

English

This is a publication of Trades Recognition Australia (TRA) which provides information about the preparation and lodgement of a pre-migration skills assessment application.

If you cannot read English and need help to understand this publication, please call the TRA Telephone Enquiry Line (02 6121 7456) during our operating hours through the Translating and Interpreting Service (TIS) on 13 14 50.

Arabic / عربي

هذا منشور لـ Trades Recognition Australia (TRA) يتضمن معلومات حول إعداد وتقديم طلب تقييم مهارات سابق للهجرة.

إذا كنت لا تستطيع قراءة اللغة الإنكليزية وتحتاج إلى المساعدة لفهم هذا المنشور، يرجى الاتصال بخط استعلامات TRA على الرقم (02 6121 7456) خلال ساعات عملنا عبر خدمة الترجمة الكتابية والشفهية (Translating and Interpreting Service (TIS) على الرقم 13 14 50.

Chinese / 中文

本資料由Trades Recognition Australia (TRA)出版，提供有關準備和遞交移民前經驗評估申請的信息。

如果您讀不懂英語，在理解本資料時需要幫助，請在辦公時間通過口筆譯服務處 (Translating and Interpreting Service – TIS，號碼：13 14 50) 致電TRA電話查詢熱線(02 6121 7456)。

Croatian /Hrvatski

U ovoj publikaciji Trades Recognition Australia (TRA) nudi informacije o pripremanju i podnošenju zahtjeva za predmigracijsku procjenu zanatskih kvalifikacija i radnog iskustva.

Ukoliko ne znate čitati engleski te Vam je potrebna pomoć da biste razumjeli date informacije, molimo nazovite TRA Telefonsku službu informacija (02 6121 7456) preko Službe prevoditelja i tumača (Translating and Interpreting Service – TIS) na broj telefona 13 14 50 tijekom radnog vremena.

انگلیسی / Dari

این مطالب نشریات تجاری و بازرگانی استرالیا (TRA) است که معلوماتی درباره حاصر و آماده سازی و جایگزینی درخواست های ارزیابی مهارتهای قبل از مهاجرت را فراهم می کند.

اگر شما خواندن زبان انگلیسی را بلد نباشید و درباره درک و فهم این نشریه به کمک و راهنمایی احتیاج داشته باشید ، لطفاً به تلفون خط نیازمندیهای TRA به نمبر (0261217456) در طی ساعات کار زنگ بزنید و سرویس ترجمه و تفسیر (TIS) را در نمبر 131450 بخواهید.

Filipino / Filipino

Ito ay isang paglilimbag ng Trades Recognition Australia (TRA) na nagbibigay impormasyon tungkol sa paghahanda at paglalagak ng isang aplikasyon para sa pagtatasa ng mga kakayahan bago ang pandarayuhan.

Kung hindi kayo nakakabasa ng Ingles at nangangailangan ng tulong upang maintindihan ang babasahing ito, mangyaring tumawag sa TRA Telephone Inquiry Line (02 6121 7456) sa oras ng paggawa sa tulong ng Serbisyong Pagsasalín at Pagpapakahulugan (TIS) sa 13 14 50.

Finnish / Suomeksi

Tämä on Trades Recognition Australian (TRA) julkaisu, joka antaa tietoa siitä, miten laaditaan ja jätetään sisään hakemus taitojen arvioinnista ennen siirtolaiseksi pääsyä.

Jos et osaa lukea englantia ja tarvitset apua tämän julkaisun ymmärtämisessä, voit soittaa TRA:n puhelintiedusteluun (02 6121 7456) virka-aikana Käännös- ja tulkkauksipalvelun (Translating and Interpreting Service (TIS)) kautta numerossa 13 14 50.

French / Français

La présente c'est une publication de Trades Recognition Australia (TRA) qui fournit des informations sur la préparation et la soumission des demandes d'évaluation des qualifications professionnelles.

Si vous ne pouvez pas lire l'anglais et si vous avez besoin d'aide pour comprendre cette publication, veuillez appeler le service de Renseignements Téléphoniques de TRA (02 6121 7456) par le Service de Traduction et d'Interprétariat (Translating and Interpreting Service - TIS) au 13 14 50 pendant les heures de bureau.

German / Deutsch

Diese von Trades Recognition Australia (TRA) herausgegebene Broschüre bietet Informationen über die Erstellung und Einreichung von Anträgen auf Beurteilung von Immigrationsvorkenntnisse.

Wenn Sie Englisch nicht lesen können und beim Verständnis dieser Informationen Hilfe benötigen, rufen Sie die telefonische Auskunft von TRA (02 6121 7456) bitte während normaler Geschäftszeiten über den Übersetzer und Dolmetscherdienst (Translating and Interpreting Service - TIS) unter der Rufnummer 13 14 50 an.

Greek / Ελληνικά

Αυτή είναι μια έκδοση του Trades Recognition Australia (TRA) που παρέχει πληροφορίες για την προετοιμασία και υποβολή μιας αίτησης για αξιολόγηση επαγγελματικής κατάρτισης πριν από μετανάστευση.

Αν δεν μπορείτε να διαβάσετε Αγγλικά και χρειάζεστε βοήθεια για να καταλάβετε αυτή την έκδοση, παρακαλείστε να καλέσετε την Τηλεφωνική Γραμμή Πληροφοριών του TRA (02 6121 7456) κατά τις εργάσιμες ώρες μας μέσω της Υπηρεσίας Μεταφραστών και Διερμηνέων (Translating and Interpreting Service-TIS) στο 13 14 50.

Hindi/ हिन्दी

यह Trades Recognition Australia (TRA) का प्रकाशन है, जो देशान्तरण पूर्व कुशलता के मूल्यांकन के लिए आवेदन पत्र की तैयारी व प्रस्तुतिकरण संबंधी जानकारी प्रदान करता है।

यदि आप अंग्रेजी पढ़ नहीं सकते और इस प्रकाशन को समझने में आपको सहायता चाहिए तो कृपया TRA की टेलिफोन पूछताछ लाइन (02 6121 7456) को अनुवाद व दुभाषिया सेवा के नंबर 13 14 50 के मार्फत हमारे काम करने के घंटों के दौरान फोन कीजिए।

Indonesian / Bahasa Indonesia

Ini merupakan terbitan dari Trades Recognition Australia (TRA) yang memberikan informasi mengenai penyediaan dan pengajuan permohonan untuk penilaian pelatihan dan pengalaman kejuruan.

Jika Anda tidak dapat membaca bahasa Inggris dan memerlukan bantuan untuk memahami terbitan ini, silakan hubungi Sambungan Pertanyaan Telepon TRA (02 6121 7456) melalui Jasa Penerjemahan dan Juru Bahasa (Translating and Interpreting Service – TIS) dengan nomor 13 14 50 pada jam kerja.

Italian / Italiano

Questa è una pubblicazione di Trades Recognition Australia (TRA) che contiene informazioni sulla preparazione e sull'inoltro di una domanda per l'accertamento pre-immigrazione delle competenze professionali.

Se non si è in grado di leggere l'inglese e se si ha necessità di assistenza per la comprensione di questa pubblicazione, chiamare la Telephone Enquiry Line di TRA (02 6121 7456) durante l'orario d'ufficio tramite il Servizio Traduzioni e Interpretariato (TIS, Translating and Interpreting Service) al numero 13 14 50.

Korean / 영어

이것은 Trades Recognition Australia(TRA: 오스트랄리아 통상인정소)가 이주 전의 기능 평가심사 신청서의 준비와 제출에 관한 정보를 제공하는 책자입니다.

영어를 읽지 못하거나 이 책자를 이해하는 데 도움이 필요 하시다면, 업무시간 중에 번역통역서비스(TIS) 13 14 50을 통하여 TRA 전화문의라인 (02 6121 7456)으로 전화하여 주십시오.

Macedonian / Македонски

Ова е издание на Trades Recognition Australia (TRA) во кое има информации како се подготвува и поднесува молба за проценка на стручната подготовка пред доселувањето.

Ако не читате англиски и ви треба помош да го разберете напишаното во книшката, јавете се на TRA Telephone Enquiry Line (Служба за информации по телефон на TRA - 02 6121 7456) преку Translating and Interpreting Service (TIS) (Служба за писмено и усмено преведување) на 13 14 50 во текот на работното време.

Malay / Bahasa Malayu

Ini merupakan terbitan Trades Recognition Australia (TRA) yang memberi maklumat mengenai penyediaan dan pengemukaan permohonan untuk penilaian latihan kemahiran pra-migrasi.

Jika anda tidak dapat membaca Bahasa Inggeris dan memerlukan bantuan untuk memahami terbitan ini, sila hubungi Talian Pertanyaan Telefon TRA (02 6121 7456) melalui Perkhidmatan Penterjemahan dan Jurubahasa Translating and Interpreting Service (TIS) dengan nombor 13 14 50 pada waktu kerja.

Persian / فارسی

این یک نشریه (TRA) Trades Recognition Australia می باشد که اطلاعاتی را در مورد طرز تهیه و جایگزینی درخواست ارزیابی توانائی های پیش از مهاجرت، عرضه می کند.

اگر نمی توانید انگلیسی بخوانید و برای فهمیدن این نشریه به کمک 02 6121 7456) به شماره TRA نیاز دارید، لطفاً با خط تلفن اطلاعات در طی ساعات کاری و از طریق سرویس ترجمه کتبی و (7456) به Translating and Interpreting Service (TIS) شفاهی تماس حاصل کنی 13 14 50 شماره

Polish / polski

Jest to publikacja Trades Recognition Australia (TRA), dostarczająca informacji o przygotowaniu i przedłożeniu wniosku o ocenę kwalifikacji zawodowych przyszłych emigrantów.

Jeżeli nie potrafisz czytać angielskiego tekstu i potrzebujesz pomocy w zrozumieniu tej publikacji, zatelefonuj do Telefonicznej Linii Zapytań TRA (02 6121 7456) poprzez Służbę Tłumaczy (Translating and Interpreting Service - TIS) na numer 13 14 50 w czasie godzin pracy

Pushto / پښتو

Trades Recognition Australia (TRA) یوه خپرونه ده چی د سوداگری د چارو د تجربی او دا د Recognition Australia (TRA) زده کری د ارزیابی کولو لپاره د غوستنلیک د برابرولو او سپارولو په هکله معلومات واندی کوی.

که چیری تاسو انگریزی نشی لوستلی او د دغه خپرونی د پوهیدو لپاره مرستی ته اړتیا لری، هیله ده چی د کار لپاری په دتلیفونی معلوماتو لین سره په (0261217456) لمبر کی تلیفون وکری. او د ترجمی او ترجمانی خدمتونو لمبر کی (131450) په تماس شی.

Russian / Русский

В настоящем выпуске, опубликованном Trades Recognition Australia (TRA), предоставляется информация о том, как подготовить и подать заявление о переезде Вашей квалификации, полученной до иммиграции.

Если Вы не можете читать по-английски и нуждаетесь в помощи, чтобы прочесть этот выпуск, просим Вас звонить по телефону для справок TRA (02 6121 7456) через переводческую службу (Translating and Interpreting Service - TIS) по телефону 13 14 50 в рабочие часы.

Serbian / Српски

Ovo je publikacija Trades Recognition Australia (TRA) koja pruža informacije o pisanju i ulažanju molbe za procenu znanja i sposobnosti u okviru traženja useljеничке визе.

Ako ne znate da читате енглески текст и треба вам помоћ да разумете ову публикацију, молимо вас да позовете TRA Телефонску службу за упите (02 6121 7456) преко Преводилачке службе (TIS) на 13 14 50 у току радног времена.

Sinhalese / සිංහල

මෙය ට්‍රේඩ් රෙකන්ගිෂන් ඔස්ට්‍රේලියා Trades Recognition Australia (TRA) හි ප්‍රකාශනයක් වන අතර සංක්‍රමණයට පෙර නිපුණතා ඇගයීමේ අයදුම්පතක් සකස් කිරීම සහ ඉදිරිපත් කිරීම පිළිබඳ තොරතුරු ලබා දෙයි'

ඔබට ඉංග්‍රීසි කියවීමට නොහැකි නම් සහ මෙම ප්‍රකාශනය අවබෝධ කර ගැනීමට උපකාර අවශ්‍ය නම් "පරිවර්තන සේවාව (ප්‍රාන්ස්ලේෂන් ඇන්ඩ් ඉන්ටර්ප්‍රිටිං සේවය Translating and Interpreting Service- TIS) මාදුරුයෙන්" 13 14 50 අංකය ඔස්සේ" කාර්යාල වේලාවන් තුළදී" කරුණාකර TRA දුරකථන විමසීම් අංකය (02 6121 7456) අමතන්න'

Spanish / España

Esta es una publicación de Trades Recognition Australia (TRA) que proporciona información sobre la preparación y presentación de solicitudes previas a migración para la evaluación de capacitación y experiencia en oficios.

Si Ud. no lee Inglés y necesita ayuda para entender esta publicación, llame a la Línea de Información de TRA (02 6121 7456) en horario de oficina y contáctese con el Servicio de Traducción e Interpretación (TIS) al número 13 14 50.

Vietnamese / Tiếng Việt

Đây là một ấn bản của Trade Recognition Australia (TRA) để cung ứng thông tin về việc chuẩn bị và nộp đơn xin thẩm định kinh nghiệm ngành nghề trước khi di cư.

Nếu quý vị không thể đọc tiếng Anh và cần giúp đỡ để hiểu ấn bản này, xin gọi đến Đường Dây Trả Lỗi Thắc Mắc của TRA (02 6121 7456) trong giờ làm việc qua Dịch Vụ Phiên Dịch và Thông Dịch (Translating and Interpreting Service – TIS) số điện thoại 131 450.

§ all the necessary detail about any training and/or work experience.

Important: If you provide a Statutory Declaration with your application, you must also provide some form of corroborative information from a third party for the claims made in the Statutory Declaration.

3.4. It is important that you provide all requested information with your application. Only the information provided with your application will be considered during the assessment.

3.5. When assessing your application, TRA compares your training and experience against an equivalent occupation in Australia. This requires you to provide very detailed and precise information on your training and experience.

3.6. General statements provided by you, employers or training institutions will not be sufficient evidence of training or work experience.

3.7. If you do not answer all the questions on the application form in full or do not provide sufficiently detailed documentation to support your application, your application may not be successful.

3.8. Any foreign language documents must be accompanied by certified English language translations (see section 7 for further information)

3.9. All applicants are required to submit a 'complete' application. A 'complete' application is one which is submitted on the correct TRA application form with all relevant sections filled in, is signed by the applicant or the nominated agent and is accompanied by the correct application fee.

3.10. In addition, all 'complete' applications must be 'decision ready'. A 'decision ready' application must be 'complete' and contain all necessary documents which are taken as being the applicant's best case for recognition. TRA will not contact applicants nor their representatives in order to obtain documents identified in, but not provided with, an application.

4. Self employed applicants

(where applicable and/or in addition to Section 3)

4.1. Applicants who are or have been self employed must provide evidence of trade, trade-related or occupation specific self employment.

4.2 The evidence should include a personal statement on a properly signed statutory declaration, affidavit, sworn statement or similar legal declaration (with your signature witnessed by a legal authority in your country), providing details on:

- the exact commencement and completion date of each period of self employment
- the occupation in which you were self employed
- the nature and content of the work tasks you personally performed

- the number of staff employed and their occupations
- your workshop and the tools, and equipment used.

§ your business registration certificate covering each period of self employment

§ a statement on letterhead paper from your accountant or legal representative certifying the name and nature of your business, the exact dates of the period of self employment and the capacity in which you have been self employed

§ at least three statements from suppliers, confirming the nature of your business, dates of trading periods, details of the material /equipment purchased over a 12 month period and the types of material/equipment supplied

§ at least three statements from clients, on letterhead paper, confirming full details of the work you did for them and the dates, including the total number of contracts executed over a 12 month period

§ evidence of any trade licensing or registration and the prerequisites to obtain the licence or registration, and

§ any other documentation that builds support for the existence and purpose of the business. This may include information such as certified copies of advertising or promotional material (including internet advertising etc).

Important: Self employed applicants in the metal or electrical trades who have not completed a formal apprenticeship, must demonstrate six years (in metal trades) or seven years (in electrical trades), non managerial/non supervisory trade level work experience.

5. Document validation

5.1. All statements must be signed by a person authorised to make, and capable of making, the statement.

5.2. The name, position and contact details of the person making the statement must also be clearly indicated.

5.3. Documents will not be returned to you.

5.4. The content of all documents must be verifiable.

5.5. You must provide sufficient information to allow verification of your documents.

5.6. Do not send documents in plastic sleeves or folders.

6. Australian qualifications

6.1. If you possess an Australian qualification, at or above Australian Qualification Framework (AQF) Level III directly relating to an occupation assessed by TRA for migration purposes, you must satisfy TRA that your training, skills, knowledge and experience would enable you to work across the range of tasks required of a skilled tradesperson/associate professional.

6.2. The AQF qualification by itself may be insufficient to meet TRA requirements.

6.3. Applicants may be required to undertake a technical interview and/or a trade test to demonstrate that they are able to work as a tradesperson/associate professional in Australia. This decision will be made at the time of the assessment.

6.4. You must provide a certified copy of the AQF qualification, subject and result transcripts or a transcript letter from the institution and, where appropriate, details of the assessment process from the issuing organisation.

6.7. As of 1 July 2005, applications for pre-migration skills assessment which include an AQF qualification awarded on the basis of acceptable formal training, with the training commencing on or after 1 February 2005, must also provide evidence of relevant and directly related work experience equalling not less than 900 hours.

6.8. As of 1 July 2006, the Department of Immigration and Citizenship (DIAC) requires that all AQF applicants undertake CRICOS registered training and present AQF certificates issued by registered CRICOS training providers when applying for a permanent migration visa.

7. Translation of documents

7.1. All documents not in English must be translated by acceptable translators.

Applications submitted within Australia

7.2. Acceptable translations may be obtained from translators accredited with the National Accreditation Authority for Translators and Interpreters (NAATI). Details of these translators can be found in the Yellow Pages or the telephone directory under 'Translations' or on NAATI's website search screen:

<http://mail.naati.com.au/pd2002/search.php>.

7.3. Please check the Translator's accreditation either by calling NAATI on 1300 557 470, or asking to see the Translator's letter or certificate of accreditation as a translator in the languages and directions required and checking the Translator's ID card from NAATI. Translations done by NAATI accredited translators must include the translator's name, NAATI identification number and accreditation status.

Applications submitted outside Australia

7.4. Acceptable translations may be obtained from:

- § A Ministry of Justice (or equivalent) where the qualification was obtained.
- § The Australian Education International Section (AEIS) at an Australian Diplomatic Mission.
- § Any Australian High Commission, Consulate or Embassy.
- § Private and Commercial Translators.
- § The Awarding Institution.

7.5. Overseas translations must be done on the organisation's letterhead and include an official stamp, the translator's name, signature and contact telephone number (all in block letters) legibly printed below the signature.

7.6. It must be possible for TRA to contact the translator if necessary, to verify the translated documents from the details provided.

7.7. When submitting foreign language documents you must provide:

- § certified copies of all foreign language documents, and
- § certified copies of the English translations.

8. Employment and/or training in Australia

8.1. You must provide certified copies of relevant passport pages which prove your identity including all visa pages that hold Australian entry and exit stamps and visas.

8.2. Evidence of your Australian employment must also be provided including Taxation Group certificates and assessment documents to satisfy this requirement.

9. Assessment fees

Skills assessment	AUD\$ 300.00
Internal review	AUD\$ 300.00

9.1. Applications received with less than the full fee amount will not be accepted and will be returned to the applicant.

9.2. Skills assessment application fees are non refundable.

10. How to pay the fee

10.1. When you submit an application, you must pay an application fee direct to TRA in Australia.

10.2. Payment can be made through an overseas bank cheque or international money order.

10.3. All such payments must be drawn on an Australian bank (e.g. ANZ, CBA, NAB, WBC) and made out to: **The collector of public money DEWR.**

11. How long will it take?

11.1 For processing purposes, there are two categories of application:

- § those applications received in occupations shown on the Migration Occupations in Demand List (MODL) (the MODL is available at www.immi.gov.au), and
- § those applications received in occupations not shown on the MODL.

11.2 Occupations on the MODL receive the highest priority. The MODL sets out occupations which have been identified as being in national demand in Australia.

11.3 The majority of MODL skills assessments are finalised within 10 working days.

11.4 The majority of skills assessments for occupations not on the MODL are finalised within 20 working days.

11.5 When we receive your application, you will be sent a letter acknowledging receipt of your application and the payment of the fee. When the assessment is completed, you will receive a letter advising you of the outcome.

12. How Information is used

12.1. DEWR manages information collected from you in accordance with the *Privacy Act 1988*. DEWR collects your information for the purposes of determining whether you have suitable skills for your nominated occupation.

12.2 The information you provide in your application will be used by TRA and DIAC for the purposes of verifying your claims and assisting in the processing of your application.

12.3. If you migrate to Australia, some or all of the information may be made available to an Australian State or Territory skill recognition or licensing authority to assist you to obtain formal recognition or a licence to work.

12.4. TRA normally deals directly with applicants seeking an assessment of their training and experience. If you want someone such as a solicitor, family member or agent to deal with TRA on your behalf, you will need to provide the agent's details in Section 1 of the application form.

13. Assessment outcomes

13.1. TRA will form an opinion on whether you have suitable skills for your nominated application based upon the evidence you provide. Therefore, it is important to provide all necessary information with your application.

13.2. When assessing applications, TRA has the discretion to interview applicants and employers, conduct trade tests and inspect work sites.

13.3 All outcomes are advised by letter. A positive opinion is for migration purposes only. The letter issued by TRA is not a qualification, nor does it entitle you to

employment in Australia. In addition, the letter does not exempt you from having to undertake further assessment, testing, licensing and/or registration requirements of the State or Territory where you choose to work or live on arrival in Australia. A decision on any further requirements will be made by an appropriate authority when you contact them.

13.3. If your application is not successful, or if you disagree with the occupation given, then you may seek an internal review of TRA's opinion.

13.4. An internal review attracts a fee of AUD\$300.00. Details of how to apply for an internal review will be contained in the letter advising you of TRA's opinion.

13.5. A request for an internal review will only be accepted by TRA if it is made in writing and accompanied by the review fee. Please be advised that if you do not pay the fee, you will not be entitled to have your application reviewed.

13.6 If your review application is successful and the information on which this outcome was based was originally provided to TRA, then your review application fee will be refunded.

14. Giving false information

14.1. Giving false or misleading information is a serious offence.

15. The Commonwealth Ombudsman

15.1. If you are dissatisfied with the way your application has been handled by DEWR, you may wish to raise your concerns with the Commonwealth Ombudsman. The Ombudsman will usually require that you have raised your concerns with DEWR and given it a reasonable opportunity to respond before approaching his office. Contact details are:

- § Enquiries 9am - 5pm AEST Monday to Friday
- § Internet www.comb.gov.au
- § Phone 61 2 6276 0111 (International call) or 1300 362 072 (Australian local call)
- § Email ombudsman@ombudsman.gov.au

16. Trades Recognition Australia - Contact details

- § Phone: 61 2 6121 7456
- § Facsimile: 61 2 6121 7768
- § Email: traenquiries@dewr.gov.au
- § Web: www.workplace.gov.au/tra
- § Postal Address:
Trades Recognition Australia
GPO Box 9879
CANBERRA ACT
Australia 2601

Privacy Notice and Personal Declaration

The Department of Employment and Workplace Relations ("DEWR") manages information collected from you on this application form and other information collected in relation to the processing of your application ("your information"), in accordance with the *Privacy Act 1988*. DEWR collects your information for the purposes of determining whether you have suitable skills for your nominated occupation. DEWR usually discloses all or some of your information to other Australian Government agencies for the purposes of verifying your claims and assisting to process your application. I declare that the information supplied on this form and in support of claims made on this form is true and correct. I further declare that the information provided on this form and in all accompanying supporting evidence (the Application) represents the best and most complete case to Trades Recognition Australia (TRA) to have my skills assessed. I understand that by submitting this Application, I am stating that I have read the accompanying information and that my application is 'decision ready'. I also understand that I am authorising TRA to undertake a full and complete assessment of my skills. I understand that TRA is not obliged to make any enquiries when making a decision on my Application. However, if TRA decides to make further enquiries, I understand that the claims I have made in my Application must be capable of being independently verified. I further understand that the information provided is protected by the *Privacy Act 1988* and I agree to the proposed uses and disclosures of my personal information as identified above. **Note: Giving false or misleading information is a serious offence.**

Name	Signature	Day/ Month/Year / /
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1. Personal Information

In what skilled occupation are you seeking assessment?

Have you previously made application to Trades Recognition Australia (TRA)? No Yes

If so what was the previous TRA Ref No.

Do you hold a accreditation or Australian Qualification issued by an Australian State or Territory training authority? No Yes

If so, in what occupation/classification?

Family Name	<input type="text"/>	Date of Birth	Day / Month / Year
Other Names		Country of Birth	<input type="text"/>
Former Name (if any)		Sex	Male <input type="checkbox"/> Female <input type="checkbox"/>
Street or PO No	<input type="text"/>	Telephone	<input type="text"/>
City		Mobile phone	<input type="text"/>
Country	Post Code	Facsimile	<input type="text"/>
		E-mail	<input type="text"/>

2. Agent or Representative

If there is someone you wish to authorise to act on your behalf, fill in these details (Note: All correspondence will be sent to your agent).

Name	<input type="text"/>	Telephone	<input type="text"/>
Address	<input type="text"/>	Mobile phone	<input type="text"/>
	<input type="text"/>	Facsimile	<input type="text"/>
	<input type="text"/>	E-mail	<input type="text"/>

3. Formal Training

Have you completed a period of formal occupational training? No Go to section 4 Yes Complete this section

Was the training undertaken as part of an apprenticeship? No Yes Was the training: Full-time study Part-time study

Title of training course	<input type="text"/>				
Name, address and country of training institute	<input type="text"/>				
Specify controlling authority	<input type="text"/>				
Date training commenced	Day / Month / Year	Date training completed	Day / Month / Year		
Number of years of training completed	<input type="text"/>	Date of final exam (Day/Month/Year)	/ /		
Number of course hours per week	1st year <input type="text"/>	2nd year <input type="text"/>	3rd year <input type="text"/>	4th year <input type="text"/>	5th year <input type="text"/>
Name of Qualification(s) obtained	<input type="text"/>				

ATTACH DETAILS OF CONTENT AND NATURE OF COURSE AND PROOF OF SUCCESSFUL COMPLETION

7. Employment History

Name address and telephone number of employer	occupation or occupations with each employer	Period in each occupation				Office use only	
		From		To		Verified	
		Month	Year	Month	Year	£	Yes/No
						£	Yes
						£	No
						£	Yes
						£	No
						£	Yes
						£	No
						£	Yes
						£	No
						£	Yes
						£	No
						£	Yes
						£	No
						£	Yes
						£	No
						£	Yes
						£	No
						£	Yes
						£	No
						£	Yes
						£	No

ATTACH DETAILED STATEMENTS OF SERVICE

8. Relevant work experience

Give a detailed description, in your own words of the work you have done including the actual duties or tasks over what period and how often you performed each duty or task; and the types of machines, equipment, tools, instruments and materials you used;

9. Decision Ready and Complete Checklist :

I have included proof of my identity (Passport ,Birth Certificate or Government Document)	£
I have completed all relevant sections of the application form.	£
I have included 2 recent passport photographs of myself.	£
I have included the correct <u>Non-Refundable</u> application fee.	£
All documents not in English are accompanied by an English translation from a certified translator.	£
I have included only certified true copies, <u>not original documents</u> .	£
All the evidence I have provided can be confirmed.	£
My application is decision ready.	£
<u>I UNDERSTAND THAT IF THE REQUIRED INFORMATION IS NOT PROVIDED MY APPLICATION MAY BE REFUSED.</u>	£