



Alcoa Australia Rolled Products

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Employment Information

This information is provided to help you to determine whether you would like to apply for a position with Alcoa ARP. Please take the time to read this information, as it will help you to decide if Alcoa ARP is the sort of place where you would like to work.

First of all, who or what is Alcoa ARP?

Alcoa ARP is the leading manufacturer of rolled aluminium products in Australia. These include:

- aluminium can body sheet
- sheet and coil
- aluminium foil

The annual production at Yennora is approx 100,000 tonnes of aluminium. This is sold to customers in the building, food and beverage, medical products, and packaging businesses

How many employees are employed by Alcoa ARP?

There are 222 employees based at Yennora. As well as this an additional 350 employees work at another site owned by Alcoa ARP at Point Henry, near Geelong in Victoria.

What are the priorities for Alcoa ARP?

Alcoa ARP's first priority is the health & safety of its' employees. All new employees are inducted into the Company to ensure that they have a good appreciation of our safety systems and standards. As well as this our employees wear safety equipment, which includes hard hats, safety glasses, and hearing protection, steel capped boots and, as minimum cotton uniforms, are provided to all employees.

As well as this we have safety rules that must be followed and we expect all employees to work in a safe manner.

The Yennora site is also Smoke Free in all buildings. Smoking is only permitted in designated areas.

What is Alcoa ARP's employment policy?

It is the policy of Alcoa ARP to manage its operations in accordance with the principle of equal employment opportunity and to comply with anti-discrimination and equal opportunity laws. We will ensure that entry into the company, selection for specific positions, and career progression are determined by personal merit

and defined criteria related to the effective performance of the job. As well as this Alcoa ARP will apply consistent conditions of employment without regard to race, colour, sex or other individual differences. Put simply, **we are looking for the best person for the job.**

What sort of work will I be doing?

All production employees are employed to assist us to convert raw materials into products required by our customers. This includes:

- the processing of large aluminium coils
- A willingness to use cranes, forklift trucks and process and testing equipment

Will any training be provided?

Alcoa ARP will ensure that you are fully trained to operate any equipment required. As well as this you will be trained in the safety systems of the Company and will have the opportunity to gain a WorkCover forklift truck license.

What hours will I be working?

All production operators follow our continuous shift roster and work 12-hour shifts on a rotating basis. The way the roster works is that employees work 4 days at work (“rostered on” and then have 4 days “rostered off”. The first 2 day shifts are followed by 2 night shifts at work then there are 4 days off. Each day shift starts at 7am & runs until 7pm, whilst the night shift is 7pm to 7am. The roster repeats every 8 days. On average employees are at work for 42 hours per week.

What will I be paid?

The commencing salary for permanent employees (new starters) is \$53,432. As well as this the continuous shift roster allowance is 26%, giving a total income of \$67,324 pa

Casual employees are paid on a shift by shift basis as follows:

Shift (12 hour shifts)	Gross Payment
Week day day shifts	\$320.60
Week day night shifts	\$330.30
Saturday shifts	\$384.36
Sunday shifts	\$512.48

Does the company pay superannuation?

Yes for permanent employees company contributions on behalf of employees are up to 12.6% and for casual employees at 9%.

Is there anything else I need to know about working at Alcoa ARP?

All potential employees (permanent or casual) are required to undertake a pre-employment medical, which **includes testing for illicit drugs and alcohol.** Employment with Alcoa ARP is dependent on the **absence of alcohol and illicit drugs** in your medical results.

So what do I need to do if I am still interested in working for Alcoa ARP?

There are several things you need to do. They are:

1. Complete the enclosed application form.
2. Include your resume with the application form. Your resume needs to be concise and can be either typed or handwritten.
3. Include a copy of your birth certificate or proof of Australian citizenship or other Government documents which show that you are legally allowed to work in Australia
4. Complete the "Availability for Work" form

Please do not send any original documents, only photocopies.

All documents need to be returned to Alcoa ARP as soon as possible. For selected applicants we will then arrange testing. If you are called up for testing you need to allow 2.5 hours to complete the tests, so be sure to complete this part of the application form carefully. The tests cover maths, English comprehension and general reasoning skills.

Following testing there will be an interview and a medical examination.

At the end of this process we will advise you of the outcome. Successful applicants will join our register. The register will remain active for a minimum of 6 months unless you choose to withdraw your name.

We hope this information handout gives you enough background information to assist with your application. GOOD LUCK !!