

POSITION BEING APPLIED FOR:

Position Name / Type:

Availability to Commence:

PERSONAL DETAILS:

Given Names:

Surname:

Residential Address:

City:

State:

Postcode:

Postal Address:

City:

State:

Postcode:

Date of Birth:

Telephone No:

Mobile No:

Email:

EDUCATION, QUALIFICATIONS AND SKILLS:

Main Trade / Qualification:

Highest Level of Education Attained:

Other Relevant Skills:

CERTIFICATES AND LICENCES:

<i>Name of Qualification / Certificate / Licence</i>	<i>Date Acquired</i>	<i>Expiry Date</i>	<i>Qualification/Certificate/Licence No.</i>
Drivers Licence C - MR - HR - HC	Yes / No		
OHS Industry Induction	Yes / No		
Control Construction Traffic	Yes / No		
Rail Safety Awareness Training	Yes / No		

Please attach copies of licences, tickets or certificates to this form.

CURRENT EMPLOYMENT STATUS:

Currently Employed Yes / No if Yes Full-Time / Part-Time / Casual

Currently Unemployed Yes / No if Yes Please tick number of weeks unemployed:

<input type="checkbox"/> Less than 01 week	<input type="checkbox"/> 01 week	<input type="checkbox"/> 02 weeks	<input type="checkbox"/> 03 weeks	<input type="checkbox"/> 04 weeks	<input type="checkbox"/> 05 weeks	<input type="checkbox"/> 06 weeks
<input type="checkbox"/> 07 weeks	<input type="checkbox"/> 08 weeks	<input type="checkbox"/> 09 weeks	<input type="checkbox"/> 10 weeks	<input type="checkbox"/> 11 weeks	<input type="checkbox"/> 12 weeks	<input type="checkbox"/> Other - list

ABORIGINAL / TORRES STRAIT ISLANDER HERITAGE:

Do you have Aboriginal or Torres Strait Islander heritage? Yes No

EMPLOYMENT HISTORY:

<i>Name of Employer</i>	<i>Position Held</i>	<i>Dates From / To</i>	<i>Reason for Leaving</i>

Resume/references giving detail of employment history and duties performed attached Yes / No

REFEREES:

<i>Name of Referee</i>	<i>Company Name & Address</i>	<i>Referees Relationship to You</i>	<i>Telephone No.</i>

MEDICAL:

Do you have any past or current medical condition or have you ever made a claim for Worker's Compensation which may affect your performance in the role applied for, or which may be aggravated or worsened by the duties of the role? Yes / No

If 'Yes', please provide details:

REGISTRATION:

Have you previously registered with this Office? Yes / No If Yes when:

Have you previously been an employee of the Company? Yes / No If Yes when:

Where did you source VEC's information? (Please circle):

Advertisement Web Word of Mouth Other Existing Employee / Who:

DECLARATION:

All positions with VEC Civil Engineering require pre-employment checks of prospective employees, when submitting this Confidential Application for Employment the following conditions will apply:

- You give permission for any of your current/previous employers, managers, supervisors, peers or any persons with whom you have had a professional relationship to be contacted for a Confidential Report on your service, unless otherwise specifically requested.
- You agree to participate and complete a National Police Check (if applicable for the position).
- You agree to participate and comply with VEC Civil Engineering's Fitness for Work and Alcohol and Drug Procedures, which includes:
 - Completing a pre-employment medical assessment including a drug and alcohol screen; and
 - Taking part in regular random workplace drug and alcohol testing.
- Should you be offered a position, it is a condition of employment that you agree to work safely, to wear appropriate safety clothing and to use plant and equipment provided to you in a safe manner during the course of your employment.
- Should you be offered a position, it is a condition of employment that you agree to observe and comply with all Company Health, Safety, Environmental and Quality policies, procedures, guidelines and processes.

By signing the declaration you agree to the stated conditions and confirm that all answers and statements on this application form and any attachments (including resume, certificates, licences, medical conditions etc.) are true and complete to the best of your knowledge.

You understand that should you provide untruthful or misleading information, this application may be rejected, your offer of employment may be withdrawn or your employment with VEC Civil Engineering Pty Ltd may subsequently be terminated.

Signed:	Witness Signed:
Date:	Date:

Thank you for registering with VEC Civil Engineering Pty Ltd.

PRIVACY:

The information requested and contained within this application shall be available only to employees and managers of the company with direct involvement in the recruitment process. You may update or access your application information at any time by contacting VEC Civil Engineering Pty Ltd. Your application form will be kept on file for a period of six (6) months.