



AUSTRALIAN TRAINEESHIP ELIGIBILITY CHECKLIST

Employer Information

Company/Business name:
ABN:..... No. of staff:
Contact name: Telephone:
Address:
Email: Web:

Student information

I am considering entering into an Apprenticeship or traineeship with my current employer. Please advise my **potential** eligibility to attract incentives and personal benefits.

Full Name:
Date of birth:
Qualification to be Undertaken:.....

1. Current employment status (Tick applicable box)

Full Time Part Time Casual (Number of hours worked)

Current Position/occupation

2. Employment history with your current employer

Sometimes employment classifications and roles change. Please provide some details on your work history with your current employer:

Initial Employment date: F/T P/T Casual (please circle) Job Title:.....

Job Change date*: F/T P/T Casual (please circle) Job title:.....

Job Change date*: F/T P/T Casual (please circle) Job title:.....

Job Change date*: F/T P/T Casual (please circle) Job title:.....

Job Change date*: F/T P/T Casual (please circle) Job title:.....

*Approximate dates are sufficient. Please provide further history on last page if required.

3. Citizenship (Tick applicable box)

- Australian Citizen or permanent resident
- New Zealand passport holder who has been resident in Australia for 6 months or more
- Other – Please bring your passport to validate visa type and number.

4. Education

What is your Highest completed School Year?.....

When did you leave school? (month & year) /

Are you currently undertaking any study? Yes No

If yes, give details

5. Prior Qualifications

Have you successfully completed any formal Qualifications? Yes No

Please provide Name & Level of Qualification/s Held. Include any overseas qualifications

Name & Level of Qualification held

Month & Year Qualification Commenced: /

Month & Year Qualification Completed:/

How was this qualification obtained:

(i.e. self funded, skills voucher, other government funded program)

Name & Level of Qualification held

Month & Year Qualification Commenced: /

Month & Year Qualification Completed:/

How was this qualification obtained:

(i.e. self funded, skills voucher, other government funded program)

Name & Level of Qualification held

Month & Year Qualification Commenced... /

Month & Year Qualification Completed:/.....

How was this qualification obtained:

(i.e. self funded, skills voucher, other government funded program)

Include any overseas qualifications here:

.....
.....
.....
.....
.....
.....
.....
.....
.....

6. Have you previously worked as an apprentice or trainee? Yes No

If yes, please give details:

Qualification.....

State..... Year of Commencement

Did you complete this traineeship and qualification? Yes No

Include any other comments or questions you may have here:

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....