

Resume Summary Form

The Ostara Australia Resume Summary Form is designed to gather all the required evidence we will require to help you create the perfect resume so that you can start your job searching journey. Please fill in all sections on the following pages:

TITLE: **MR** **MRS** **MISS** **MS**

FULL NAME: Surname: _____ Given Name (s): _____

ADDRESS: _____

Suburb: _____ Postcode: _____

HOME PH: _____ **MOBILE:** _____

DATE OF BIRTH: ____ / ____ / ____ **EMAIL:** _____

NOTIFICATION METHOD: **SMS** **EMAIL** **PERSONAL PAGE**

1. MyGov and JobSearch account creation

To assist you in reporting your Job Search Efforts to your Employment Consultant, and to open up more prospective employment opportunities, you will be assisted to create a JobSearch account (www.jobsearch.gov.au) and link it to your MyGov account (www.my.gov.au).

Do you already have a MyGov account? Yes No
 Do you already have a JobSearch account? Yes No

2. Licences:

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Heavy Combination (HC) | <input type="checkbox"/> Heavy Rigid (HR) | <input type="checkbox"/> Medium Rigid (MR) | <input type="checkbox"/> Light Rigid (LR) |
| <input type="checkbox"/> Forklift | <input type="checkbox"/> Taxi | <input type="checkbox"/> Car | <input type="checkbox"/> Motorcycle |
| <input type="checkbox"/> Multi Combination (MC) | <input type="checkbox"/> Other | <input type="checkbox"/> N/A | |
-

3. Vocational Preferences:

Describe the main type of work you are seeking;

1.
2.
3.

What geographical area/s are you seeking work in?

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Are you interested in any of the following:

- Apprenticeships Traineeships Day work (Mon – Fri)
 Shift work Night Shift Weekend work
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-

4. Job Search Assistance:

Do you know what sort of work you want to do? Yes No Unsure

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Do you tailor your resume to suit different jobs? Yes No Unsure

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Can you effectively market yourself in person to an employer? Yes No Unsure

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Can you effectively market yourself over the phone to an employer? Yes No Unsure

.....

Can you apply for jobs using the internet? Yes No Unsure

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Can you apply for jobs using the newspapers? Yes No Unsure

.....

Do you perform well at interview? Yes No Unsure

.....

Name your referees / references:

Name:

Company:

Title:

Phone Number:

Name:

Company:

Title:

Phone Number:

Do you need to obtain specific qualifications/licences etc? Yes No Unsure

.....

How many jobs do you currently apply for each week? 0-2 3-5 6-9 10+

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How many job interviews have you attended in the last month?

0 1-4 5+

What was the outcome?

.....

.....

5. Employment History:

Date From: Date To:

Position: Company:

Duties:

Date From: Date To:

Position: Company:

Duties:

Date From: Date To:

Position: Company:

Duties:

EDUCATION, QUALIFICATIONS & CERTIFICATES

| Institution | Qualification Gained |
|-------------|----------------------|
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DEMONSTRATED WORK SKILLS

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Please Indicate the Skills/Interests You Have

Please mark the applicable boxes as follows:

√ = Skill you have

I = Interest you have

| General Common to Many | Trade/Labour Skills Automotive |
|--|--|
| Accurate Cash Handling | Install Electrical Equipment |
| Control Room Operator | Motor Cycle Repairs |
| Customer Service | Panel Beating |
| Dental Terminology | Reconditioning |
| EFTPOS | Repair Computer Equipment |
| ESL Teaching | Repair Electrical Wiring |
| Laboratory Testing | Servicing |
| Legal Terminology | Small Engine Testing and Repairing |
| Medical Terminology | Spray Painting |
| Ordering Stock | Test, Recondition, Replace Parts |
| Quality Control | Tuning |
| Seeks Apprenticeship | Tyre Fitting |
| Seeks Traineeship | Construction |
| Staff Recruitment | Boat Building |
| Staff Rostering | Bricklaying |
| Staff Supervision | Carpentry |
| Stock Rotation | Concreting |
| Stock Taking | Floor and Wall Tiling |
| Time Management | Gas Fitting |
| Tutoring | House Construction |
| Valet Parking | Labourer |
| Veterinary Terminology | Painting |
| Miscellaneous | Plastering - Fibrous |
| Cut, Shape and Install Glass | Plastering - Solid |
| Diamond-Tipped Cutting and Drilling of Glass | Plumbing and Draining |
| Garbage Collection | Rigging |
| Lead Lighting | Roof Plumbing |
| Repair and Maintain Properties | Roof Tiling |
| Screen Printing | Scaffolding |
| Servicing Swimming Pools | Steel Fixing |
| Shoe Repairs | Use of Hand Tools |
| Sign Writing | Use of Power Tools |
| Soil Testing | Electrical |
| Arts | Appliance Repairs and Services |
| Acting | Cable Terminations |
| Film and Television | Circuits |
| Florist | Data Cabling |
| Graphic Design | Electrical Fitting |
| Jewellery Making | Install and Maintain Aerial Equipment |
| Jewellery Design | Install and Maintain Underground Cables |
| Make-Up Artistry | Install Earth Statues, Power Poles, Towers and Wires |

| | | | |
|---|--|--|--|
| Photography | | Patrol Electrical Lines | |
| Picture Framing | | Planning, Installing and Design | |
| | | Rewiring | |
| Metal | | Shrink Wrapping | |
| Aluminum Fabrication | | Stores Experience | |
| Aluminum Guttering | | Factory | |
| Boring | | Assembly Line | |
| Drilling | | Factory / Process Work | |
| Engraving | | Food Processing | |
| Install Aluminum Windows and Doors | | Industrial Over Locking | |
| Locking Systems Install and Repair | | Industrial Sewing | |
| Maintain and Repair Machinery | | Injection Moulding | |
| Metal Fabrication | | Machinery Operation | |
| Milling | | Metal Press Operation | |
| Turning | | Plastic Moulding | |
| Refrigeration and Air-Conditioning | | Powder Coating | |
| Ducting | | Press Operation | |
| Installation | | Sandblasting | |
| Repairs | | Vacu Form – Twin Skin - Injection | |
| Welding | | Bookbinding | |
| Aluminum | | Food | |
| Arc | | Boning and Slicing | |
| Mig | | Break Making | |
| Oxy | | Cut, Trim and Prepare Meat for Sale | |
| Pressure Vessel | | Slaughtering Livestock | |
| Spol | | Agriculture / Animal / Primary Ind. | |
| Tig | | Animal Grooming and Clipping | |
| Wood / Furniture | | Aquaculture | |
| Edging and Sanding | | Bee Keeping | |
| Furniture Assembly | | Farming | |
| Lathe Operation | | Fertilising | |
| Nail Gun Operation | | Forestry | |
| Wood Machining | | Fruit and Vegetable Picking | |
| Factory / Process Cleaning | | Garden Bed Maintenance | |
| Car Buffing and Polishing | | Gardening | |
| Car Detailing | | Green Keeping | |
| Carpet | | Harvesting | |
| Commercial | | Horticulture | |
| Domestic | | Kennel Cleaning | |
| Industrial | | Lawn Mowing | |
| Industrial Floor Polishing | | Livestock Care | |
| Laundry | | Mining | |
| School | | Mustering | |
| Stores and Warehousing | | Nursery Maintenance | |
| Cataloguing and Labelling | | Plant Propagation | |
| Clean and Maintain Machinery | | Tree Lopping | |
| Delivery Driving | | Weed and Pest Control | |
| Dispatching | | Planting and Transplanting | |
| Invoicing | | Chainsaw Usage | |

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| Load and Unload Trucks | Cutting Firebreaks | |
| Pick and Pack Orders | Cutting Firewood | |
| Receive Goods | Cutting Trees | |
| Agriculture / Animal / Primary Ind. Continued | Hospitality | |
| Loading Trucks (Timber) | A-la-carte | |
| Monitoring Burnoffs | Airline Service | |
| Licences and Tickets Driving | Barista Coffee Making | |
| C - Car | Bottle Shop Service | |
| HC – Heavy Combination | Cappuccino Machine | |
| HR – Heavy Rigid | Carry Luggage to Rooms | |
| LR – Light Rigid | Cash Travellers Cheques and Foreign Currency | |
| MC – Multiple Combinations | Cellar Duties – Tap Kegs | |
| MR – Medium Rigid | Clear Tables | |
| R - Motorcycle | Food Preparation | |
| RE – Restricted Motorcycle | Grill Cooking | |
| Heavy Machinery | Hotel Cooking | |
| Backhoe Ticket | Hotel Front Office | |
| Bobcat Ticket | House Keeping | |
| Bridge and Gantry Cranes Ticket | Keno/TAB Processing | |
| Bulldozer Ticket | Kitchen Cleaning | |
| Cherry Picker Ticket | Make Reservations | |
| Cranes Operator’s Ticket | Make Travel Arrangements | |
| Dogman Ticket | Meet and Greet Customers | |
| Dragline Ticket | Mix, Bake, Fill and Decorate Cakes and Pastries | |
| Excavator Ticket | Mixing Cocktails | |
| Forklift Ticket | Operation of Deep Fryer | |
| Grader – Final Trim | Pan Cooking | |
| Harvester | Plan Menus | |
| Loader | Pull Beer | |
| Roller Driver Ticket | Reservations | |
| Stew Crane Ticket | Sandwich Making | |
| Tow Truck Licence | Seat Customers | |
| Trades / Qualification / Tickets | Serve Drinks | |
| Austel Licence | Serve Food | |
| Blue Card | Short Order Cooking | |
| Crowd Control Certificate | Silver Service | |
| First Aid Certificate | Stock Control | |
| Gaming Licence | Table Setting | |
| Green Card | Waiting on Tables | |
| Pest Control Licence | Health and Personal Services Beauty | |
| Responsible Service of Alcohol (RSA) | Acrylic, Gel, Air Brush - Nails | |
| Rigging Ticket | Facials | |
| Safety Induction | Manicures | |
| Scaffolding Ticket | Pedicures | |
| Security Licence | Perming, Cutting, Colouring and Styling Hair | |
| Trade Certificate | Washing Hair and Cleaning Salon | |
| Traffic Control | Child Care | |
| Weapons Licence | Family Day Care | |

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| Child Suitability Card | | Managing a Centre | |
| Responsible Conduct of Gambling (RCG) | | Nutritional Meal Preparation | |
| Farm Chemical User Accreditation | | Prepare Play and Learning Materials | |
| Record Growth, Behaviour and Development | | Administration / Clerical Admin | |
| Supervise Children 0 – 5 Years | | Accounts Payable | |
| Health | | Accounts Payable-Computerised | |
| Aged Care | | Accounts Receivable | |
| Assist Lifting and Turning of Patients | | Accounts Receivable - Computerised | |
| Assist Shower, Bathe and Shave Patients | | Bank Telling | |
| Assist with Rehabilitation Exercises | | BAS and GST | |
| Chair Side Assisting | | Billing | |
| Changing Dressings | | Computerised Bookkeeping | |
| Counselling | | Credit Control | |
| Disabled Patient Care | | Data Entry – Alpha Numerical | |
| Fitness Instruction | | Data Entry - Numerical | |
| Sterilises Instruments | | Debt Collection | |
| Stock Linen Supply Cupboards | | Dictaphone | |
| Taking Blood Pressure | | Financial Reporting | |
| Transport Patients | | General Ledger | |
| Retail Call Centre | | Manual Bookkeeping | |
| Internal Sales | | Office Administration | |
| Telemarketing - Inbound | | Office Management | |
| Telemarketing - Outbound | | Organisational Skills | |
| Retail | | Payroll | |
| Accept Returns for Credit | | Property Management | |
| Appointment Setting | | Purchasing | |
| Cash Register Operation | | Reception | |
| Cash Register Reconciliation | | Reconciliations | |
| Door to Door Sales | | Report Preparation | |
| Follow Up Leads | | Shorthand | |
| Generating New Business | | Switchboard Operation | |
| Lotto Processing | | Trial Balance | |
| Merchandising | | Typing | |
| Night Filling | | Computer Packages | |
| Order Taking | | Internet Explorer | |
| Photo Processing | | Lotus Notes | |
| Pricing | | Micro Pay | |
| Set Up Phone Company Contracts | | Microsoft Access | |
| Shelf Stacking | | Microsoft Excel | |
| Stock Display | | Microsoft Outlook | |
| Stock Rotation | | Microsoft Power Point | |
| Store Management | | Microsoft Word | |
| Trolley Collecting | | MYOB | |
| Weight and Price Goods For Sale | | QuickBooks Accounting | |
| Window Display | | ResMan | |
| Sales Experience | | Information Technology | |
| | | Computer Programming | |
| | | Fault Diagnosis | |

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|--|--|-----------------|--|
| | | Help Desk | |
| | | Software Design | |
| | | Website Design | |