



Southern Cross Personnel - application form.

PLEASE READ BELOW PRIOR TO COMPLETING THIS FORM

The following pages form the basis of the profile we are preparing on your behalf. It is important to give as much information you can so that a potential employer in Australia will understand what you can do for them and why they should employ you.

The following pages have been designed to also assist the immigration department to assess your suitability for a visa.

The personal details page is the first page a potential employer will read and this needs to be informative. If you do not include information about a skill you have no one will know what you can do. The **Profile of abilities and skills** is possibly the most important section. Based upon the skills of an auto mechanic, it could read something like:

Since 1993 I have been a motor mechanic. I served my apprenticeship with XXXXX Motors and have worked on a range of different cars such as Vauxhall, VW, Mercedes and Jaguar. I diagnose faults and agree service plans and repairs with customers. I service and repair vehicles using tools diagnostic equipment. I am qualified to carryout vehicle inspection; I also replace body parts and have some crash repair skills. Other skills I have include health and safety and first aid

The work history pages are laid out to show the actual work you did for each employer. Most sections are obvious. For the section called Job Description. Use this to sell your skills. For example

Job Title: Motor Mechanic

Job Description: Carry out diagnosis and repair of cars and small vans. Discuss repairs with customers. Report to Service manager and agree work schedules. Carry out minor crash repairs, Carryout government vehicle tests. Test vehicle tracking, Replace vehicle parts. Replace and balance tyres. Perform general lubrication.

Normal Duties, may seem as if you are repeating the job description but this section is important when the immigration department see it as part of your visa application. List as many as you can

Where a heading is not relevant, such as 'who reported to you' just delete it

Formal qualifications pertinent to occupation state any trade qualifications, City & Guilds etc

Additional qualifications state any certificates such as health and safety-first aid and courses attended

Education state the highest level of school / university education.

Additional Further Education State any other information you feel is relevant.

Photo's. Please submit a passport style photo of yourself plus one of any family member migrating with you.

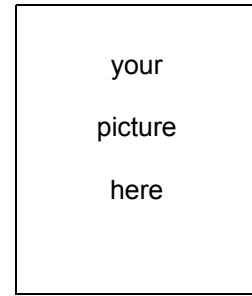
Start with your current employer and work backwards. **If there are significant gaps in your work history, please explain these. We want to show 5 – 7 years of recent history that can be validated by references from your employer**

Complete the additional questions and family information detail at the end of this document
If you have any questions relating to this document, contact us.

Resume and Personal details of

Full name

Address



Country

Home Tel No:

Mobile:

Email:

Skype:

Date of Birth:

Marital Status:

Dependents & Ages:

Nationality:

Driving license:

Occupation:

Number of years in this occupation:

Profile of abilities and skills

Formal qualifications pertinent to occupation (i.e. trade qualifications, apprenticeship etc):

Additional qualifications

Education

Additional Further Education

Hobbies and Interests:

Preferred City(s) or State(s) to relocate to (if any):

Specific medical conditions that may affect my employment or visa:

Height:

Approx Weight:

Event that will delay my earliest arrival in Australia (i.e. Sale of house) :

Candidates name:

Employment History

One page per employer

Company name

Type of industry

Start date

Finish date

Reason for leaving

Job title

Job Description

Normal duties

- 1)
- 2)
- 3)
- 4)
- 5)

Name and type of equipment used

(If appropriate) I can you read technical drawings and schematics?

I reported to:

The following reported to me:

I did / did not work shift work?

Training courses taken and their duration were:

Contact details of immediate supervisor to be contacted for reference check

Name

Address

Email address

Telephone number

Candidates name:

Employment History

One page per employer

Company name

Type of industry

Start date

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Job title

Job Description

Normal duties

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- 2)
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Additional information

- In the event that a suitable job was found and your visa was issued 4 weeks later could you fly out to Australia to take up your new job within 2 weeks; if not please explain why not?
- Have you applied recently for permanent residency or any other visa?
- If so when will you expect to receive it?
- Do you require sponsorship?
- Do you have a preference for where you live in Australia?
- Will you live and work in remote areas?
- Do you have the finances in place to finance your migration including airfares?
- Which driving licenses do you hold?
- If appropriate can you bring a set of basic tools to Australia with you?
- What is your spouse's occupation, if any?
- Will your spouse be seeking employment?
- If applicable do you have permission to remove your children from their birth country
- Other than your partner will there be any person aged over 18 migrating with you? YES / NO
- If you were employed in Australia is there anything preventing you from working a reasonable amount of overtime and or on weekends?
- What shifts, if any, will you work?
- Do you have a criminal record? (if yes please give details)
- Do you have a medical condition that requires ongoing attention or treatment?
- **Do you confirm that all the information contained in your CV submitted with this application is correct?**
Yes / No

Please give us some background information about you and your family, including your spouse/partner, children, parents, siblings and other family members that currently or have previously lived in Australia, their occupations and generally any other information that may help us in our efforts.

It would also be useful if you could tell us your aspirations and what you are hoping to achieve with your new life in Australia.

Family information form

Main Applicant:

Family name:

Other names:

Date of Birth:

Occupation:

Please give details of other family members migrating with you. If no others state n/a

Partner:

Relationship:

Family name:

Other names:

Date of Birth:

Occupation:

Child

Family name:

Other names:

Date of Birth:

Child

Family name:

Other names:

Date of Birth:

Child

Family name:

Other names:

Date of Birth:

Other:

Family name:

Other names:

Date of Birth:

If a child is from a previous relationship do you have consent for the child to migrate?