



# Title: Employment Application Drilling

Form No: HSECSPF003/01

Revision No: 1

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## PERSONAL DETAILS

Position applied For	Date of Application
First Name	Family Name
Date of Birth	Country of Birth
Address	Post Code
Mobile Phone	Home Phone
Email Address	

## EMERGENCY CONTACT DETAILS

Name	Relationship	
Address	Post Code	
Mobile Phone	Home Phone	Work Phone

## LICENCE DETAILS

Drivers Licence No	State	Expires On
Class: <input type="checkbox"/> Motorcycle <input type="checkbox"/> Car <input type="checkbox"/> Automatic Car <input type="checkbox"/> Light Rigid <input type="checkbox"/> Medium Rigid <input type="checkbox"/> Heavy Rigid <input type="checkbox"/> HC <input type="checkbox"/> MC		
Fork Truck Licence	Type	Expires On
Generic Induction Queensland No		Expires On
Coal Surface Generic Coalfields		Expires On
Coal Board Medical		Expires On
Mine Workers Health Surveillance No		Expires On
First Aid Certificate No	Where	Expires On

**It is a precondition of employment that the Applicant holds a current HR licence, First Aid Certificate and has a Generic Induction, or if not the Applicant agrees to reimburse the company for costs incurred in assisting the Applicant achieve these entry requirements.**

**SIGNED.....DATE.....**



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## PREVIOUS EMPLOYMENT HISTORY (most recent position first)

1. Company	
Position / Title	Reporting To
From (month/year)	To (month/year)
Duties	
Reason for Leaving	
2. Company	
Position / Title	Reporting To
From (month/year)	To (month/year)
Duties	
Reason for Leaving	
3. Company	
Position / Title	Reporting To
From (month/year)	To (month/year)
Duties	
Reason for Leaving	

## REFEREES - please name people that are acquainted with your work performance. Refer to Privacy Information attached.

1. Name	Company
Phone	Position/Job Title
2. Name	Company
Phone	Position/Job Title
3. Name	Company
Phone	Position/Job Title



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**RIGS OPERATED (if not sufficient space, please provide attachment)**

Rig Types	Number of Months Worked	Systems Used and Sizes

**EXPERIENCE - cross the boxes that match your main experience in that skill.**

Semi Skilled	<input type="checkbox"/>	Mechanical	<input type="checkbox"/>	Welding	<input type="checkbox"/>	Servicing	<input type="checkbox"/>	Other
Welding	<input type="checkbox"/>	Oxy	<input type="checkbox"/>	Arc	<input type="checkbox"/>	MIG	<input type="checkbox"/>	Other
Mechanical	<input type="checkbox"/>	Petrol	<input type="checkbox"/>	Diesel	<input type="checkbox"/>	Heavy	<input type="checkbox"/>	Pneumatic
	<input type="checkbox"/>	Hydraulic	<input type="checkbox"/>	Other				
Drill Operating	<input type="checkbox"/>	DH Hammer	<input type="checkbox"/>	RAB	<input type="checkbox"/>	Waterwell	<input type="checkbox"/>	Geotech
	<input type="checkbox"/>	Blasthole	<input type="checkbox"/>	Underground	<input type="checkbox"/>	Wireline Coring	<input type="checkbox"/>	Conventional Coring
	<input type="checkbox"/>	Cementing	<input type="checkbox"/>	Large Dia Coring	<input type="checkbox"/>	Down Hole Motor	<input type="checkbox"/>	Wedging
	<input type="checkbox"/>	Directional	<input type="checkbox"/>	Helicopter Work	<input type="checkbox"/>	RC Hammer	<input type="checkbox"/>	RC Aircore /Tricone
	<input type="checkbox"/>	Barge	<input type="checkbox"/>	BOP	<input type="checkbox"/>	Sedimentary Formations		

**TRADE DETAILS**

Apprenticeship Served with	Trade	Final Year

**EDUCATION**

Highest Level Reached	Institution	Final Year

**How much notice do you need to give your current employer?**

Weeks / Months OR Date Available
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## MEDICAL HISTORY

Height	Weight
Do you have any medical condition or history that may affect your safety or the safety of others, in carrying out the work you have applied for?	YES / NO
Do you have or have you ever suffered from claustrophobia?	YES / NO
Are you able to work: <ul style="list-style-type: none"> <li>• In hot dusty conditions?</li> <li>• At heights?</li> <li>• On continuous shift work?</li> <li>• Involving climbing?</li> <li>• In confined areas, eg underground?</li> </ul>	YES / NO YES / NO YES / NO YES / NO YES / NO YES / NO

Do you have or have you ever experienced any of the following conditions of ill health? (If Yes, please circle)

- |                     |                         |           |                 |
|---------------------|-------------------------|-----------|-----------------|
| Visual Defects      | Blood Pressure          | Allergies | Loss of Hearing |
| Hernia              | Abdominal Trouble       | Epilepsy  | Head Injuries   |
| Dermatitis / Eczema | Heart Disease or Defect | Asthma    | Respiratory     |

Do you have or have you ever experienced any trouble with your: (If Yes, please circle)

- |        |      |           |        |
|--------|------|-----------|--------|
| Back   | Neck | Shoulders | Elbows |
| Wrists | Hips | Knees     | Ankles |

Have you ever experienced any accidents involving personal injury or any illness or operations? YES / NO

If Yes to any of the above, please state the nature of any personal injury or operations.

.....

When experienced (approx. date) .....

Did you have any time off work because of this illness/injury YES / NO

If so, how much time..... WEEKS / MONTHS

Have you received Worker's Compensation for any injury or disease YES / NO

If YES, complete the following:

Date of Injury / Disease	Name of Employer	Period of Disablement	Nature of Injury / Illness



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## DECLARATION BY APPLICANT:

I declare that:

- a) The answers to the above questions are true and correct in every particular. I understand that if I have wilfully supplied false or misleading information that disciplinary action (including dismissal) may result.
- b) I will undergo a medical examination and drug screen (at the expense of Groundwave Drilling Services) as may be requested either before and / or after commencement of employment.

SIGNED .....DATE.....

## PRIVACY INFORMATION

Following the enactment of the Privacy Amendment (Private Sector) Act 2000 on 12 December 2001, you need to be aware of how this may affect you as a job applicant. The Act controls the use of any personal or sensitive information gained from you and the purposes of assisting with your possible selection and placement in employment. This information will not be disclosed to other parties such as business clients and government agencies without your prior consent. Information required from you to assist in determining your suitability for employment will include but may not be restricted to your previous work history, health information, bank account details, evidence of qualifications, experience and verbal or written references. Information that you are required by law to provide, such as your Tax File Number, Declaration Form and Superannuation Enrolment will be kept in secure filing cabinets and will only be released for their intended purpose. Failure to supply the required information may result in your application for employment not being accepted.

## HOW WE USE AND DISCLOSE YOUR INFORMATION

We may use and disclose your personal information for the purposes it was collected or for a related or ancillary purpose such as providing you with one of our services, eg external training.

We may disclose your personal information to:

- clients who may wish to engage your services as a contractor
- organisations that conduct competency or psychometric tests
- referees
- workers compensation body
- suppliers of services to us
- our related entities.

Depending on the circumstances, to relevant state or federal police authorities, to verify if you have a criminal record.

## NOTES TO NEWCOMERS TO THE DRILLING INDUSTRY

Please read the following general information in regard to drilling work.

1. Terms and conditions of employment utilise the Drilling & Exploration Industry Award as a minimum standard. Much of the work is done under other forms of agreements, some registered, some not.
2. The work is hard, physical, manual work in dusty, dirty and harsh conditions. You will be expected to perform your duties in temperatures, ranging from below zero to above forty degrees and will be required to work outside in all conditions or, you may also be required to work underground.
3. The work can be interesting at times, but a lot of the work, when you first start is routing, repetitive and menial. Work site may be anywhere, often in remote locations with little or no access to towns or normal amenities – you literally eat, sleep and live on the job. The supervisor or foreman in charge of the site, is management's direct representative, and is in that position because they have demonstrated the necessary skills and experience to hold the position. Employees are expected to carry out all legal instructions and fit in as part of a drilling team.
4. When offered a position employees are commenced on a six (6) week probationary period. If they perform satisfactorily over that period they are confirmed as a permanent employee provisional on operational requirements.