|  |  |  |  |
| --- | --- | --- | --- |
|  | **Given Name (one word)** | **Trade** | **Ref No. :**(official use) |
|  |  |  |

**Part-A : PERSONAL PARTICULARS**

|  |  |
| --- | --- |
| **Name (** To be filled Strictly As per passport and in Block Capitals Only**)** | Space for scanned copy of recent passport size colored photo |
| First Name/Given Name |  |
| Middle Name |  |
| Last Name/ Surname |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Latest Passport Particulars | Passport No. | Place of Issue, Country  | Date of Issueyyyy/mm/dd | Validity Up toyyyy/mm/dd |
|  |   |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| GenderMale / Female | Marital Status | No. of Children | Nationality | Date of Birthyyyy/mm/dd | Age (in Yrs.) |
|  |  |  |  |  |  |

***Correspondence Particulars:***

|  |  |
| --- | --- |
| Present Mailing Address |  |
|  |
| Country |  | PIN Code |  |  |  |  |  |  |
| Contact Nos. | Country Code | City/ Area Code | Telephone no. | Fax No. |
| Home |  |  |  |  |
| Office |  |  |  |  |
| Factory |  |  |  |  |
| Mobile |  |  |  |  |
| e-mail ID |  |

***Proficiency in English***: (Mother Tongue : …………………)

|  |  |
| --- | --- |
| Languages Known |  Level of proficiency (Please Tick) |
| Nil | Manageable | Fair | Good | Excellent |
| English  | Speaking |  |  |  |  |  |
| Reading |  |  |  |  |  |
| Writing |  |  |  |  |  |

**Appeared in IELTS :** Yes / No. **If Yes, Band achieved : ……………………… Date of Test : …………...........**

**Drivers License:** Yes/No **……………….**

***Professional Experience in the Trade*** *or Occupation:*

|  |  |  |
| --- | --- | --- |
| Countries Worked In……... | Total months worked | Total Hours ( @ 200hrs / month) |
|  | Months | Hours |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Given Name (one word)** | **Trade** | **Ref No. :**(To be filled by SNK) |
| Mr.  |  |  |

**Part-B : EDUCATION & TRAINING PARTICULARS**

**Describe any Certificate, Degree or documents you hold in the trade / occupation**

|  |  |
| --- | --- |
| Name of the Trade or Occupation |  |
| Highest level of education completed |  | Name & Address of the Organization/ Institution from where acquired |  |
| Certificate No. |  | Date of Issue |  |

|  |  |  |  |
| --- | --- | --- | --- |
| If you have a completion of Apprenticeship Certificate, Pls write the number |  | If there is an interprovincial Red Seal on this credential, what is the number on it. |  |

**Describe the formal education or technical training you have completed in that trade or occupation or in any other trade.** (Starting with your latest degree/ certificate to the earlier one…and so on).

|  |  |  |  |
| --- | --- | --- | --- |
| Degree/ Course / Training Program | Name and Address of University/ College/ Technical Institute/  | Period of Course/ Program | Certificate Particulars |
|  |  | Date Started | Certificate No. |
|  |  |
| Date Completed | Date of Issue |
|  |  |
|  |  | Date Started | Certificate No. |
|  |  |
| Date Completed | Date of Issue |
|  |  |
|  |  | Date Started | Certificate No. |
|  |  |
| Date Completed | Date of Issue |
|  |  |

If you need more space, put the additional information on a separate page in the same format

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Given Name (one word)** | **Trade** | **Ref No. :**(official use) |
| Mr.  |  |  |

**Part-C : WORK EXPERIENCE PARTICULARS**

**Summary of Work Experience (Starting from Present Employer to earlier ones)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl.**  | **Name of the Company** | **Country** | **Period** | **Worked** | **No. of Completed Months**  | **Total Hours Worked** |
| **From**(yyyy-mm-dd) | **To**(yyyy-mm-dd) |
| 1. |  |  |  | Till date |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |
|  | **Total**  |  |  |

**(Starting with your current employer, describe your work experience you have in the trade or occupation**

**you have applied for..)**

|  |  |  |
| --- | --- | --- |
| **1.** | **Name of the Current Employer (Company):** |  |
| **Mailing Address** :  |
| City : |  | Province/State: |  | Country: |  | Postal Code |  |  |  |  |  |  |
| **Site Address** :  |
| City : |  | Province/State: |  | Country: |  | Postal Code |  |  |  |  |  |  |
| **Name & Position of the Contact Person (immediate senior) who can confirm your experience**(This person will be contacted over phone for reference check and confirmation of work experience. **LAND LINE ONLY**) |
| Name of Contact Person: |  | Contact’s position or title: | Does this contact speak English (if not, what language does the contact speak): |
| Contact  | Country Code City Code Phone no  |  Country code - City code - Mobile no |
| Phone No. | ( ) - ( ) - ( ) | Mobile No. | ( ) - ( ) - ( ) |
| Fax No.  | ( ) - ( ) - ( ) | E-mail ID |  |
| Period of Employment in Trade with this employer (yyyy-mm-dd) | From : \_\_\_\_\_\_\_-\_\_\_-\_\_\_ | To : \_\_\_\_\_\_\_-\_\_\_-\_\_\_ |
| Designation: | Months worked: | Hours worked : |
| **Tasks performed** (Details of ‘HANDS ON EXPERIENCE’ must be given and same will be considered as work done in the trade & occupation. Supervisory experience will not be considered) |
| **2.** | **Name of the Current Employer (Company):** |  |
| **Mailing Address** :  |
| City : |  | Province/State: |  | Country: |  | Postal Code |  |  |  |  |  |  |
| **Site Address** :  |
| City : |  | Province/State: |  | Country: |  | Postal Code |  |  |  |  |  |  |
| **Name & Position of the Contact Person (immediate senior) who can confirm your experience**(This person will be contacted over phone for reference check and confirmation of work experience. **LAND LINE ONLY**) |
| Name of Contact Person: |  | Contact’s position or title: | Does this contact speak English (if not, what language does the contact speak): |
| Contact  | Country Code City Code Phone no  |  Country code - City code - Mobile no |
| Phone No. | ( ) - ( ) - ( ) | Mobile No. | ( ) - ( ) - ( ) |
| Fax No.  | ( ) - ( ) - ( ) | E-mail ID |  |
| Period of Employment in Trade with this employer (yyyy-mm-dd) | From : \_\_\_\_\_\_\_-\_\_\_-\_\_\_ | To : \_\_\_\_\_\_\_-\_\_\_-\_\_\_ |
| Designation: | Months worked: | Hours worked : |
| **Tasks performed** (Details of ‘HANDS ON EXPERIENCE’ must be given and same will be considered as work done in the trade & occupation. Supervisory experience will not be considered) |

|  |  |  |
| --- | --- | --- |
| **3.** | **Name of the Current Employer (Company):** |  |
| **Mailing Address** :  |
| City : |  | Province/State: |  | Country: |  | Postal Code |  |  |  |  |  |  |
| **Site Address** :  |
| City : |  | Province/State: |  | Country: |  | Postal Code |  |  |  |  |  |  |
| **Name & Position of the Contact Person (immediate senior) who can confirm your experience**(This person will be contacted over phone for reference check and confirmation of work experience. **LAND LINE ONLY**) |
| Name of Contact Person: |  | Contact’s position or title: | Does this contact speak English (if not, what language does the contact speak): |
| Contact  | Country Code City Code Phone no  |  Country code - City code - Mobile no |
| Phone No. | ( ) - ( ) - ( ) | Mobile No. | ( ) - ( ) - ( ) |
| Fax No.  | ( ) - ( ) - ( ) | E-mail ID |  |
| Period of Employment in Trade with this employer (yyyy-mm-dd) | From : \_\_\_\_\_\_\_-\_\_\_-\_\_\_ | To : \_\_\_\_\_\_\_-\_\_\_-\_\_\_ |
| Designation: | Months worked: | Hours worked : |
| **Tasks performed** (Details of ‘HANDS ON EXPERIENCE’ must be given and same will be considered as work done in the trade & occupation. Supervisory experience will not be considered) |
| **4.** | **Name of the Current Employer (Company):** |  |
| **Mailing Address** :  |
| City : |  | Province/State: |  | Country: |  | Postal Code |  |  |  |  |  |  |
| **Site Address** :  |
| City : |  | Province/State: |  | Country: |  | Postal Code |  |  |  |  |  |  |
| **Name & Position of the Contact Person (immediate senior) who can confirm your experience**(This person will be contacted over phone for reference check and confirmation of work experience. **LAND LINE ONLY**) |
| Name of Contact Person: |  | Contact’s position or title: | Does this contact speak English (if not, what language does the contact speak): |
| Contact  | Country Code City Code Phone no  |  Country code - City code - Mobile no |
| Phone No. | ( ) - ( ) - ( ) | Mobile No. | ( ) - ( ) - ( ) |
| Fax No.  | ( ) - ( ) - ( ) | E-mail ID |  |
| Period of Employment in Trade with this employer (yyyy-mm-dd) | From : \_\_\_\_\_\_\_-\_\_\_-\_\_\_ | To : \_\_\_\_\_\_\_-\_\_\_-\_\_\_ |
| Designation: | Months worked: | Hours worked : |
| **Tasks performed** (Details of ‘HANDS ON EXPERIENCE’ must be given and same will be considered as work done in the trade & occupation. Supervisory experience will not be considered) |

|  |  |  |
| --- | --- | --- |
| **5.** | **Name of the Current Employer (Company):** |  |
| **Mailing Address** :  |
| City : |  | Province/State: |  | Country: |  | Postal Code |  |  |  |  |  |  |
| **Site Address** :  |
| City : |  | Province/State: |  | Country: |  | Postal Code |  |  |  |  |  |  |
| **Name & Position of the Contact Person (immediate senior) who can confirm your experience**(This person will be contacted over phone for reference check and confirmation of work experience. **LAND LINE ONLY**) |
| Name of Contact Person: |  | Contact’s position or title: | Does this contact speak English (if not, what language does the contact speak): |
| Contact  | Country Code City Code Phone no  |  Country code - City code - Mobile no |
| Phone No. | ( ) - ( ) - ( ) | Mobile No. | ( ) - ( ) - ( ) |
| Fax No.  | ( ) - ( ) - ( ) | E-mail ID |  |
| Period of Employment in Trade with this employer (yyyy-mm-dd) | From : \_\_\_\_\_\_\_-\_\_\_-\_\_\_ | To : \_\_\_\_\_\_\_-\_\_\_-\_\_\_ |
| Designation: | Months worked: | Hours worked : |
| **Tasks performed** (Details of ‘HANDS ON EXPERIENCE’ must be given and same will be considered as work done in the trade & occupation. Supervisory experience will not be considered) |
|  | **Given Name (one word)** | **Trade** | **Ref No. :**(To be filled by SNK) |
| Mr.  |  |  |

|  |  |  |
| --- | --- | --- |
| **6.** | **Name of the Current Employer (Company):** |  |
| **Mailing Address** :  |
| City : |  | Province/State: |  | Country: |  | Postal Code |  |  |  |  |  |  |
| **Site Address** :  |
| City : |  | Province/State: |  | Country: |  | Postal Code |  |  |  |  |  |  |
| **Name & Position of the Contact Person (immediate senior) who can confirm your experience**(This person will be contacted over phone for reference check and confirmation of work experience. **LAND LINE ONLY**) |
| Name of Contact Person: |  | Contact’s position or title: | Does this contact speak English (if not, what language does the contact speak): |
| Contact  | Country Code City Code Phone no  |  Country code - City code - Mobile no |
| Phone No. | ( ) - ( ) - ( ) | Mobile No. | ( ) - ( ) - ( ) |
| Fax No.  | ( ) - ( ) - ( ) | E-mail ID |  |
| Period of Employment in Trade with this employer (yyyy-mm-dd) | From : \_\_\_\_\_\_\_-\_\_\_-\_\_\_ | To : \_\_\_\_\_\_\_-\_\_\_-\_\_\_ |
| Designation: | Months worked: | Hours worked : |
| **Tasks performed** (Details of ‘HANDS ON EXPERIENCE’ must be given and same will be considered as work done in the trade & occupation. Supervisory experience will not be considered) |

I certify that the information furnished above is correct and true to the best of my knowledge and belief. I hereby declare that I had never been convicted or sentenced by any court of law and as on date no case is pending against me. No information has been concealed or misrepresented by me which may lead to cancellation of my candidature at any time.

Date : ……………........... Full Name : …………..……………………………

Place : ……………………

**Important Instructions:**

1. **Only use the provided format for Resume submission.**
2. **Attach scanned copy of the latest IELTS certificate only. Don’t email other documents unless requested.**
3. **Please forward emails with provided resume format completely filled to assessments@bhullargroup.com.au**