



APPLICATION FOR APPRENTICESHIP

ENGINEERING TRADESPERSON [ELECTRICAL –FITTER MECHANIC]

APPLICATIONS WHICH ARE NOT FULLY COMPLETED AND DO NOT ENCLOSE THE NECESSARY SUPPORTING DOCUMENTATION WILL NOT BE CONSIDERED.

ATTACH THE FOLLOWING INFORMATION WITH THIS APPLICATION

- **Hand written** letter of application;
- A copy of all **school, pre-vocational** and other **academic results**;
- Copies of **references** or a **list of referees** from employers or people in responsible positions [business people, ministers of religion] and where possible, contact numbers of these people.

APPLICATIONS ARE TO BE STAPLED IN THE TOP LEFT HAND CORNER.
NO FOLDERS OR PAPER CLIPS BY REQUEST.

Applications are to be received **up to 4pm of the closing date** [Friday, 7 August 2009] and should be addressed as follows:

Employee Relations Advisor - Maintenance
Gladstone Ports Corporation
PO Box 259
GLADSTONE QLD 4680

Personal details

SURNAME	GIVEN NAMES	PREFERRED NAME
ADDRESS _____ _____		
HOME PHONE: _____		DATE OF BIRTH (if under 18 years) ____ / ____ / ____
MOBILE PHONE: _____		
E-MAIL ADDRESS: _____		
Please tick [✓] the appropriate category, if you wish to identify as being a member of one of the following EEO target groups.		
<input type="checkbox"/> Women		
<input type="checkbox"/> From a non-English speaking background		
<input type="checkbox"/> Aboriginal or Torres Strait Islander		
<input type="checkbox"/> Suffer a physical, sensory, intellectual or psychiatric disability		



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INFORMATION SHEET

The Corporation

The Gladstone Ports Corporation is a Government Owned Corporation [GOC]. The GPC's core business objectives are to effectively develop, manage and commercially operate the Port of Gladstone and Port Alma.

The Port of Gladstone has two major work locations - RG Tanna Coal Terminal and Port Central ie Barney Point and Auckland Point bulk loading facility. GPC tradespersons who are employed in the fields of electrical, mechanical and building trades carry out maintenance on all GPC facilities. Other work areas of the GPC include engineering, administration, finance, marina, reclamation and bulk loading operations.

Apprenticeships

Apprentices can expect to be involved in a variety of tasks and work areas which will involve the cleaner and easier jobs, and also tasks involving heavy dirty work, due to the nature of the work areas. Apprentices are expected to maintain a high level of work ethics and be prepared and willing to undertake any duties, as directed [providing they comply with safety and other competency requirements]. The term of the apprenticeship enables apprentices to gain the necessary skills and knowledge to complete their apprenticeship within the designated period.

Clothing

The GPC supplies protective clothing and safety footwear to all employees through an annual clothing issue. The issue is provided on commencement and at the employment anniversary date each year. Sun protection items [hats and sunscreen] are available in the various work locations.

Probationary period

A three-month probationary period applies to all new employees including apprentices. During the probationary period, apprentices can expect to have regular interviews with supervisory staff. This enables both parties to discuss and resolve any concerns, in relation to the apprenticeship.

Hours of work

Work hours may differ in specific work sections subject to work requirements. Apprentices do not work public holidays, however, there may be opportunity to work overtime on an 'as required' basis.

Study Assistance Scheme

The GPC has provisions to assist employees who wish to undertake tertiary studies relevant to their position once twelve months employment has been completed.

Superannuation

It is compulsory for all employees to join the Authority's superannuation fund 'QSuper'.

Education history

Please provide details of your results for Grade 10, 11 and 12 [VHA, HA, SA, LA, VLA or other A, B, C] for all subjects.

Year 10	School		Year	
Subject		Result	Subject	

Year 11	School		Year	
Subject		Result	Subject	

Year 12	School		Year	
Subject		Result	Subject	

Pre-vocational

Subject		Result	Subject	

Employment history

Name and address of employer	Type of work	From	To

Other information [please provide details of other interests and/or hobbies, which are relevant to your trade preference]

Community activities and sporting teams [please provide details of community groups and/or sporting teams you are involved with].

ACKNOWLEDGEMENT

To the best of my knowledge the information and statements supplied in this Application for Apprenticeship are true and correct.

By signing below I have no objection to GPC obtaining a verbal reference about my ability and experience from any employers listed above.

Downing Teal shall be conducting aptitude testing on behalf of GPC therefore by signing below I have no objection to Downing Teal forwarding my test results to GPC for selection purposes.

Signature _____ Date _____

Parents / guardian name and address [if applicant is under 18 years] _____
