**INSTRUCTIONS:**

1. Please fill in ALL sections..
2. Keep us up to date. For example, if you change address you should let us know by email ASAP.
3. Once completed, follow the instructions at the end of this form to send us your application via email.

**\*Personal Details:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title:** | . | | | **Surname:** |  | | | **Name(s):** | | |  | | |
| **Address:** | |  | | | | | | | | | | | |
| **Suburb:** | |  | | | | **State:** |  | | | **Post Code:** | | |  |
| **Email:** | |  | | | | | | | | **Mobile No.:** | | |  |
| **Date of Birth:** | | | (dd-mmm-yy eg. 15-Jan-92) | | | **Age:** |  | | | **Home No.:** | | |  |
| **Are you an Australian Citizen or a permanent resident of Australia?** | | | | | | | | | | | |  | |
|  | | | | | | | | | | | | | |
| **Are you of Indigenous or Torres Strait Islander descent?** | | | | | | | | |  | | | | |

**Licences:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Driver’s Licence** |  | **Class**: |  |
| **Secondary Education:**   |  |  | | --- | --- | | **Are you still attending high school?** |  | | **What is your highest completed year?** | Yr 10  Yr 11  Yr 12 | | **In which year did you complete that level?** |  | | \*I have attached my most recent school year grades/ report (compulsory), if not please state reason (can’t move forward if not completed) |  | | | | |

**Relevant Pre-Vocational Training / Similar Studies:**

|  |  |  |
| --- | --- | --- |
| **Have you completed a relevant Pre-Vocational / Pre-Apprenticeship Course or similar studies?**  No  Yes, or currently attending – give details below: | | |
| **Course Title(s):** | **Training Institute(s): (eg TAFE)** | **Completion Date(s):** |
|  |  |  |
|  |  |  |
|  |  |  |

**Current and Previous Employment / Work Experience:**

***Please include details of all part-time work and work experience you have undertaken.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Company** | **Position** | **Start Date** | **Finish Date** | **Provide full details i.e. type of equipment, daily tasks etc?** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Referees:**

***Please provide the names and contact details of two referees we can contact. This can be an employer, teacher, student career counsellor, etc. Please ensure that you have asked permission from the nominated person for us to contact them if necessary.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Relationship to you**  **(Eg: Employer, teacher) (non-personal)** | **Contact phone** | **2nd Contact Phone** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Advertising Source:**

***How did you find out about our apprentice opportunities? (Please tick only one box - the initial place where you heard about our apprenticeship opportunities)***

|  |  |
| --- | --- |
| Community Newspapers – Bunbury South West Times | Alcoa website |
| Community Newspapers – Sound Telegraph | Apprentice Centre website |
| Community Newspapers – Mandurah Newspapers | Friend / Family member |
| Social Media | School / College Which *School*? |
| Other, please specify: |  |

**\*Applicant and/or Parent/Guardian Signature:**

***In the event that your application is successful and you are under 18 years of age, a parent or guardian must be party to the apprenticeship. This is a requirement by the Industrial Training Act.***

***If you are under 18 years of age, please supply your nominated Parent / Guardian details.   
Note: by providing these details you agree that your parent or guardian will provide their signature to be a party to the apprenticeship.***

Over 18 years of age? (Determined from your date of birth)  Yes  ***No* -** *Please provide*   
 *Parent/Guardian details below:*

|  |  |  |
| --- | --- | --- |
| **First Name** | **Surname** | **Daytime Contact phone** |
|  |  |  |

**\*Reason for Applying:**

***In the space provided here, please tell us why you are interested in this particular trade and an Alcoa Apprenticeship?***

|  |
| --- |
| *Please do not press ENTER within this field as it may impact on formatting. Just delete this text and type brief sentences or statements.* |

**To submit your completed application**

1. **Check to ensure all fields have been entered.**
2. **Save the completed application form to your computer.**
3. **Attach your saved Application Form, a copy of your most recent school report and email to:** [**apprenticeships@alcoa.com.au**](mailto:apprenticeships@alcoa.com.au)**. Please title your email with the trade you are applying for.**
4. **NOTE: you will only be contacted if you are shortlisted for an interview (within 4 weeks of application closing date)**