- Other (please specify)

Specifications (please circle)

Age Group 16-18 18-21 21-25+ **Sex** Male Female

Skills (qualifications/experience required):

Year 10 Year 11 Year 12 Communication skills (written)
 Verbal Attention to detail Organisational skills Reasonable hand writing

Knowledge (work-history-life skills)

Computers Drivers licence Own vehicle Articulate Physically fit Forklift licence

Special/Further Requirements

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Brief Description of Duties

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Start Day/Date

Agreement

I hereby understand that TABMA Training Pty Ltd will employ the Trainee/Apprentice for the duration of the Traineeship/Apprenticeship and that TABMA Training Pty Ltd will charge the company a weekly charge out rate. I also understand that prior to my company's participation in the Traineeship/Apprenticeship an agreement between the "Host Employer" and TABMA Training Pty Ltd will have to be signed by a director/proprietor of my company/business and that I must provide evidence of public liability insurance. Conditional approval may be granted in lieu of the credit application, profile request and specification form and a direct debit authority which is required to be completed and lodged for approval with TABMA Training Pty Ltd.

Print Name

Signature **Date**

Please fax back to 02 8580 4766