

CLIENT ID						
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Apprentice/Trainee Application form

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

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 which trade(s) you are interested in*

- Business Administration**
- Automotive (Light Vehicle)**
- Automotive (Heavy Vehicle)**
- Automotive (Spare Parts Interpreting)**
- Carpentry**
- Electrical**
- Engineering**
- Plumbing**
- Other trades**

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? _____

VET in schools program

Have you ever taken VET in schools program or School Based New Apprenticeship? Yes No

Course name _____ RTO/TAFE _____

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 _____ RTO/TAFE _____

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? _____

Employment Services Registration

Are you registered with an Australian Government Employment Service, such as

- o Work Solutions Gippsland
- o GETT Centre, Morwell
- o Interact
- o Gippsland Personnel
- o Education Centre Gippsland
- o Workways
- o EIV
- o Campbell Page, etc.

If yes, which one

Jobseeker ID Number.....

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

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 WSG / 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 WSG / AGA to pass on information to Host Employers and your school?

Yes No Signed _____

What happens next?

Work Solutions Gippsland will contact you to arrange a meeting and discuss your application in detail. If positions are currently available in the trades you are seeking with Apprenticeships Group Australia, WSG will submit your application to AGA and provide information about you to AGA to assist in the selection process.

Interview

You may be asked to bring copies of the following to an interview.

- Any recent **school reports** (Preferably full reports with teacher comments)
- Any relevant **certificates, qualifications or awards**
- Any **work experience reports**
- Any **pre-apprenticeship** results or certificates
- Any **references** from employers or teachers

Thank you for applying to WSG / AGA as an apprentice!

Please forward your application to :

Work Solutions Gippsland
Suite 1, 55 Grey Street
Traralgon VIC 3844

If you would like assistance completing this form, or information about positions available please contact us at any time on 1300 AGA 000 (select the 'Careers' option) and ask to speak with Jamie Noon.

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