

Santos

We have the energy.

Thank you for your interest in the Apprenticeship positions with Golden West Employment Solutions and Santos.

This comprehensive application kit provides information to help you make an informed decision regarding making a formal application. Included in this package:

- **Information about the position**
- **Information about our organisation;** and a
- **Guide to the application process.**

If you have any questions that this kit does not address, please contact Graham Moore, on mob: 0428 889 923 or email: gmoore@goldenwest.org.au

You will also find further details regarding our organisation on our website:
www.goldenwest.org.au



GoldenWest
employment solutions



Golden West Employment Solutions – Organisational Profile



CEO Bob Fulton



Chairman Lindsay Webber

Golden West Employment Solutions is a community based, non-profit organisation that specialises in the 'group employment' of apprentices and trainees in a wide range of industries.

The core business of Golden West Employment Solutions is to place our local youth and mature age job seekers into apprenticeships and traineeships as well as to provide business with quality apprentices and trainees.

Golden West Employment Solutions also has extensive experience in assisting jobseekers find and sustain quality and meaningful employment.

Golden West Employment Solutions bears the "Quality Group Training" logo:



We are committed to assisting Queenslanders in gaining a nationally recognised qualification whilst at the same time providing business and industry with a hassle free way of employing apprentices and trainees.

Golden West Employment Solutions operates primarily in Central and South West Queensland.

We are wholly committed to meeting the training needs of regional and rural Queensland.

With a head office in Roma and regional offices in Longreach, Emerald, Mt. Isa, Charleville, Dalby and Toowoomba Golden West Employment Solutions is well placed to meet this obligation.



Above: Golden West Head office in Roma.

A Guide for Job Applicants

Thank you for your interest in the position advertised by Golden West Employment Solutions. Please follow these instructions carefully to ensure you fully address all application requirements.

Your Application should include:

- A completed Golden West registration form (Attached);
- Your letter of application outlining your experiences that relate to the skills and requirements, as outlined in the trades listed below.
- A copy of your most current resume, containing a summary of your qualifications, education, work experience and work related referees.

Process for Applications

Golden West Employment Solutions is an Equal Employment Opportunity Employer, and the assessment for selection is based on merit, in relation to the requirements as illustrated in the trade positions below. Applicants will be reviewed by the selection panel after close of applications. The short listing process will involve the review of all applications, with the most suitable applicants then contacted by phone to arrange an interview.

All shortlisted applicants are interviewed. The interview will consist of a number of questions based on apprenticeship position and your application. This process allows you to expand on the information provided in your application.

Tests

During the interview process you may be required to undergo literacy and numeracy test and specific mechanical and electrical aptitude tests.

Reference Checks

Reference checks will be conducted on each potential applicant.

Offer of Apprenticeship

All applicants will be notified of the outcome as soon as possible after the selection process is complete, and a decision has been made. Unsuccessful applicants will be notified by post, and can obtain feedback regarding their application and interview by contacting Graham Moore.

Medicals

Each potential applicant may be required to undergo a pre-employment medical to determine fitness for the role.

Police Record Checks

Each potential applicant may be required to undergo a pre-employment police check to determine suitability for the role.

Lodging Your Application

Post to: Graham Moore Golden West Employment Solutions PO Box 1849 TOOWOOMBA QLD 4350	Hand deliver to: Golden West Employment Solutions 95 Charles Street ROMA QLD 4455 or Golden West Employment Solutions Suite 1 / 25 Isabel Street TOOWOOMBA QLD 4350	Fax to: (07) 46388 243
		Email to: gmoore@goldenwest.org.au

If your application is likely to be late, we recommend you telephone before cut off deadline and request permission for a late application to be accepted. Without prior approval it is unlikely to be accepted.

If you are short-listed you will receive a letter or phone call to invite you to attend testing and /or interviews. When the selection process has been completed all applicants will be advised by letter whether they have been successful or unsuccessful.

Good Luck with your application.

Overview of the Santos Apprenticeship Program

The Santos Apprenticeship Program was initiated to enable the workforce profile to meet current and future business requirements and targets. The program has become a vitally important part of the labour sourcing strategy. By focusing on trade-based roles within Santos it complements graduate and vacation employment, which deals with geoscience and engineering disciplines.

Santos is committed to the Santos Apprenticeship Program to ensure the best Apprentices are attracted and retained and to providing them with the knowledge, methods and equipment needed to build a trade career within Santos and thus invest in the company's future.

The program is about:

- learning industry skills by combining on-the-job paid work with accredited training
- developing operational knowledge and applying solutions to problems
- acquiring theoretical knowledge to enhance existing abilities
- applying these skills and knowledge across a variety of workplace and formal training contexts.

Santos offers the opportunity to complete a nationally-recognised qualification through a four-year Apprenticeship in mechanical and electrical trades. They are:

Mechanical Engineering Trade

- Interpret drawings and specification requirements.
- Operate and adjust metalworking machines and produce parts or tools.
- Assemble metal parts, tools or sub-assemblies, including welding or brazing parts, repair or replace defective parts.
- Cut, thread, bend and install hydraulic and pneumatic pipes and lines.
- Set up and/or operate hand and machine tools, welding equipment, including laser alignment of mechanical components.
- Check accuracy and quality of finished parts, tools or sub-assemblies.
- Overhaul and repair of a wide range of plant equipment including valves, pipe work, pumps, turbines, compressors and engines.

Dual Electrician and Instrumentation and Control Trade

Note: Electrical Technology Trade - Electrical Qualification Skills as prerequisite

- Power generation including distribution systems, switching and control equipment, alternators, transformers, switchgear.
- Electric control systems including variable speed drives and programmable logic controllers.
- Isolate and prepare electrical equipment for maintenance.
- Maintain, inspect, install hazardous area equipment.
- Attend to the breakdown of machinery and rectify faults.
- May also service high voltage electrical systems.
- Work closely with operators, maintenance, project and other personnel to ensure that activities are undertaken in a safe manner.
- Programmable trip systems.
- Distributed control systems.
- Gas turbine and compressor controls.
- Analytical product quality equipment.
- Instrumentation – transmitters, gauges, flow, pressure and temperature measurement devices, control valves, actuators relays, solenoids, pneumatic equipment and ignition systems.

Hours of Work

The hours of work are dependent upon the work site where the apprentice is placed.

Work Site	Hours	Monthly Hours
Eastern Queensland - Roma	38 hours week	152 hrs per month
Eastern Queensland - Fairview/Scotia	76 hour week	152 hrs per month

Please note: The rosters hours for Fairview / Scotia are based on a two week on / two week off roster.

Further information will be available during the interview process.



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"apprenticeships & traineeships"

Golden West Employment Solutions Registration Form



Before returning your Registration Form:		OFFICE USE ONLY	
<input type="checkbox"/> Fully complete the registration form (front and back)		Date Received:	
<input type="checkbox"/> Attached an up to date resume		Interview Date:	
<input type="checkbox"/> Attached copies (not originals) of school results, certificates, etc.			
Personal Details			
Title: Mr Mrs Miss Ms			
Surname:		Given Names:	
Address:		Postcode:	
Postal Address (if different from above):		Phone:	
Email Address:		Mobile:	
Date of Birth: ___ / ___ / ___		Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Citizenship:			
Current Driver's License: Yes <input type="checkbox"/> No <input type="checkbox"/>		Transport to Work:	
Class: _____		Own vehicle <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/>	
Educational Details			
Still Attending Secondary School: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Highest Completed School Level:		Year Completed:	
School Name:			
Have you previously been an Apprentice/Trainee? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If Yes, Registration Number & Qualification Details are required:			
Equal Employment Opportunity Identification (Optional)			
Are you a member of any of the following groups:		<input type="checkbox"/> Aboriginal or Torres Strait Islander <input type="checkbox"/> People from a non-English speaking background <input type="checkbox"/> Australian South Sea Islander <input type="checkbox"/> People with a disability <input type="checkbox"/> Women	
If Disabled:			
<input type="checkbox"/> Visual			
<input type="checkbox"/> Hearing			
<input type="checkbox"/> Physical			
<input type="checkbox"/> Intellectual			
<input type="checkbox"/> Chronic Illness			
<input type="checkbox"/> Other			
Employment Preferences			
Apprenticeship <input type="checkbox"/> Traineeship <input type="checkbox"/> Other <input type="checkbox"/> (more than one can be selected)			
Category: (more than one can be selected)			
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> School Based <input type="checkbox"/>			
Occupation Preference: (eg Hospitality, office, boilermaking)			
1st _____ 2nd _____ 3rd _____			
Willing to Relocate: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Desired Work Location:			
1st _____ 2nd _____ 3rd _____			

GOLDEN WEST PRIVACY STATEMENT – Please read this information

The personal information you provide on this form is protected. It is given to Golden West Employment Solutions for its uses and purposes and can be given to other parties in special circumstances where permitted by legislation or where you agree to its disclosure.

Golden West is very careful to protect the privacy of individuals. Golden West may use the information collected on this form for the following uses and purposes:

- Administration of services
- Assessing your eligibility for placement in a Traineeship or Apprenticeship

If you have not found a job three months after registering with Golden West, to continue being registered you will be asked to confirm that your circumstances have not changed.

GOLDEN WEST CANDIDATE'S AUTHORISATION AND DECLARATION

I hereby authorise Golden West to keep information and documents provided by me on its registers of information and to make the information and documents available (either electronically or manually) to prospective Host Employers. I also authorise Golden West to make all such enquiries (including where appropriate, of referees) as it considers necessary to perform its tasks, including to verify the accuracy or completeness of information provided by me. I further authorise Golden West to use and disclose my information for the purposes of assisting me to find employment.

I confirm that I have provided my personal details to Golden West for the explicit purpose of applying for and canvassing potential job opportunities on my behalf.

I acknowledge that the information provided by me to Golden West is accurate and not misleading. I acknowledge that I have read and understood the matters set out above.

I understand that Golden West Employment Solutions may disclose this information to all Golden West Offices, Potential Host Employers, Department of Employment & Training, Department of Education, Employment, Workplace Relations, Australian Apprenticeship Centres, Centrelink or State and Territory Agencies where required by law or for programme monitoring purposes.

I understand my details will be kept active for a period of three months. After this time I must confirm my continuing interest in obtaining employment or my file will be deleted from your records.

Candidate's Name

Candidate's Signature

Date

Parent/Guardian Name
(If under 18)

Parent/Guardian Signature
(If under 18)

Date

Return your completed Registration Form to:

<p>ROMA Phone (07) 4622 3422 Fax (07) 4622 5119 PO Box 732 95 Charles Street Roma Q 4455 roma@goldenwest.org.au</p>	<p>CHARLEVILLE Phone (07) 4654 2566 Fax (07) 4654 2588 PO Box 239 102 Alfred Street Charleville Q 4470 charleville@goldenwest.org.au</p>	<p>EMERALD Phone (07) 49877184 Fax (07) 49877190 PO Box 2585 Shop 9, Clerana Centre Cnr Anakie & Clermont Streets Emerald Q 4720 emerald@goldenwest.org.au</p>	<p>TOOWOOMBA Phone (07) 4688 9000 Fax (07) 4638 8243 PO Box 1849 Suite 1, 25 Isabel Street Toowoomba Q 4350 toowoomba@goldenwest.org.au</p>	<p>DALBY Phone (07) 4662 1410 Fax (07) 4662 6094 PO Box 1153 10 Cunningham St Dalby Q 4405 dalby@goldenwest.org.au</p>	<p>LONGREACH Phone (07) 4658 1588 Fax (07) 4658 3887 PO Box 29 Shop 14 & 15 Merino Arcade 118a Eagle Street Longreach Q 4730 longreach@goldenwest.org.au</p>
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