

## EMPLOYMENT APPLICATION

### 1. DEFINITIONS

- The de Bruin Group  
Refers to all businesses of the de Bruin Group which includes but is not limited to:
  - de Bruin Nominees P/L ATF de Bruin Family Trust
  - de Bruin Group P/L
  - de Bruin Aviation P/L
  - de Bruin Engineering P/L
    - iHSD
  - Mayura P/L
    - Mayura Station
    - The Tasting Room
  
- Selection Criteria
  - Refers to the key requirement of the role, skills and qualities of the applicant as listed in the job advertisement.
  - Where selection criteria is not advertised, applicants are to use the 'Key Success Factors' as listed in the applicable position description as the selection criteria.

### 2. APPLICATION INFORMATION

Thank you for your enquiry regarding a position advertised by the de Bruin Group.

The objective of the de Bruin Group's recruitment program is to select the best person for the job by matching applications to all criteria requirements of the position advertised and the de Bruin Group's needs. The following information has been gathered to assist you during the application and interview process.

Our selection process is based on assessment of merit. That is how well your knowledge, skills and abilities meet each of the selection criteria.

*PLEASE NOTE: The de Bruin Group recruitment process can take up to 6 weeks from advertising to position placement.*

### 3. YOUR APPLICATION

Your application is your first contact with the selection committee and will determine whether or not you gain an interview.

The position description outlines the major duties and responsibilities of the position and includes the selection criteria that must be addressed in your application. In your application you must clearly demonstrate to the selection committee how your attitude, experience, skills, knowledge and qualifications meet the specific requirements as listed in the advertised position. If your application does not address the selection criteria it will not be considered.

Copies of the position description are available by contacting Human Resources on (08) 8721 3000 or by email at: [jobs@debruingroup.com.au](mailto:jobs@debruingroup.com.au).

Your application must include the following:

- Cover letter
- Application Form
- Statements addressing the selection criteria
- Resume or Curriculum Vitae

#### 4. COVER LETTER

This letter is attached to your application stating the position title and why you are applying for the position.

#### 5. APPLICATION FORM

A de Bruin Group Application Form must be completed and submitted with each application (refer Annexure A following).

#### 6. STATEMENTS ADDRESSING THE SELECTION CRITERIA

Using the advertised selection criteria (or 'Key Success Factors' found in the position description where no selection criteria is advertised) as headings, describe how your particular skills, work experience, abilities and qualifications enable you to satisfy each of the selection criteria.

As an applicant, it is your responsibility to demonstrate how well you meet the selection criteria. If your application does not address the selection criteria, it will not be considered. Selection for interviews is based on how well your knowledge, skills and abilities meet the selection criteria.

#### 7. RESUME OR CURRICULUM VITAE

When preparing your resume you should consider the following points:

##### **Education**

Clearly state details of any secondary or tertiary qualifications. Attach photocopies of any qualifications to your application. If qualifications were obtained from an overseas country, provide as much information as possible to enable equivalence to be assessed.

##### **Employment History**

List all positions held in chronological order, with the latest positions held listed first. Ensure that you indicate dates of employment so the selection committee can determine over what period your experience has been gained. Details of any relevant voluntary work or experience should also be included.

##### **Referees**

Provide the names and telephone numbers of at least two (prefer three) current referees. These people should be able to comment on your skills and abilities to meet the selection criteria and have your prior approval to provide such comment.

Written references do not need to be forwarded with your application.

## 8. SUBMITTING YOUR APPLICATION

Applications or enquiries should be addressed to:

The Human Resources Manager  
de Bruin Group  
PO Box 52  
MOUNT GAMBIER SA 5290

Your application can be:

- Sent electronically to: [jobs@debruingroup.com.au](mailto:jobs@debruingroup.com.au);
- Posted to the above address;
- Faxed to (08) 8725 8003; or
- Hand delivered to our Group office at 20 Penola Road – Mount Gambier.

**Please Note:** *If sending your application by email, Microsoft Word or PDF documents are preferred.*

Applications must be received by the closing date specified in the advertisement. Late applications will not be considered.

## 9. SELECTION PROCESS

In the week following the closing date, applications are screened and the selection committee shortlists those applicants who will be invited to an interview. Short listing for interview will be determined by how well you satisfy the selection criteria. Applicants who are not short listed will receive written notification and no further communication will be entered into.

If you are selected for an interview, you will be contacted by phone.

At the time of contact for the interview please advise the Human Resources Department of any special needs, such as building access or communication assistance.

If you are selected for interview, it will be necessary to bring original evidence of your qualifications with you. You may also want to bring along other documentation that will support claims you have made about your experience and skills such as copies of reports, examples of your past work.

The interview panel will usually consist of three people, with a structured set of questions to ask each applicant. These questions will be relevant to the position and based on the selection criteria.

In some cases, an assessment may be given as part of the selection process, eg: practical tool skills, use of computer software etc.

Referees will be contacted. It is a good idea to prepare your referees by asking for their agreement to act in this capacity and giving them details of the position you have applied for with the de Bruin Group.

#### 10. NOTIFICATION

Short listed applicants will be required to undergo a pre-employment medical assessment, including drug testing, at the de Bruin Group's expense.

The position is offered to the successful applicant as soon as possible after the interview. Contact with the Human Resources Department may be made to check on the progress of recruitment.

Unsuccessful applicants asked to an interview will receive written notification and no further communication will be entered into.

**Thank you for your interest in employment with the de Bruin Group.**

**APPLICATION FOR EMPLOYMENT FORM**

<b>Position Title</b>									
<b>Surname</b> (block letters):		<b>Ms</b>		<b>Mrs</b>		<b>Miss</b>		<b>Mr</b>	
<b>Given Names:</b>			<b>Preferred Name:</b>						
<b>Home Address:</b>						<b>PCode:</b>			
<b>Postal Address:</b>						<b>PCode:</b>			
<b>Phone (Private):</b>			<b>Mobile:</b>						
<b>Phone (Business):</b>			<b>Email:</b>						
<b>Drivers Licence No:</b>			<b>Drivers Licence Expiry Date:</b>						
<b>Date of Birth (Optional)</b>									

How did you find out about the position for which you have applied?

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**Declarations:**

Privacy and Personal Information Protection Act 1998:

I acknowledge that:

- the personal information provided in this application is collected for the purpose of assessing suitability for employment for the position stated above;
- access is limited to use by de Bruin Group employees and other authorised persons;
- my personal information is voluntarily supplied and non-supply may cause delay or inability to proceed in the processing of this form; and
- the personal information will be stored in de Bruin Group systems.

**Signature of Applicant:** \_\_\_\_\_

Have you any known condition, which the de Bruin Group will need to accommodate either for interview or for you to perform the duties of the position for which you have applied:

Yes:  No:

If yes, please provide details:

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Are you an Australian Citizen:

Yes:  No:

If no, are you eligible for employment in Australia:

Yes:  No:

If yes, please provide details:

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To avoid any potential conflict of interest in appointing an independent interview panel, please advise if you have any association with or connection to current employees or officers of the de Bruin Group.  
*Note: This information is confidential and will only be used to select an independent interview panel.*

Yes:  No:

If yes, please indicate details on a separate sheet.

I certify that all answers and statements on this application form and any attachments thereto are true and complete to the best of my knowledge. I understand that, should I provide untruthful or misleading information, this application may be rejected or my employment with the de Bruin Group subsequently terminated.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Education/Qualification Details

Please provide a summary of your educational background. (Attach a copy of relevant documentation – results for recent school studies, certificates awarded or copies of academic transcripts)

#### Secondary Education

Years	Name of School	Level Attained / Certificate Awarded

#### Tertiary Education (University or TAFE)

Years	Name of Institution	Degree/Diploma/Certificate Awarded



## Employment History

Please provide summary of your full employment background commencing with your most recent position.

**Employer's Name:**

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**Position Held:**

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**Length of Service** (insert start and finish date):

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**Brief summary of responsibilities:**

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**Employer's Name:**

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**Position Held:**

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**Length of Service** (insert start and finish date):

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**Brief summary of responsibilities:**

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**Employer's Name:**

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**Position Held:**

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**Length of Service** (insert start and finish date):

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**Brief summary of responsibilities:**

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**Referees:**

Please provide details of at least two (prefer three) people that you authorise the de Bruin Group to contact for reference checking.

**Organisation:** \_\_\_\_\_

**Referee Name:** \_\_\_\_\_

**Position Held:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Organisation:** \_\_\_\_\_

**Referee Name:** \_\_\_\_\_

**Position Held:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Organisation:** \_\_\_\_\_

**Referee Name:** \_\_\_\_\_

**Position Held:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Please read the following statements carefully before completing each box**

**Smoking**

The de Bruin Group promotes a smoke free environment. Will you have a problem complying with this requirement?

Yes:  No:

**Criminal Convictions**

Have you been convicted of a criminal offence in the last 3 years?

Yes:  No:

**Medical Assessment**

You will be required to attend a medical examination, other related assessments and answer any other relevant information as requested by the de Bruin Group as part of the employment process and during your employment should you be successful in gaining employment the de Bruin Group. Do you agree to comply with these requirements?

Yes:  No:

Thank you for applying for this position. The de Bruin Group welcomes copies of supporting documentation and your resume, however original documents and presentation folders will not be returned. Please do not submit your applications in special binding or plastic sleeves as these may cause problems with our records management system. All unsuccessful applications and resumes will be destroyed after three months.

Please forward your application and statement addressing the selection criteria, marked '*Private and Confidential*' to:

**The Human Resources Manager  
de Bruin Group  
PO Box 52  
MOUNT GAMBIER SA 5290**