

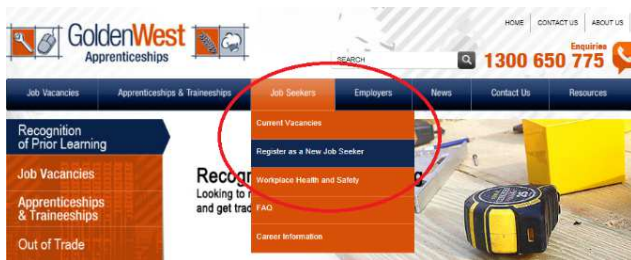


# How to register and apply for an Apprenticeship or Traineeship with Golden West Apprenticeships

## Step 1 ...

Go to the website to register as a new Job Seeker - [www.goldenwest.org.au](http://www.goldenwest.org.au)

Create a personalised log in to your Golden West Portal by using a current email address and password of your choice. This portal will allow you to view and apply for current vacancies.



## Step 2 ...

Complete your personal details in the fields provided & upload a copy of your most current resume.

Carefully read the Candidate's Authorisation and Declaration before clicking *Submit* to create your Golden West Apprenticeships profile.

### Candidate's Authorisation and Declaration

I confirm that I have provided my personal details to Golden West for the explicit purpose of applying for and canvassing potential job opportunities on my behalf.

I hereby authorise Golden West to keep information and documents provided by me on its registers of information and to make the information and documents available (either electronically or manually) to prospective host employers. I also authorise Golden West to make all such enquiries (including where appropriate, of referees) as it considers necessary to perform its tasks, including to verify the accuracy or completeness of information provided by me. I further authorise Golden West to use and disclose my information for the purposes of assisting me to find employment.

I understand that Golden West Apprenticeships may disclose this information to all Golden West Offices, potential host employers, Department of Employment & Training, Department of Education, Employment, Workplace Relations, Australian Apprenticeship Support Network Centres, Centrelink or State and Territory Agencies where required by law or for programme monitoring purposes.

I declare that the above information has been answered truthfully and to the best of my knowledge. I further understand that if false and misleading information has been supplied, it may result in the cancellation of my application and/or termination of my employment. I accept, upon my submission of this information the conditions set out in the GWA Privacy Statement.

I understand my details will be kept active for a period of three months. Prior to this time I must confirm my continuing interest in obtaining employment by logging in as a jobseeker and clicking the submit button to confirm the currency or my information or my file will be deleted from your records.

I acknowledge that I have read and understood the matters set out above.

### Step 3 ...

Navigate to the 'Take Assessments' tab and complete the four (4) online assessments – Literacy, Numeracy, Workplace Health and Safety General Assessment and the Industry Workplace Health & Safety Assessment for the industry you are interested in.

All four (4) assessments must be completed before you can apply for a vacancy and be interviewed by our recruitment team.



Golden West Apprenticeships asks all applicants to successfully complete assessments in Numeracy, Literacy and Workplace Health and Safety prior to applying for roles. We need this information in order to evaluate job applications applicants have made.

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#### Literacy and Numeracy Assessments

Assessment	Score	Date Taken	Status	Link
Literacy Assessment (Grammar)			Not Taken	Take Test
Numeracy Assessment (Maths)			Not Taken	Take Test

#### Workplace Health and Safety Questionnaires

You are required to take **Section 1: General Component** and another based on the **preferred industry** you specified in your profile. If the preferred industry below is incorrect, please update your details by selecting the industry **you prefer to work in** from the dropdown and clicking the **Update** button. Once done, you make click the **Take Assessment** button to proceed.

Your Preferred Industry:

Questionnaire	Score	Date Taken	Status	Link
<b>Section 1: General Component (*required)</b>				
Section 2: Construction Industry Component			Not Taken	Take Assessment
Section 3: Community Services Industry Component				
Section 4: Electrical and Electronics Industry Component				
Section 5: Hairdressing Industry Component				
Section 6: Hospitality & Tourism Industry Component				
Section 7: Manufacturing Industry Component				
Section 8: Metals and Engineering Industry Component				
<b>Section 9: Office and Business Administration Industry Component (*required)</b>			Not Taken	Take Assessment
Section 10: Primary and Natural Resources Industry Component				
Section 11: Retail Industry Component				

### Step 4 ...

Apply for the vacancy you are interested in.



Hi Darren!

Thank you for registering with Golden West Apprenticeships! Congratulations in taking the first step in your application for an apprenticeship/traineeship through our organisation.

Welcome to your personal, one stop, applicant portal. From here you can undertake compulsory assessments prior to applying for roles, view applications you have made and update your details so we can successfully communicate with you.

Also, stay up to date with latest news and job vacancies - Like us on Facebook!



#### Current Vacancies

Make sure you have successfully completed the **required** assessments in Numeracy, Literacy and Workplace Health and Safety prior to applying for roles. You are only allowed to apply for jobs after you have completed the assessments. [Click here to take the assessments](#)

TITLE	LOCATION	CLOSING DATE	TYPE	MODE	
Diesel Fitter / Welder (Trade Qualified)	Hodgson Vale	25/05/2018	Trade Qualified	Full-time	VIEW/APPLY
Current and Out of Trade Apprentices/Trainees	Various locations	25/05/2018	Apprenticeship	Full-time	VIEW/APPLY
Business Administration Traineeship	Tacoloma	25/05/2018	Traineeship	Full-time	VIEW/APPLY
Heavy Road Transport Apprenticeship	Warwick	25/05/2018	Apprenticeship	Full-time	VIEW/APPLY
Business Administration Traineeship	Chinchilla	20/05/2018	Traineeship	Full-time	VIEW/APPLY
Electrical Apprenticeship	Dalby	17/05/2018	Apprenticeship	Full-time	VIEW/APPLY
Sheet Metal Apprenticeship	Warwick	04/05/2018	Apprenticeship	Full-time	VIEW/APPLY
Sheet Metal Apprenticeship	Warwick	04/05/2018	Apprenticeship	Full-time	VIEW/APPLY
Panel Beating Apprenticeship	Goondiwindi	04/05/2018	Apprenticeship	School-based	VIEW/APPLY
Carpentry Apprenticeship	Taroom	04/05/2018	Apprenticeship	Full-time	VIEW/APPLY
Carpentry Apprenticeship	Taroom	04/05/2018	Apprenticeship	School-based	VIEW/APPLY
EO Apprenticeship/Traineeship	Miles	04/05/2018	Apprenticeship/Traineeship	Full-time	VIEW/APPLY



**GoldenWest**  
Apprenticeships

