



**MDA**  
Multicultural Development  
Association

**MDA Employment Services  
Work Placement Program  
Office Administration**

**Application Closing Date:**

**30 August 2010, 5:00 pm**

**EXPRESSION OF INTEREST FORM**

Please also read the Participant Information Sheet before filling in his form.

**Personal Details**

Given Name(s): \_\_\_\_\_ Family Name: \_\_\_\_\_

Preferred name: \_\_\_\_\_ Title: \_\_\_\_\_

How did you hear about this program? \_\_\_\_\_

**Contact Details**

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

Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

Home phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

**CALD Background and Visa Information**

Date of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Language(s) spoken: \_\_\_\_\_

*If not born in Australia:* Date of Arrival in Australia: \_\_\_\_\_

Australian Citizen  Permanent Resident  Temporary Resident

*If not an Australian Citizen:* Current Visa Type or Subclass: \_\_\_\_\_

**Current Employment and Training Status**

Unemployed  *If unemployed, since when:* \_\_\_\_\_

Volunteer Work  Underemployed (<25 hrs)  Employed (> 25 hrs)

In English Language training: Yes  No  *If yes, please specify:* \_\_\_\_\_

In vocational training or higher education: Yes  No  *If yes, please specify:* \_\_\_\_\_

\_\_\_\_\_

**Education and Qualifications**

**Schooling**

What is the highest year or grade of schooling you have completed? \_\_\_\_\_

When did you complete your schooling? \_\_\_\_\_

In what country did you complete your schooling? \_\_\_\_\_

**Other Education**

Qualification Title and Area	When Completed	Where Completed
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**Previous Work Experience**

*If currently working:*

What is your position or job? \_\_\_\_\_

Who do you work for? \_\_\_\_\_

How many hours per week do you work? \_\_\_\_\_

Since when have you worked in this job? \_\_\_\_\_

*If not currently working:*

Since when have you been unemployed? \_\_\_\_\_

What was your last position or job? \_\_\_\_\_

Who was your last employer? \_\_\_\_\_

What other jobs have you held before?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_







## Applicant's Declaration

I, \_\_\_\_\_ (print name), hereby declare:

- that the details given on this form are true and correct;
- that I am unemployed or underemployed; and
- that I am permitted to work full-time in Australia.

I understand that MDA will treat my personal information confidentially and will use it to the sole purpose of:

- assessing my eligibility for participation in MDA's Office Administration Work Placement Program; and
- assessing my application as part of MDA's merit-based selection process for participation in that program.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Application Process

Your complete application must consist of:

- this **Expression of Interest Form**, filled in and signed; and
- a type-written copy of your **current resume**.

Please submit your application to MDA by **Monday, 30 August 2010, 5:00 pm**.

Applications can be submitted:

- by **post** to: MDA Employment Services  
512 Stanley St  
South Brisbane QLD 4101
- by **email** to: [wpp@mdabne.org.au](mailto:wpp@mdabne.org.au)