



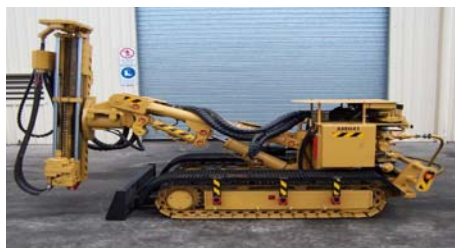
Anderson Group of Companies

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Anderson Group of Companies APPLICATION FOR EMPLOYMENT

(CONFIDENTIAL)



HOW TO APPLY

Your application will not be considered if the following information is not included:

- Resume
- Copy of Drivers Licence
- Copy of Trade Certificates/Qualifications
- Copy of Coal Board Medical (required for on-site mine workers only)
- Copy of Generic Inductions (required for on-site mine workers only)

Applications should be forwarded to via post/e-mail:

Postal Address: Anderson Group of Companies
 Attention: Human Resources
 P.O Box 5684
 Mackay Mail Centre
 Queensland 4741

E-mail Address: HR@anderson-group.com.au

NB: Original documents must be provided prior to interview.

Further details of the position and employment conditions will be discussed at the interview stage.

Application information is collected for the sole purpose of assessing your suitability for a position. Unsuccessful applications will be kept on file for three months, then destroyed. Should you wish to update your records during this period, please contact:

Human Resource Department
 Phone: +61 7 4952 3288
 Fax: +61 7 4952 3110
 E-mail: HR@anderson-group.com.au

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Approved By : GROUP MANAGING DIRECTOR	Version No. : 2

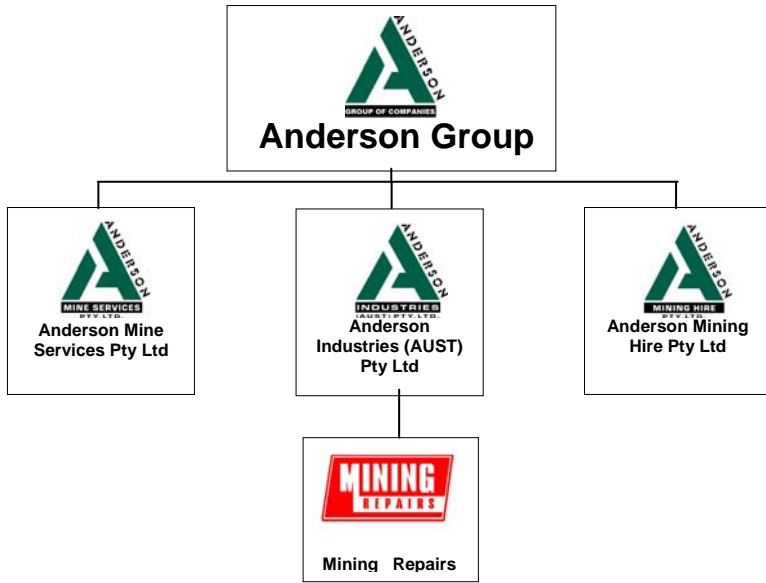
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Anderson Mine Services

- Specialist Fabrication for the Mining Industry
- Underground Mining Contract Services

Anderson Industries

- Service, Repair and Supply of Underground Diesel Machinery
- Supply of Spare Parts

Anderson Mining Hire

- Hire of Underground Diesel Machinery and Attachments

Mining Repairs

- Manufacture and repair of flame-proof alternators.

Group Charter

- ❖ To become one of Australia's leading mining support organisations
- ❖ To provide security for our employees
- ❖ To successfully deliver major complex underground maintenance and mining projects.
- ❖ To enhance our reputation by working in partnership with our customers
- ❖ To provide a return for our shareholders.

SAFETY POLICY

It is the policy of Anderson Industries to strive for the highest safety standards on our projects. Safety does not occur by chance. It is the result of careful attention to all company operations by those who are directly and indirectly involved. Our employees at all levels must work diligently to execute the company's policy of maintaining safety and occupational health.

Anderson industries safety program has been developed to ensure compliance with relevant legislation and appropriate codes of practice with particular emphasis on the occupational safety and health of our employees. It is the obligation of all employees to be knowledgeable of the standards established by these laws and guidelines and to implement the rules and regulations contained therein on projects under their direction.

Regard for the safety of the general public, our own employees and subcontractors is a supreme responsibility of all levels of our organisation. We intend to prevent any human suffering, accidents even minor ones, causing pain, both physical and mental. Prevention of injury and illness is a goal well worthy of our achieving.

A safe workplace is organized, clean, and efficient. If every employee views accidents in the same way, we consider all other aspects of our operations, we will be in a better position not only to control accidents but also to improve the total performance of our Company. It is therefore of utmost importance that all aspects of our training program be strictly adhered to and that the intent of this program be followed to the letter. Any recommendations to improve our safety program are encouraged and welcome.

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The Anderson Group of Companies are a major service provider to the Australian Coal Mining Industry and have ties to the International Market throughout China.

Headquartered in Mackay (Qld) with branches in Newcastle and Wollongong (NSW) the group is strategically positioned to meet the increasing demand for its services.

The Anderson Group employs approximately 300 staff throughout Queensland and New South Wales. Some of the positions The Group employs are; Underground Miners, Boilermakers, Welders, Diesel Fitters, Fitter Machinists, Engineers, Draftspersons and Apprentices, Store Persons, Purchasing Officers, Trade Assistants, with Administrative and Financial staff, Sales Managers, Workplace Health & Safety Officials, Quality Coordinator, and a Human Resource Officer providing support services.

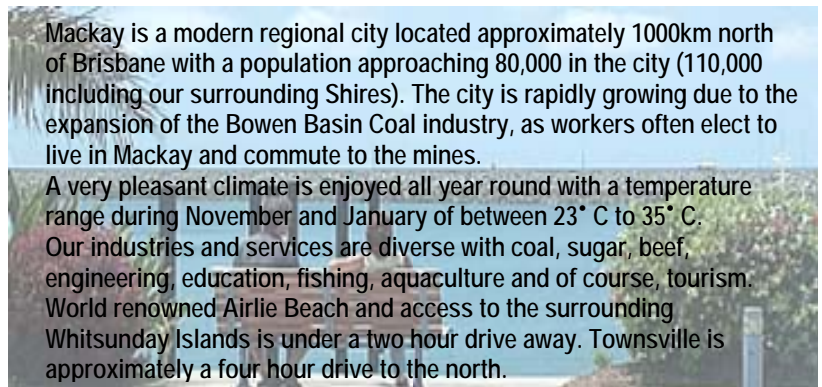
QLD Operations



Mackay

Anderson Industries &
Anderson Mining Hire
47 Enterprise Street
Mackay Qld 4740
Phone: +61 7 4952 6111
Fax: +61 7 4952 6066

Anderson Mine Services
50-54 Enterprise Street
Mackay Qld 4740
Phone: +61 7 4952 3288
Fax: +61 7 4952 3110



Mackay is a modern regional city located approximately 1000km north of Brisbane with a population approaching 80,000 in the city (110,000 including our surrounding Shires). The city is rapidly growing due to the expansion of the Bowen Basin Coal industry, as workers often elect to live in Mackay and commute to the mines.

A very pleasant climate is enjoyed all year round with a temperature range during November and January of between 23° C to 35° C. Our industries and services are diverse with coal, sugar, beef, engineering, education, fishing, aquaculture and of course, tourism. World renowned Airlie Beach and access to the surrounding Whitsunday Islands is under a two hour drive away. Townsville is approximately a four hour drive to the north.

NSW Operations



Newcastle

Anderson Mine Services
Anderson Industries &
Anderson Mining Hire
71-73 Enterprise Drive,
Beresfield NSW 2322
Phone: +61 2 4949 4900
Fax: +61 2 4949 4999



Newcastle is Australia's sixth largest city. Situated in the heart of New South Wales prosperous Hunter region it lays claim to an exceptional mix of agriculture, natural attractions and industry including;

- A booming port
- Leading university
- Music & arts centres
- Famous Hunter Wine region
- Abundant Agriculture
- NSW's second largest tourist region
- Coal and energy exports
- Myriad of beaches and coastal national parks



Wollongong

Mining Repairs
151 Industrial Road
Oak Flats
Wollongong NSW 2529
Phone: +61 2 4256 1177
Fax: +61 2 4257 1283



Wollongong is the third largest city in New South Wales, and the ninth largest city in Australia. The cosmopolitan city features 60 km's of breathtaking coastline, a backdrop of forested slopes of the majestic Illawarra escarpment, diverse places of interest, and a wide range of cultural, entertainment and recreational venues. Yearly temperatures range from 8° C to 25° C, enabling year-round activities which include:

- Parasailing, windsurfing, fishing, sailing or scuba diving.
- Mountain climbing, hang gliding.
- Surfing, spearfishing and snorkelling.
- 60 km's of cycling tracks.
- Lake Illawarra which has 37 km's of foreshore over 35 square klm's and supports 25 licensed commercial fisheries.

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Positions that may become available within the Anderson Group of Companies

Underground Coal Mining	Location	Engineering	Location	Administration	Location
Inexperienced Miner (Cleaskin)	QLD Site NSW Site	Trade Assistant/Serviceman	Mackay Newcastle	Receptionist	Mackay Newcastle
Experienced Miner	QLD Site NSW Site	Fitter - Machinist	Mackay	Administration Officer	Mackay QLD Site Newcastle
Diesel Fitter	QLD Site NSW Site	Diesel Fitter	Mackay QLD Site Newcastle	Administration Coordinator	Mackay Newcastle
Shift Boss	QLD Site NSW Site	Diesel Fitter (Field Service if required)	Mackay QLD Site Newcastle	Payroll Officer	Mackay
Ventilation Coordinator	QLD Site NSW Site	Leading Hand	Mackay Newcastle	Administration Manager	Mackay
Project Manager	QLD Site NSW Site	Section Coordinator	Mackay	Workplace Health & Safety	Location
Deputy	QLD Site NSW Site	Workshop Supervisor	Mackay	Safety Officer	QLD Site Mackay NSW Site Newcastle
Operations Manager	Mackay Newcastle	Workshop Manager	Mackay Newcastle Wollongong	Group Safety Coordinator	Mackay
Warehousing/Parts	Location	Fabrication	Location	Finance Department	Location
Storeperson	Mackay Newcastle	Trade Assistant	Mackay Newcastle	Accounts Payable	Mackay
Purchasing Officer	Mackay Newcastle	Welder	Mackay	Accounts Receivable	Mackay
Parts Administrator/Interpreter	Mackay Newcastle	Boilermaker	Mackay Newcastle	Finance Administrator	Mackay
Parts –Inventory Controller	Mackay	Leading Hand	Mackay	Accounts Administrator	Mackay
Parts Manager	Mackay	Workshop Manager	Mackay	Commercial Manager	Mackay
Sales/Marketing	Location	Electrical	Location	Senior Management	Location
Sales Manager	Wollongong	Electrician (B Competent)	Mackay Newcastle	General Manager	Mackay Newcastle
Apprenticeships	Location	Estimating//Design/Drawing	Location	Support Services	Location
Boilermaker	Mackay Newcastle	Draftsperson	Mackay	Human Resource Officer	Mackay
Diesel Fitter	Mackay Newcastle	Estimator	Mackay	IT Systems Officer	Mackay
Fitter Machinist	Mackay	Project Engineer	Mackay	Quality Coordinator	Mackay

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Anderson Group of Companies

APPLICATION FOR EMPLOYMENT (CONFIDENTIAL)

Date of Application:		Job Code: (To be completed by HR Officer)	
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Position Applied For

<input type="checkbox"/> Miner	<input type="checkbox"/> Fitter	<input type="checkbox"/> Electrician	<input type="checkbox"/> Boilermaker	<input type="checkbox"/> Deputy
<input type="checkbox"/> Engineer	<input type="checkbox"/> Cleanskin	<input type="checkbox"/> Administration	<input type="checkbox"/> Site Supervisor	<input type="checkbox"/> Other:

Personal Details

Surname:		Other Names:	
Postal Address:			
Suburb:		State:	
Country:		Postcode:	
Home Phone:		Work Phone:	
Mobile:		E-mail Address:	
Do you hold a current Drivers Licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Licence Number	Country/State
		Expiry Date / /	
Are you eligible for employment in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Proof may be required, eg. Australian Birth Certificate, Australian Citizenship Certificate, Australian Passport, Visa.</i>			
Have you previously worked for Anderson Mine Services/Anderson Industries?			<input type="checkbox"/> Yes <input type="checkbox"/> No

Qualifications

Technical Colleges / Universities:		Year From:		Year To:	
Course Studied:		Qualification Attained:			
Other qualifications gained:					
Courses currently being undertaken:					

Tradesperson & Short Course Details

Name of Trade 1:	
Name of employer with whom you served your apprenticeship:	
Name of Trade 2:	
Name of employer with whom you served your apprenticeship:	

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Trade Certificates - copy must be attached

<input type="checkbox"/> Mining Generic Induction - Surface	Issue date:	Expiry date:	<input type="checkbox"/> Mining Generic Induction - Underground	Issue date:	Expiry date:
<input type="checkbox"/> Coal Board Medical with Chest X-ray	Issue date:	Expiry date:	<input type="checkbox"/> Drug & Alcohol Test Report less than 30 days old	Issue date:	Expiry date:
<input type="checkbox"/> Forklift Licence	Issue date:	Expiry date:	<input type="checkbox"/> Other	Issue date:	Expiry date:

Employment History

Current or last position		Employer		From:	To:
Previous position		Employer		From:	To:
Previous position		Employer		From:	To:
Previous position		Employer		From:	To:

References

Please provide the details of three work referees that the company may contact. If you have not worked before, personal references will be acceptable. Phone numbers must be current.

Referee Name	Company	Referee Position	Current Telephone

May enquires be made to your current employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	------------------------------	-----------------------------

General Information

If required, would you be prepared to do shift work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If required, are you prepared to work underground?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If required, are you prepared to work/live away from home?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Health

To assist us comply with our obligation to ensure a safe workplace and in order to enable us to determine whether applicants are able to safely and adequately perform duties required by the position, please provide details of any previous or current injuries, illnesses or disabilities of which you are aware and which you may believe may affect your ability to carry out the requirements of the position.

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These Conditions Must be Read

- a) I understand that if I give a false answer to any of the questions on this form, this can be used for dismissal on the grounds of misconduct.
- b) I understand that work may be on a day work or on shift work over four (4) five (5), six (6) or seven (7) days of the week and that acceptance of employment indicates willingness to work accordingly.
- c) I understand that as a condition of my employment I am required to comply with Company policies and procedures which include Safety, Workplace Rehabilitation, Environmental Management, and Quality Assurance.
- d) I am prepared to undergo a pre-employment medical examination and Drug & Alcohol Screening (dependant on Position Description) prior to commencing with the company, in order to determine whether I can safely and adequately perform the duties required of the position.
- e) In the event of any workplace related injury or illness, I give my permission for the Anderson Group of Companies to communicate with any treating practitioners.
- f) I understand that the word 'company' wherever used above refers to Anderson Mine Services P/L, Anderson Industries Australia P/L, Anderson Mining Hire P/L, and Mining Repairs.
- g) I am prepared to work reasonable amounts of overtime.
- h) I understand that prior to offer of employment, the Anderson Group of Companies reserve the right to contact an existing employer as a final reference check prior to making an offer of employment.
- i) I understand that I will be required to undertake Drug & Alcohol Screening (dependant on Position Description) as required by either the Anderson Group of Companies or at a Mine Site that I may be required to work at.
- j) I give permission for my Skills, Authorisations and Next of Kin details to be submitted to a Mine Site/Colliery in the form of a resume, while in connection with employment with the Anderson Group of Companies.

This document must be signed and dated in the presence of a Justice of the Peace or a Commissioner of Declarations -
(Your nearest Court House, Police Station, Post Office, or Local Government Offices should have a staff member with the above qualifications.)

Applicants Signature:		Date:	
Witness Signature:		Date:	

REGISTRATION STAMP:

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THE FOLLOWING IS OF OFFICE USE ONLY – PLEASE DO NOT FILL THIS OUT

Position Suitably Experienced For

<input type="checkbox"/> Miner	<input type="checkbox"/> Fitter	<input type="checkbox"/> Electrician	<input type="checkbox"/> Mechanic	<input type="checkbox"/> Deputy
<input type="checkbox"/> Engineer	<input type="checkbox"/> Cleanskin	<input type="checkbox"/> Administration	<input type="checkbox"/> Site Supervisor	<input type="checkbox"/> Other:

CHECKLIST

Resume:	Received: <input type="checkbox"/>	Reviewed: <input type="checkbox"/>	& Filed: <input type="checkbox"/>
Copy of Drivers Licence:	Received: <input type="checkbox"/>	Reviewed: <input type="checkbox"/>	& Filed: <input type="checkbox"/>
Copy of Trade Certificates/Qualifications:	Received: <input type="checkbox"/>	Reviewed: <input type="checkbox"/>	& Filed: <input type="checkbox"/>
Copy of Current Drug & Alcohol Test:	Received: <input type="checkbox"/>	Reviewed: <input type="checkbox"/>	& Filed: <input type="checkbox"/>
Copy of Coal Board Medical:	Received: <input type="checkbox"/>	Reviewed: <input type="checkbox"/>	& Filed: <input type="checkbox"/>
Copy of Generic Inductions:	Received: <input type="checkbox"/>	Reviewed: <input type="checkbox"/>	& Filed: <input type="checkbox"/>

PRE EMPLOYMENT CHECKS

Reference Check 1:	Completed: <input type="checkbox"/>	& Filed: <input type="checkbox"/>
Reference Check 2:	Completed: <input type="checkbox"/>	& Filed: <input type="checkbox"/>
Reference Check 3:	Completed: <input type="checkbox"/>	& Filed: <input type="checkbox"/>

INTERVIEW PROCESS

Description	Date	Date	Date	Date	Notes
Immediate Rejection:	Conducted:	Rejected:	Letter Issued:	Verbal Reject:	Comments::
Phone Interview	Conducted:	Rejected:	Letter Issued:	Verbal Reject:	Comments:
Invited for Initial Interview:	Conducted:	Rejected:	Letter Issued:	Verbal Reject:	Comments:
Recommended for Testing: <small>(See Test Procedures Recommendations below)</small>	Scheduled For:	Conducted:	Letter Issued:	Verbal Reject:	Comments:
Invited for Second Interview:	Conducted:	Rejected:	Letter Issued:	Verbal Reject:	Comments:
Offer Made:	Verbally:	Letter Issued:	Accepted:	Rejected:	Comments:
Induction Scheduled:	Dated On:	Location:	Reports To:	Location:	

TEST PROCEDURES RECOMMENDATIONS

Pre-employment Medical	Conducted:	Score / Results:	Records Filed:	Notes:
Drug & Alcohol Testing:	Conducted:	Score / Results:	Records Filed:	Notes:
Typing Test:	Conducted:	Score / Results:	Records Filed:	Notes:

DOCUMENTS & RECORDS ATTACHED FOR FILING WITH PERSONNEL

<input type="checkbox"/> Resume	<input type="checkbox"/> Application for Employment	<input type="checkbox"/> Drivers Licence <input type="checkbox"/> Forklift Licence
<input type="checkbox"/> Coal Board Medical	<input type="checkbox"/> Pre-employment Medical	<input type="checkbox"/> Drug & Alcohol Test Report
<input type="checkbox"/> Letter of Offer/Appointment	<input type="checkbox"/> Personal Details Form	<input type="checkbox"/> Tax Declaration Form
<input type="checkbox"/> Schedule 1: Position Description	<input type="checkbox"/> Schedule 2: General Employment Conditions	<input type="checkbox"/> Schedule 3: Bonus Scheme (if eligible)
<input type="checkbox"/> Trade Cert 1:	<input type="checkbox"/> Trade Cert 2:	<input type="checkbox"/> Trade Cert 3:
I have witnessed the items ticked above and have attached them for filing:	Print Your Name:	Signature:

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ARRANGE:

Network Sign On:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Complete	
Outlook Sign On	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Complete	
Issue Business Cards	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Complete	
Server Login	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Complete	Security Level: _____ Spending Level: _____
Remote Email Access	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Complete	<input type="checkbox"/> Account / Connection Details Filed
Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Complete	
Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Complete	

EQUIPMENT TO BE ISSUED:

Equipment Type	Issue:	Serial Number	Security No.
Desk Top PC	<input type="checkbox"/> Yes <input type="checkbox"/> No	Serial No:	Security No:
Laptop	<input type="checkbox"/> Yes <input type="checkbox"/> No	Model & Serial No:	Security No:
Mobile Phone	<input type="checkbox"/> Yes <input type="checkbox"/> No	Model & Serial No:	SIM No & Phone No:
Credit Card	<input type="checkbox"/> Yes <input type="checkbox"/> No	Card No:	Spending Limit:
Clothing / Uniform	<input type="checkbox"/> Yes <input type="checkbox"/> No	If applicable attach relevant "Clothing Issue Request" form.	
Fuel Card	<input type="checkbox"/> Yes <input type="checkbox"/> No	Serial No:	PIN No:
Company Vehicle	<input type="checkbox"/> Yes <input type="checkbox"/> No	Registration Plate:	Equipment Number:
Swipe Card	<input type="checkbox"/> Yes <input type="checkbox"/> No	Serial No:	PIN Number:
Office Key 1:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Office Location:	
Office Key 2:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Office Location:	
Office Key 3:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Office Location:	
Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No		

DATABASE:

Entered in Database – Anderson Industries	<input type="checkbox"/> Yes <input type="checkbox"/> No
Entered in Database – Anderson Mine Services	<input type="checkbox"/> Yes <input type="checkbox"/> No

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