



CARDROSS MINING
F-HR-622
APPLICATION FOR EMPLOYMENT



APPLICATION FOR EMPLOYMENT

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Innisfail Qld 4860
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SECURITY OF YOUR PERSONAL INFORMATION

The information you provide on this form will be collected and held by the Human Resources Department of Cardross Mining Resources Pty Ltd. If your application is:

- Submitted in regard to an "Advertised Vacancy" – and your application is successful, this form will be retained on your personnel file. If unsuccessful, all papers related to your application will be stored on our database for a period of eighteen (18) months and then destroyed.
- Submitted for "Future Employment Opportunities" – it will be considered for all relevant positions becoming available over a six (6) month period, then held for a period of eighteen (18) months and consequently destroyed.

YOUR ACCESS TO THIS INFORMATION

You have the right to access your personal information, and to seek any correction you think necessary to ensure accuracy.

NOTE: YOUR RESUME MUST BE SUBMITTED WITH THIS APPLICATION FORM BEFORE YOUR APPLICATION WILL BE ACCEPTED.

SECTION 1 – PERSONAL INFORMATION

Application Date: _____

First Name(s): _____

Preferred Name: _____

Family Name: _____

If you are known by any other
name(s) please record here: _____

Residential Address: _____

State: _____ Postcode: _____

Postal Address: _____

State: _____ Postcode: _____

Telephone Number: _____

Mobile/Alternate Telephone No: _____

Email Address: _____

SECTION 2 - GENERAL

Do you have a current driver's licence?

Yes ☐

No ☐

If yes, what class? _____

Drivers Licence Number: _____

State Of Issue: _____

Expiry Date: _____

If your application is accepted, when could you commence employment? _____

Are you an Australian Citizen?

Yes ☐

No ☐

If no, what visa documentation do you hold which entitles you to work in Australia? _____

SECTION 3 - EMPLOYMENT POSITION

Driller ☐

Plant Operator ☐

Shot Firer ☐

Truck Driver ☐

Shot Crew ☐

Labourer ☐

Maintenance ☐

Management ☐

Administration ☐

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SECTION 4 - HISTORY

CRIMINAL

In the last 10 years, have you been found guilty of an indictable offence of a nature relevant to the duties required of the position you are applying for?

Yes ☐ No ☐

In the last 5 years, have you been found guilty of a summary offence of a nature relevant to the duties of the position you are applying for?

Yes ☐ No ☐

If "Yes" to either of the above questions, please specify the date and nature of the offence:

INJURIES

Do you have any pre-existing injury which would affect your capacity to fill the position you are applying for?

Yes ☐ No ☐

If "Yes" please specify the nature of the injury and the manner in which it would affect your capacity to fill the relevant position:

WORKCOVER

In the last 10 years, have you ever had any works compensation claims?

Yes ☐ No ☐

If yes, was rehabilitation provided? (Provide details)

Yes ☐ No ☐

IMPORTANT NOTE

Australian Workers' Compensation legislation outlines provisions to refuse to award compensation which would otherwise be payable, where it is proved that the worker has, at the time of seeking or entering employment, wilfully and falsely represented himself or herself as not having previously suffered from any injury or disability, for the subject of the claim for compensation.

HEALTH DECLARATION

Are you fully immunised (TB, Hep A/B, Rubella, BCG, Mantoux)? Yes ☐ No ☐

Do you have any diseases (measles, hepatitis, German Measles, TB, Chicken Pox, Herpes)? Yes ☐ No ☐

Have you had a health condition due to chemical exposure? Yes ☐ No ☐

Have you ever received medical treatment for a stress related condition? Yes ☐ No ☐

Have you ever had treatment after working in the heat? Yes ☐ No ☐

Have you ever suffered from RSI (Repetitive Strain Injury)? Yes ☐ No ☐

Have you ever been treated for an injury as a result of manual handling (lift/push/pull, etc.)? Yes ☐ No ☐

If "Yes" please specify (with the except of immunisations):

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Previous Work History (Please give details of current and previous work history)

Company	Location	No. of Years	Job Title	Were you exposed to noise?	Did you have ear protection?
				Yes No	Yes No
				Yes No	Yes No
				Yes No	Yes No

Referees

Name (Contact Person)	Title	Company	Phone Number

Certificates/Licences/Skills/ Competencies

Certificates/Licences/Skills/Competencies	Training Provider	Date Completed

Education and Training (Please provide copies relevant to Trades/Degrees completed))

Course	Institution / School	Year Completed

Please attach copies of relevant Training Certificates/ Licences/ Qualifications etc.

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WAIVER AND AUTHORISATION

I understand and agree that if any information given by me in this Application Form, or in support of any application for employment, is found to be false or if I have found to have deliberately misrepresented or omitted any relevant information, Cardross Mining may refuse to employ me, or if I am already employed may terminate my employment immediately and without notice or payment in lieu of notice.

By submitting this application to Cardross Mining Resources Pty Ltd I have consented to the collection, use and disclosure of my personal information for the purpose of recruitment, including my personal employment information.

I authorise Cardross Mining to collect personal information from my referees and former employers. I authorise the disclosure of my personal information to Cardross Mining Resources Pty Ltd by any and all of my employers, former employers, schools, referees and individuals/organisations reasonably connected to my employment or educational background. In addition, I authorise such persons to disclose my personal information for the purpose of evaluating my credentials and qualifications.

I hereby release Cardross Mining Resources Pty Ltd, it's employees, agents and divisions, wherever located, and any and all of my employers, former employers, schools and referees, and any other individuals, organisations and other persons reasonably related to this recruitment process from all liability in responding to inquiries in connection with the services provided to me by Cardross Mining Resources Pty Ltd.

I authorise Cardross Mining Resources Pty Ltd to retain my personal information, including my personal employment information, for a period of eighteen (18) months for the purpose of recruitment. I understand that Cardross Mining Resources Pty Ltd will not sell or give my resume or any of my personal information, including my personal employment information to any third parties.

APPLICANT DECLARATION

1. I understand and agree that any offer of employment made to me will be subject to Cardross Mining Resources Pty Ltd conducting a pre-employment medical assessment and that such pre-employment medical assessment will be conducted by a qualified medical practitioner nominated by Cardross Mining Resources Pty Ltd.
2. I authorise the medical practitioner nominated by Cardross Mining Resources Pty Ltd to pass complete details of my medical examination to Cardross Mining Resources Pty Ltd.
3. I will provide a urine sample for a drug test as part of the pre-employment medical assessment.
4. If employed, I agree to submit to random drug and alcohol testing at any time during my employment in accordance with Cardross Mining Resources Pty Ltd's policy.
5. If employed, I will agree to consent to the direct release of my drug test results to Cardross Mining Resources Pty Ltd.
6. I agree that if my Application for Employment is accepted, I will agree to abide by all Cardross Mining Resources Pty Ltd policies and procedures and I understand that any failure to do so can be regarded as sufficient cause for the immediate termination of my employment without notice or payment in lieu of notice.

Name (Print)

Date

Signature

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