

Application For Apprenticeship 2011



In the state of: NSW Qld Vic ACT SA WA
(select one of the above only)

- All questions on this application form should be answered
- Return completed application form to:
aus.hr@schindler.com

Or post to:

Human Resources Officer CONFIDENTIAL
Schindler Lifts Australia Pty Ltd
PO Box 7153
Alexandria NSW 2015

Personal Details (please use block Letters)

Surname: _____

Given Names: _____

Postal Address: _____

State: _____ Post Code: _____

E-Mail Address (if available) _____

Telephone No (Home): _(____)_____ (Mobile): _____

Date of Birth: ____/____/____

Are you a permanent Australian resident Yes No

Apprenticeship Application Details

How did you hear about the apprenticeships at Schindler?

Newspaper Online advertisement Other _____

Do you have any medical conditions that would preclude you from undertaking the duties described in the attached Job Description and Key Areas Yes No

Have you applied for an apprenticeship at Schindler Lifts previously? Yes No

Are you currently employed? Yes No

Application Checklist

Please ensure the following has been completed before sending your application:

All sections of application form completed

Resume attached (please do not send originals, send copy only)

Recent available school / tertiary results attached (please do not send originals, send copy only)
(requirement for current / recent school / tertiary leavers or pre-apprentice only)

Previous / current employment (please include resume for full list of responsibilities)

Company	Position Held	Employment period
		To
		To
		To
		To
		To
		To

References

Please list at least two people Schindler may contact for references, excluding relatives.

Name	Company	Position in company	Phone number B.H.

Applicants Agreement

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY. THEY CONSTITUTE THE CONDITIONS UNDER WHICH YOU MIGHT BE EMPLOYED.

1. The information I have provided on this application is accurate to the best of my knowledge and subject to validation
2. I authorize the referees, schools, employers and other organisation named in this application to provide any relevant information that may be required to arrive at an employment decision.
3. I understand and agree that:
 - a. Any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of, or if employed, termination from employment.
 - b. Although management makes every effort to accommodate individual preferences, business needs make the following mandatory: overtime, weekend work schedules, etc.
 - c. A medical examination will be required before any offer of employment is made.

Applicant Signature: _____ Date: ____/____/____

Guardians' Signature
(if Under 18 years of age) _____ Date ____/____/____

Please Note: Schindler Lifts will retain this application form and any relevant documentation for a period of Ninety (90) days from the selection of the successful candidate. At the end of this period, the unsuccessful candidates' relevant documentation will be destroyed.

Applicant Signature: _____ Date: ____/____/____

Guardians' Signature
(if Under 18 years of age) _____ Date ____/____/____

Apprentice Position Description



Schindler

KEY AREA	GOAL	TASKS
Service Department	To minimize breakdowns and ensure lifts perform to customers expectations, ensuring that the public and employees are safe at all times	<ul style="list-style-type: none"> • Aid in carrying out routine maintenance • Aid in ensuring paper work is completed • Report malfunctions etc to Service Technician • Aid in ensuring that the site is left in a clean and secure manner • Aid Service Technician while attending a call out • Ensure that all work is carried out in a safe manner
Installation Department	Assist in the preparation of a site and installation of elevators and or escalators/moving walks, ensuring that the work place is always safe	<ul style="list-style-type: none"> • To aid Installation Technician in checking site deliveries • To aid Installation Technician to Prepare site for work • To aid Installation Technician to ensure that lift and/or Escalator/moving walk is ready for test date • Ensure that all work is carried out in a safe manner
Record Keeping	Ensure that the company procedures are followed	<ul style="list-style-type: none"> • Ensure that times sheets are correct and returned to office on time • Ensure that an up to date log book is kept
Equipment and Presentation	Maintain a quality image for the company by being well presented and well equipped	<ul style="list-style-type: none"> • Aid in keeping vehicles clean • Treat customers courteously • Keep uniforms in a presentable manner • Wear issued Personal Protection equipment • Report any unsafe equipment straight away
Training	Increase your knowledge to ensure that you are aware of the tasks required to be preformed	<ul style="list-style-type: none"> • Attend the nominated TAFE course on nominated dates • Achieve a high pass mark for all subjects
Rotations	Ensure exposure during your apprenticeship	<ul style="list-style-type: none"> • Move through the different departments ensuring a knowledge of lifts and escalators/moving walks