



McBRYDE CORPORATIONS PTY LTD

DESIGN, FABRICATION & CONSTRUCTION SPECIALISTS

8-12 Plover Drive (PO Box 34) Yeppoon Q 4703 | Ph: 07 4939 4777 | Fax: 07 4939 3677

EMPLOYMENT APPLICATION INFORMATION GUIDE

The following information supplied is for your convenience. Whilst McBryde Corporations Pty Ltd has taken reasonable care and consideration to ensure all information is accurate at time of printing, errors and omissions are expected.

ABOUT MCBRYDE CORPORATIONS

McBryde Corporations Pty Ltd (McBrydes) specialising in Design and Drafting, Fabrication and Construction, Civil, Electrical, Painting and Blasting commenced Trading in November 1999. Built upon a platform of quality workmanship and extensive industry experience the company has evolved into an enterprise that has annually increased its client base and staff expertise.

McBryde Corporations aim to provide a High Quality Professional Service ensuring that we deliver dynamic solutions whilst maintaining a competitive advantage. We aim to build our professional and dynamic reputation through an efficient and innovative service unmatched by comparison. To ensure continuous improvement we challenge, test & re-evaluate, to continually raise our standard of Excellence.

With our continuous focus on Safety, we aim to be flexible to the requirements of our clients. We aim to deliver a quality service and product with 'zero harm' to People and the Environment. McBryde Corporations employees uphold the company's values of:

- Innovative - Committed - Efficient - Flexible - Dynamic

BEFORE YOU APPLY

McBryde Corporations encourages people to apply for roles that are relevant to their skills, experience and qualifications.

Before applying for a role you should:

- read this Employment Application Guide fully
- read the attached Employment Application Form – relevant to your trade / occupation
- decide whether your experience, skills and qualifications meet the key requirements for the role.

MANDATORY QUALIFICATION AND / OR PROFESSIONAL REGISTRATION / LICENCES

You will need to hold any mandatory qualification and / or professional registration indicated in the Employment Application Form – relevant to your trade / occupation. Current copies of all your qualifications / tickets need to be attached with your application.

PRE-EMPLOYMENT MEDICAL

In the event you are offered employment, you may be requested to attend a pre-employment medical to determine any pre-existing conditions. Employment may be subject to this medical.

RESUME / COVER LETTER

Information to be included in your resume:

- career summary or career objective
- career history / roles held (including dates)
- responsibilities and achievements
- education / training / mine inductions
- professional memberships (if applicable)
- referees' details

Your cover letter is to provide information about the extent to which you possess the skills, experience, and knowledge being sought and how you have used them before.

HOW TO APPLY

You can apply online or by posting or delivering your application.

Your application must include:

- completed Employment Application Form – relevant to your trade / occupation
- current resume including a current list of qualifications / tickets / licences
- cover letter outlining your skills and experience

If applying for **site work**, then you must also include:

- copy of your current Coal Board Medical (Section 7)
- copy of your current Generic Induction card (both front and back)
- copy of your SGS / BMA Induction card (both front and back)
- copies of all relevant SOP's, certificates, licences as per the Employment Application Form for your relevant trade / occupation

SEND APPLICATION BY:

Email: employment@mcbrydecorp.com.au

Fax: (07) 49 39 3677

Post: PO Box 34, Yeppoon Qld 4703

In Person: 8 - 12 Plover Drive, Yeppoon Qld 4703

SELECTION PROCESS

- Applicant will be assessed based on qualifications, skills and experience.
- Applicants that are short listed will be referred to the selection panel and if successful invited for an interview.
- Applicants that are not successful will be notified in writing.

FURTHER INFORMATION

If you wish to obtain further information please contact the Human Resources Department on (07) 4939 4777 or email employment@mcbrydecorp.com.au

GENERAL INFORMATION

Trade / Qualifications

As contractors we by law must ensure that our employees are qualified to undertake work that is within the individuals training, capability and experience. Therefore we must be able to supply proof that individuals can do the tasks required. For this reason a certified copy of trade papers is necessary and supply of OH&S cards that nominate Prescribed Skills as outlined by the Workplace Health and Safety Regulation 1997, Sch 5.

Inductions

You can obtain information regarding Coal Board Medicals (CBM), Generic and SGS BMA (DUAL or BMAG) Induction by contacting SGS STAX on 1300 131 726 or online at <http://stax.au.sgs.com/>. It is a good idea to have your CBM prior to the DUAL induction. The DUAL induction is necessary for McBryde employees as much of our work is performed on BMA sites. Construction Blue cards are not necessary on all mine sites and are not necessary for employment with McBryde Corporations Pty Ltd, however if you already have a BLUE CARD we will record the details.

Black Coal Competencies (BCC)

These are competencies detailed in the Certificate II and III in Surface Coal Operations. Generally these are prescribed skills specific to BMA sites and again they are accessible once you have started working on site. However if you already have been employed to work on a BMA site you may already have them.

A competency, as outlined in the Coal Mining Safety and Health Act 1999, S12 is defined as “a demonstrated skill and knowledge required to carry out a task to a standard necessary for the safety and health of persons.” If you have gained any BLACK COAL competencies please include certified copies of these with this application.