



Application for Employment

Please complete the following Job Application Form and mail or scan and email to:

Job Applications
Digga Excavations
16523 Midland Highway
Breadalbane Tasmania 7258
office@diggaexcavations.com.au

All job applications shall be treated as private and confidential

Name:

Position appliedfor:

Date of application:

I have included with my application the following important documents (tick boxes):

- Copy of current drivers licence/s
- Copy of current first aid certificate
- Completed Tasmanian Police Record Check
- Copies of ALL relevant licences and/or proofs of qualification
- A recent photograph of myself
- A handwritten cover letter

Personal Details

Given names

Surname

Date of birth

Contact Details

Residential address

Postal address

Home phone

Mobile phone

Email address

Employment History

Please provide details of your current employment situation

Please provide details of industry experience

Please provide details of your last two employers

(1) Company name

Managers name - Contact number

Company address

Period of employment (Start date/Finish date)

Position held

Duties performed

Reason for termination of employment

(2) Company name

Manager's name / Contact number

Company address

Period of employment (Start date / Finish date)

Position held

Duties performed

Reason for termination of employment

Education and Training

Secondary school

Year completed

Level obtained (Year Ten, HSC, TCE or equivalent)

Tertiary education (TAFE Tasmania, University of Tasmania or equivalent)

Year completed

Qualification obtained (Diploma, Degree)

Education or training you are currently completing

Licences and Qualifications

Training courses undertaken – year completed
(Occupational Health and Safety Training, Traffic Management etc)

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Vehicle / machinery and equipment licences – expiry dates and experience
(Fork lift, excavator, truck, loader, scaffold, chainsaw etc)

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Current first aid and CPR licences and expiry dates

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Current drivers licence number, class of licence and expiry date

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Electricity Supply Industry Training (PSSR Passport) information

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Work Related Information

Please list any additional information which may affect work allocation, work performance or rosters

Referees

Please provide information for two referees
(Please also attach any written references)

(1) Referee name

Referee's relation to you (previous manager etc)

Company name

Company address

Contact number

(2) Referee's name

Referee's relation to you (previous manager etc)

Company name

Company address

Contact number

Employee Health and Safety

Digga Excavations puts the health and safety of all employees as the highest priority of every job. We are ISO 9001:2000 Quality Management Systems accredited and comply over and above all State and Federal requirements of health and safety in the workplace.

Only people dedicated to working within our company policies and procedures shall be considered for employment. All employees must abide by the following conditions:

- Before employment is granted, a National Police Check must be obtained by the applicant and forwarded on to Digga Excavations. (A National Police Check is available from Tasmania Police).
- Copies of all relevant qualifications and licenses must be submitted with this job application as proof that courses have been completed and licenses have not expired.
- A clean driver's license must be held as part of our insurance requirements.

All applicants need to be aware that:

- All Digga Excavations work sites are smoke free, and that smoking onsite during work hours shall not be tolerated.
- Digga Excavations employees are subject to random drug and alcohol testing at any time.

Applicant Signature

The information I have provided to the management of Digga Excavations is true and correct, I understand that any information found to be false will jeopardise my employment with the company.

Signed _____

Date _____