

Employment Application Apprenticeships



MASTER BUILDERS
GROUP TRAINING

RTO NO. 88163
ABN 62130865253





Advice To Prospective Applicants

Thank you for your interest in applying for a position with MBA Group Training.

MBA Group Training engages apprentices under a contract of training, where they have an opportunity to complete a nationally recognised qualification. Apprentices are placed with host employers.

Apprentices may be rotated through various host employers to help them broaden their skills. The time spent at each job is determined by the needs of the host employer.

Benefits of MBA Group Training

- As an apprentice, you are paid while you learn.
- In normal circumstances, you are guaranteed an income and job security for the full term of your apprenticeship. If your host employer runs out of work, MBA Group Training finds you a new host employer.
- The opportunity to work for a range of employers, which gives you a broad range of experience and industry knowledge.
- Excellent industry training and professional development opportunities delivered by MBA Group Training.
- You will develop networks and relationships with potential future employers. This will provide you with broader access to employment opportunities in the industry.

Please read the following information before submitting an application

MBA Group Training is an equal opportunity employer. If you are an applicant who is an Aboriginal or a Torres Strait Islander, come from a non-English speaking background, or have a disability, you may wish to indicate this information in your application.

Completing your Employment Application

Take care when completing your employment application, if employed, any false statements or omissions may be grounds for dismissal.

What your application should include

- A completed Employment and Training Application Form
- A resumé that includes information similar to that set out in this document
- A cover letter that includes information similar to that set out in this document
- Copies of relevant educational reports and vocational certificates, particularly those referred to in your resumé
- A passport photograph

This information will be used as the basis for short-listing applicants for an interview.

What to Include in a Resumé

CONTACT INFORMATION

Make sure to include your name, address, telephone number and e-mail (optional).

OBJECTIVES/GOALS

The objectives indicate the position you are seeking, and the next step in your career path.

PROFILE

The profile is a "big picture" or general statement that describes what you do, and what strengths and abilities you can offer.

WORK SKILLS

List all your marketable skills and abilities, not just those you have used in a paid work setting. Many important skills are gained from other areas of your life.

EDUCATION AND QUALIFICATIONS

You can include:

- Certificates
- Short training courses
- Workshops, seminars, conferences
- Other training

WORK HISTORY/WORK EXPERIENCE

Your work history section should emphasise past work achievements, which will provide us with an overview of your skill and experience. It should include part-time, casual, contract or temporary jobs, or self-employment. You can also include positions you have held as a volunteer or student.

ACTIVITIES AND INTERESTS

This is an optional section. You can mention any hobbies, sports or community activities.

REFEREES

A referee is someone who is willing to give us details of your experience and comments about your personal qualities. She/he should know your work or behavioural habits, and one should preferably be your last employer. It is polite to ask referees if you can list them as a referee, before submitting their confidential details.

What to Include in a Cover Letter

Structure the top of your letter as a formal letter with your details and the details of the Recruitment Officer.

In the body of the letter you should tell us:

- Why you want the job.
- The skills (technical and social), experience, training and achievements that are relevant to the job. These skills may have been gained through your education, courses, work experience and your extra-curricular activities.

Lodging Your Application

All applications should be forwarded to one of the addresses shown below. Your application will be acknowledged and you will be advised via a phone call or in writing of the outcome of the selection process. If you have any questions contact MBA Group Training on 02 6175 5900.

Applications may be handed in at:
MBA Group Training,
1 Iron Knob St, Fyshwick ACT 2609

Applications may also be posted to:
Recruitment Officer – MBA Group Training,
PO Box 1211,
Fyshwick ACT 2609, or email to
reception@mba.org.au



Employment and Training Application Form

Section A: Applicant Details

A1 Surname _____
Given Name(s) _____

A2 Address _____
Suburb _____ State _____ Postcode _____

A3 Phone _____
Mobile _____
Email _____

A4 Date of Birth _____ Age _____
Country of Birth _____

A5 Are you an Australian citizen?
 Yes No
Do you have permanent Australian residence status?*
 Yes No

A6 Do you have any medical condition/s?
 Yes No
If yes, please specify details of your condition and any assistance you may require.

A7 Do you wish to identify yourself as:
 Aboriginal or Torres Strait Islander
 From a non-English speaking background
 Having a disability
 Having had any surgery in the last two years
 Having ever made any workers compensation claims
If yes, please provide information below and any assistance you may require to complete your studies.

A8 Year last attended school _____
Highest school year completed:
 Year 9 Year 10 Year 11 Year 12

A8 Have you completed further studies?
 Yes No ► Go to Subsection A9

Level of further studies completed:
 Certificate I Certificate II Certificate III
 Certificate IV Diploma Degree
 OHS White Card Asbestos Card
(Please attach a copy of document for evidence.)

A9 Have you previously been an Australian Apprentice?
 Yes No ► Go to Subsection A10
What trade or qualification? _____

A10 Do you hold a current drivers' licence? Yes No

Section B: Position of Interest

B1 Label your preference of trade from 1–3
__ Carpentry __ Civil Construction __ Plumbing

Section C: Declaration

C1 I agree to undertake a language literacy and numeracy assessment prior to commencement.
C2 I declare that to the best of my knowledge the answers in this application are true and complete. I understand that, if employed, false statements or omissions on this application may be grounds for dismissal. I give my authorisation to verify all information provided in this application.

Signature _____
Date _____

Section D: Office Use Only

D1 Application received _____ Initial _____
D2 Eligibility determined _____ Initial _____
D3 Advised of status _____ Initial _____

Attach your resumé, cover letter, passport photograph and any other documents relative to your application.

*New Zealand citizens who are Australian Residents must have been resident in Australia for 6 months to be eligible to undertake an Australian Apprenticeship.

MBA Group Training Ltd.
1 Iron Knob St, Fyshwick ACT 2609 | PO Box 1211, Fyshwick ACT 2609
Tel: (02) 6175 5900 **Fax:** (02) 6280 9118 **Email:** reception@mba.org.au **Web:** www.mba.org.au



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