

CLIENT ID (office use only)							
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Apprentice/Trainee Application form

Please complete this form neatly in your own handwriting. Please complete all sections.

JOB NUMBER (if applicable)								
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Personal Details

Name _____

Address _____

Town _____ Postcode _____

Home phone _____ Mobile _____

Email address _____

Age _____ years _____ months Date of Birth _____

Do you have Victorian Drivers Licence?

Learners Permit Probationary License Full License No License

Do you have your own transport?

Yes No

Please indicate the details of the trade you are interested in*

Trade Name: _____

Region: Melbourne Latrobe Valley East Gippsland
West Gippsland South Gippsland

How did you find out about AGA and/or the position?

- School / Teacher Parents / Family
- Friends / mates AGA website
- Careers website – which one (eg. Seek, Job Search etc) _____
- Newspaper – which paper _____
- Radio – which station _____
- Television - which station _____
- Other (please specify) _____
- Australian Apprenticeship Centre

OFFICE USE ONLY	Contacted / /	Interview?	JR letter sent / /	Letter
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Which school do you / did you attend?

School name and town _____

Are you still at school?

Yes No Year Level **9 10 11 VCE 11 VCAL 12 VCE 12 VCAL**

If you are not at school, what is the highest level that you completed?

Year Level **9 10 11 VCE 11 VCAL 12 VCE 12 VCAL**

In which year did you leave school? _____

Certificates at Secondary School (VET or VCAL)

Have you undertaken a Certificate while at Secondary School (VET or VCAL)? Yes No

Course name _____ TAFE / School _____

Completion date or date due to complete _____

Pre-Apprenticeship course

Have you ever undertaken a Pre-Apprenticeship course? Yes No

Course name _____ RTO/TAFE _____

Completion date or date due to complete _____

Other Qualifications

Have you ever undertaken any other qualification? Yes No

Course name _____ Institution _____

Completion date or date due to complete _____

Previous Applications

Have you ever applied to us for an apprenticeship before (or to Gippsland Group Training / Apprenticeships Victoria)? Yes No

What position? _____

When did you apply? _____

Job Network Registration

Are you registered with a Job Network? Yes No

Job Seeker ID Number: _____

Job Network Member / Name _____

Please tell us why you are interested in your chosen trade(s)

Feel free to attach additional sheets to tell us about your interest in the trade

Metropolitan Vacancies (Gippsland apprentices only)

Applicants from regional areas such as Gippsland should also be aware that AGA also has apprenticeship vacancies in the Melbourne metropolitan area. Often we have Melbourne positions available when one is not immediately available in the country.

Please tick this box if you would like to be considered for a metropolitan area apprenticeship should your Gippsland application be unsuccessful.

Yes, I am prepared to work in Melbourne

No thanks

Privacy Statement

The information that AGA collects from your application will be entered on our database and will only be used for the purpose of processing your application.

However, in the event that your application is successful some details will be provided to host employers and your school if you are currently enrolled.

Do you authorise AGA to pass on information to Host Employers and your school?

Yes

No

Signed _____

Checklist

Please attach **copies** (not original documents) of the following to your application :

- A detailed **resume?** (Compulsory)
- Your most recent **school reports** (Full reports with teacher comments - Recommended)
- Any relevant **certificates, qualifications or awards?** (Recommended)
- Any **work experience reports?** (Recommended)
- Any **pre-apprenticeship** results or certificates? (Compulsory if available)
- Any **references** from employers or teachers? (Recommended)
- A **passport sized photograph** (Recommended) *(Please note your photo will not be provided to host employers or other third parties. It is used only to help us identify applicants during the interviewing process)*

Thank you for applying to AGA!

Please forward your application to :

AGA Careers GPO Box 672 Melbourne VIC 3001

If you would like assistance completing this form, or information about positions available please contact us at any time on 1300 AGA 000 and ask to speak with Shane Gordon or Jamie Noon.

For more information on apprenticeship positions please visit www.agaaustralia.com.au/careers