

Alcoa Australia Rolled Products - Yennora



Application for Employment - Operator

My details

Surname: First Name:

Address:

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Telephone: Telephone after hours:

Please list the names and contact details of 2 people Alcoa ARP can contact to act as Referees on your behalf:

	Referee's Name	Company	Position	Phone Number
1.				
2.				

My education details

Schools, colleges or university attended	Dates From	Dates To	Details of awards (eg. School Certificate, HSC, diploma, degree etc)

Give details of any technical qualifications:

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Give details of any trade qualifications:

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List any licences you hold for industrial equipment (ie crane, fork lift etc):

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My employment experience:

	Name of Employer	Employed As	How many years were you employed there?	Reason for Leaving
Last or current employer				
Previous employer				

Please answer the following questions:

1. Give details of one example of how you have done something to make your work or home safer. What was the situation? What did you do? How has this improvement made your work/home safer?

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2. Describe an example of when you introduced an improvement or a better way of doing a job. What was the improvement? What steps did you take to introduce the improvement? What was the effect of the change?

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3. Describe a system for preventing mistakes/errors from occurring at work or home? Who introduced the system? In brief, describe how the system was introduced and accepted by others?

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4. Have any of your previous employers introduced a new product line or service to their traditional business? What changes did you personally have to make and what was the result of these changes on your work role?

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5. Can you describe a time in your last position when you were dissatisfied with a Company/ Manager's decision? Did you communicate this to your Company/Manager? If so, how did you communicate it and what was the result of your communication?

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6. Give an example of how you have been a team member at work or sport or home. What was the performance of the team like when you joined? What contributions did you make to the team achieving it's goal(s)? What result did your contributions make to the team?

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7. Have you ever worked a shift work roster?
 Yes No

If yes, what type of shift work roster?

- 3 shift (Day, Afternoon, Night)
- 2 shift
- Continuous/or other

Describe any ways you had of coping with a shift work roster.

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8. Describe what attracted you to apply for this position.

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9. How did you find out about this position?

- Friend/relative (please specify)**
- Newspaper (please specify)**
- Employment Agency / Other (please specify)**

I have attached the following documents to this Application Form:

- 1. **My Resume** (you may send a hand-written Resume)
- 2. **Proof of Citizenship:**
 - I was born in Australia so I have attached a *copy* of my **birth certificate** (do not send original)
 - I was not born in Australia, so I have attached a copy my citizenship/resident visa papers (do not send original)

Please send this Application Form plus Resume plus proof of citizenship to:

HR - Yennora
Alcoa Australia Rolled Products
Locked Bag 25
Fairfield NSW 2165