



personal details

Surname

Given Names

Gender Male Female

Address

Suburb Postcode

Contact Tel No. Mobile No.

Age Date of Birth

Country that you were born in

Year of arrival in Australia

Languages spoken other than English

I am Aboriginal or a Torres Strait Islander Yes No

I have a Learners Permit Yes No

I have a Drivers Licence Yes No

I have my own transport Yes No

I use the following Public Transport Bus Tram Train

The nearest train station to my home is

In the case of an emergency the following person can be contacted:

First Name

Surname

Relationship

Contact Number Mobile No.

Do you have a Job Seeker Number/Health Care Card from Centrelink? Yes No

Job Seeker Identification Number

Do you have an employment case manager? Yes No

Contact Name Tel No.

4. Indicate the type/s of jobs that you have had:

| Company | Position Held | Brief Description | Length of Time |
|---------------------|---------------|---|----------------|
| example: Safeway | Store person | Food product rotation and shelf packing | 1 year |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

5. Personal Interests:

Please list any leisure activities that you participate in. These activities can include clubs and organisations that you belong to.

| Activities/Interests | Name of Club/Organisation |
|----------------------|---------------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

6. Additional Information:

Please include any additional information about yourself that you think would be useful to other people in assisting you to get into further education or employment.

actionplan



1. Indicate what your intentions are in Year 2001

Return to School Go to TAFE University Employment
Other Please specify _____

2. Indicate the broad area of study or work that you are interested in:

3. Are you interested in Apprenticeships/Traineeships? Yes No

4. Name of Employment Agencies that you are registered with:

5. List the activities/actions to be followed:

| Date: | Action: | Achieved: |
|-------|------------------|-----------|
| | _____ | |
| | _____ | |
| | _____ | |
| | _____ | |
| | _____ | |
| | Signature: _____ | _____ |

| Date: | Action: | Achieved: |
|-------|------------------|-----------|
| | _____ | |
| | _____ | |
| | _____ | |
| | _____ | |
| | _____ | |
| | Signature: _____ | _____ |

Date:

Action:

Achieved:

Signature:

Date:

Action:

Achieved:

Signature:

Date:

Action:

Achieved:

Signature:

Date:

Action:

Achieved:

Signature:

Date:

Action:

Achieved:

Signature:

contacts



Agency: _____

Contact Name: _____

Telephone No.: _____

Date Contacted: _____

Agency: _____

Contact Name: _____

Telephone No.: _____

Date Contacted: _____

Agency: _____

Contact Name: _____

Telephone No.: _____

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Contact Name: _____

Telephone No.: _____

Date Contacted: _____

Agency: _____

Contact Name: _____

Telephone No.: _____

Date Contacted: _____

Agency: _____

Contact Name: _____

Telephone No.: _____

Date Contacted: _____

The following format is only one of many that can be used to set out your resume.

Variations can be found in careers libraries, text books and on the Web.

Ideas for setting out your resume can also be obtained from friends, relatives, employers and agencies that work with youth.

Section 1:

eg. Your full name: _____
Address: _____
Suburb: _____ Postcode: _____
Contact Telephone Number: _____

Section 2: Qualifications and Training

Commence with the highest qualification that you have obtained, the year in which you completed the qualification/training and the name of the organisation that awarded the qualification.

eg. 1995 Certificate III in Information Technology - Success Institute of TAFE
1996 Year 12 - Happy Valley Secondary College
1991 Certificate I in First Aid - St Johns Ambulance

Section 3: Employment Summary

List all of the jobs that you have had including casual, part-time or full-time employment, the years that you were employed in the job, commencing with the most recent job that you have had. It is also a good idea to list some of the tasks that you were required to do and skills that you have learnt in each job. Include any voluntary work or projects that you have worked on.

Section 4: Skills and Experience

Compile a listing of all the skills and experiences that you have gained that you believe make you an attractive employee or member of an organisation including club or group work, voluntary work etc.

Section 5: Other Interests/Hobbies

List and provide details of any other skills or interests that you have that you consider to be important for other people to know about you.

Section 6: Referees

Provide contact details of three people who would be prepared to provide you with a reference.

eg. Name of Contact: _____ Relationship: _____
Telephone Number: _____