

2011 APPRENTICESHIP INTAKE

APPRENTICESHIPS Certificate III

- 10 x Fitting & Turning Trade (4 yrs)
- 2 x Boilermaking Trade (Fabrication) (4yrs)
- 6 x Electrical / Instrumentation Trade (5 yrs)
- 1 x Refrigeration & Air-conditioning Trade (4 yrs)
- 1 x High Voltage Electrical Trade (4 yrs)

Have you got what it takes to be an apprentice at Queensland Alumina Limited? Commencing January 2011, QAL is offering opportunities to those who are seeking top quality training and unparalleled variety to kick-start their trade careers.

What you'll have

As a minimum you will have completed your year 10 studies, however due to the advanced technology employed in these trades, education achievements above this will put you at an advantage. You'll have a strong academic record and be highly motivated, ready to tackle all of the exciting challenges thrown at you during your apprenticeship. You'll have loads of enthusiasm and will think with initiative, while comfortably working well in a team environment. You're seeking an adult apprenticeship? Not a problem - we encourage you to apply.



How to apply

An application form is attached to this advertisement or alternatively is available from all High Schools in the local region and from Human Resources at QAL.

Please forward electronic applications to recruitment@qal.com.au. Hard copy applications can be delivered to Human Resources office at QAL.

- Advertisement in Gladstone Observer: Saturday 17 July 2010 & Saturday 24 July 2010
- Applications Close: Friday 6 August 2010
- Aptitude testing conducted by Downing Teal: Sunday 29 August 2010
- Interviews will commence: Monday 4 October 2010

Please include the following:

- Completed application form
- Resume
- Copy of most recent school results, and/or TAFE accredited course results

Safer. Cleaner. Better.

PERSONAL DETAILS		
SURNAME:		
GIVEN NAMES:		
HOME ADDRESS:		
SUBURB:		POSTCODE:
POSTAL ADDRESS:		
SUBURB:		POSTCODE:
TELEPHONE NO.:	HOME:	MOBILE:
	EMAIL:	

TRADE PREFERENCE

PLEASE INDICATE YOUR TRADE IN ORDER OF PREFERENCE (EG: 1(FIRST), 2, 3 (LAST))

- BOILER-MAKING (FABRICATION)
- FITTING & TURNING
- ELECTRICAL/INSTRUMENTATION
- ELECTRICAL (POWER & HIGH VOLTAGE SYSTEMS)
- REFRIGERATION & AIR-CONDITIONING

WHAT ARE YOUR REASONS FOR SEEKING AN APPRENTICESHIP IN THE TRADE OF YOUR PREFERENCE AT QUEENSLAND ALUMINA LIMITED?

EMPLOYMENT HISTORY

EMPLOYER	PERIOD OF EMPLOYMENT		DUTIES PERFORMED
	FROM	TO	

Please ensure you have included with this application the following:

- Resume
- Copy of Current year school results
- Copy of TAFE accredited course results

N.B: ALL SECTIONS MUST BE COMPLETED IN FULL OTHERWISE YOUR APPLICATION MAY NOT BE ACCEPTED.

PREVIOUS STUDIES

HAVE YOU ENROLLED IN OR SUCCESSFULLY COMPLETED ANY OF THE FOLLOWING –

- SCHOOL-BASED APPRENTICESHIPS/TRAINEESHIPS YES NO
- OTHER APPRENTICESHIPS/TRAINEESHIPS YES NO
- TERTIARY EDUCATION (EG, UNIVERSITY OR TAFE) YES NO

IF YES, PLEASE PROVIDE THE NAME OF THE INSTITUTION/S AND THE TITLE OF THE PROGRAM/S.

INSTITUTION:

PROGRAM TITLE:

RESULT:

INSTITUTION:

PROGRAM TITLE:

RESULT:

GENERAL

WHAT ARE YOUR SPORTING AND RECREATIONAL INTERESTS?

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HOW HAS YOUR PREVIOUS EMPLOYMENT, WORK EXPERIENCE AND INVOLVEMENT IN COMMUNITY AND SCHOOL GROUPS PREPARED YOU FOR FULL-TIME EMPLOYMENT AT QAL?

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REFEREES

PLEASE PROVIDE TWO (2) REFEREES – PERSONAL OR WORK

REFEREE NAME	POSITION OR RELATIONSHIP TO YOU:	CONTACT DETAILS
1		Telephone: () Mobile:
2		Telephone: () Mobile:

APTITUDE TESTING

OUR SHORTLISTING PROCESSES WILL REQUIRE YOU TO UNDERTAKE A SERIES OF APTITUDE TESTS. THESE TESTS WILL BE ARRANGED AND CONDUCTED BY DOWNING TEAL PTY LTD ON OUR BEHALF. YOUR NAME AND CONTACT DETAILS WILL BE PROVIDED TO DOWNING TEAL FOR THE PURPOSE OF ARRANGING THE APTITUDE TESTING.

NOTE: Downing Teal consultants will contact you to arrange a suitable testing time.

EQUAL EMPLOYMENT OPPORTUNITY ⁽¹⁾ - THIS INFORMATION WILL NOT BE USED TO ASSESS SUITABILITY AT QAL

EMPLOYMENT WITH QUEENSLAND ALUMINA LIMITED IS MERIT-BASED. WE ENCOURAGE THE BEST PERSON FOR THE JOB REGARDLESS OF THEIR BACKGROUND OR PERSONAL BELIEFS, AGE, GENDER, DISABILITY OR FAMILY RESPONSIBILITIES. OUR WORK ETHICS AND VALUES SUPPORT A COMMON DESIRE TO CREATE A WORKING ENVIRONMENT WHERE ALL PEOPLE ARE TREATED WITH DIGNITY AND RESPECT. TO ASSIST IN IDENTIFYING AND ACCOMMODATING YOUR NEEDS, PLEASE LET US KNOW IF ANY OF THE FOLLOWING REFER TO YOU?

- NON-ENGLISH SPEAKING BACKGROUND/CULTURE YES NO
- ABORIGINAL/TORRES STRAIT ISLANDER YES NO
- GENDER MALE FEMALE
- MATURE AGED (OVER 21 YEARS) YES NO
- FAMILY RESPONSIBILITIES (DO YOU CARE FOR OTHERS?) YES NO
- DISABILITY YES NO
- ARE YOU OR ANY OF YOUR IMMEDIATE FAMILY EMPLOYED BY QAL? YES NO
(IE: GRANDPARENT, FATHER, MOTHER, BROTHER, SISTER)

IF YES, WHO AND RELATIONSHIP TO YOU: _____

EMPLOYEE DECLARATION

TO THE BEST OF MY KNOWLEDGE, I BELIEVE THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT. I UNDERSTAND THAT ANY DELIBERATELY FALSE, MISLEADING OR INCOMPLETE STATEMENTS MAY LEAD TO MY DISMISSAL, IF EMPLOYED.

I, _____ give Queensland Alumina Limited permission to conduct the relevant reference checks and obtain the required information from past employers and or other relevant parties. I understand that this will be done in an ethical and legal manner and will not compromise my current employment situation.

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APPLICANT'S SIGNATURE

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DATE