



REGISTRANT TERMS

In submitting this form you agree to the following terms and conditions:

I hereby state that the information provided is valid and correct and that I consent to Information Enterprises Australia Pty Ltd - Employment Services (IEA) to:

- Copy and print my CV/Resumé for its records and for forwarding to prospective clients
- Use my contact details for IEA direct marketing purposes (e.g. sending details of IEA's training courses)
- Follow up on referees

Your CV / Resumé

Please attach your CV / Resumé.

PERSONAL DETAILS

Given Name(s): _____

Surname: _____

Street Address

Street Address: _____

Suburb: _____ State: _____ Postcode _____

Postal Address

Same as Street Address

Postal Address: _____

Suburb: _____ State: _____ Postcode _____



Contact Details

Mobile: _____

Telephone Business Hours: _____ Telephone After Hours: _____

Email: _____

Alternative Email: _____

Emergency Contact

Given Name(s): _____

Surname: _____

Mobile: _____

Telephone Business Hours: _____ Telephone After Hours: _____

GENERAL DETAILS

Are you a permanent resident?

- Yes No

If no, do you have a working visa?

- Yes No

If yes, please bring the original with you when you attend the office. Please note that fixed term contract work can only be offered to those people with a current working visa.

Languages Spoken

	Fluent	Passable	Limited
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Concerns, Issues and Claims

Do you have any current or previous health concerns that may affect your work performance?

- Yes No

If yes, please give details: _____

Do you have any current or previous work related issues that may affect your work performance?

- Yes No

If yes, please give details: _____



Do you have any current or previous workers compensation claims that may affect your work performance?

- Yes No

If yes, please give details: _____

Do you have any current or previous personal issues that may affect your work performance?

- Yes No

If yes, please give details: _____

Do you have a current police clearance?

- Yes No

If yes, please bring the original with you when you attend the office.

WORK DETAILS

Available working hours per week: _____

Please indicate the type of work you are looking for:

- | | |
|--|---|
| <input type="checkbox"/> Library Officer / Clerk | <input type="checkbox"/> Library Technician |
| <input type="checkbox"/> Librarian | <input type="checkbox"/> Teacher Librarian |
| <input type="checkbox"/> Records Officer / Clerk | <input type="checkbox"/> Records Technician |
| <input type="checkbox"/> Records Manager | <input type="checkbox"/> Archivist |



EXPERIENCE

Please ensure that any information provided can be verified with the submission of a current CV/Resume and copies of all certificates including your academic record.

Please tick all that apply:

- | | |
|---|---|
| <input type="checkbox"/> Acquisitions | <input type="checkbox"/> Auditing |
| <input type="checkbox"/> Budgeting | <input type="checkbox"/> Cataloguing |
| <input type="checkbox"/> Classification | <input type="checkbox"/> Data Entry |
| <input type="checkbox"/> Filing | <input type="checkbox"/> Indexing |
| <input type="checkbox"/> Inter Library Loans | <input type="checkbox"/> Journal Management |
| <input type="checkbox"/> Mail Opening | <input type="checkbox"/> Mail Distribution |
| <input type="checkbox"/> Mail Registration | <input type="checkbox"/> Online Searching |
| <input type="checkbox"/> Project Management | <input type="checkbox"/> Record Keeping Plan Development |
| <input type="checkbox"/> Reference Desk | <input type="checkbox"/> Retention & Disposal Development |
| <input type="checkbox"/> Sentencing | <input type="checkbox"/> Shelving |
| <input type="checkbox"/> Staff Supervision | <input type="checkbox"/> Switchboard & Reception |
| <input type="checkbox"/> Systems Administration | <input type="checkbox"/> Systems Implementation |
| <input type="checkbox"/> Thesaurus Development | <input type="checkbox"/> Training |
| <input type="checkbox"/> Other: _____ | |

Info Skills and Tools

- | | |
|--|---|
| <input type="checkbox"/> AACR | <input type="checkbox"/> ABN |
| <input type="checkbox"/> Abstracting | <input type="checkbox"/> Accessioning |
| <input type="checkbox"/> AS4390 | <input type="checkbox"/> Binding |
| <input type="checkbox"/> Business Classification | <input type="checkbox"/> Change Management |
| <input type="checkbox"/> Communities of Practice | <input type="checkbox"/> Competitive Innovation |



- Conservation
- Courier and Mail Management
- Database Management
- Desktop Publishing
- Editing
- Federal GDA
- Filing System Design
- Gratisnet
- ILL - Vouchers
- Indexing
- ISO 15489
- KDD
- Kinetica Cataloguing
- Library Administration
- MARC
- MeSH
- Policy and Procedure Writing
- Press Clippings
- Q-Share
- R&D Management
- SCIS
- System Development
- VERS
- Website Maintenance
- Copy Cataloguing
- Database Development
- DDC (Dewey)
- DIRKS
- Enterprise Content Management
- File Audits
- GADM
- ILANET
- Imaging / Scanning
- Information Audits
- IT Support
- Keyword AAA
- Knowledge Audits
- Loose Leaf Filing
- Medical Records
- Moys
- Precedent Management
- Project Management
- R&D Development
- Registration
- Serials Management
- Technical Writing
- Website Design
- Workflow Analysis



Computer and Software Experience

- | | | |
|--|--|--|
| <input type="checkbox"/> A-K-A | <input type="checkbox"/> ABI Inform | <input type="checkbox"/> Access |
| <input type="checkbox"/> Acrobat | <input type="checkbox"/> Amlib | <input type="checkbox"/> Ausinfo |
| <input type="checkbox"/> Austlii | <input type="checkbox"/> Book | <input type="checkbox"/> Book Plus |
| <input type="checkbox"/> CAD | <input type="checkbox"/> CAIRS | <input type="checkbox"/> C++ |
| <input type="checkbox"/> Civica | <input type="checkbox"/> Crystal Reports | <input type="checkbox"/> CARMS |
| <input type="checkbox"/> DB / Textworks | <input type="checkbox"/> Dbase | <input type="checkbox"/> Dataworks |
| <input type="checkbox"/> DM (Hummingbird) | <input type="checkbox"/> Dobis / Libris | <input type="checkbox"/> DIALOG |
| <input type="checkbox"/> Documentum | <input type="checkbox"/> Docushare | <input type="checkbox"/> Docs Open |
| <input type="checkbox"/> Dynix | <input type="checkbox"/> E-Docs | <input type="checkbox"/> Dreamweaver |
| <input type="checkbox"/> ExLibris | <input type="checkbox"/> Factiva | <input type="checkbox"/> Excel |
| <input type="checkbox"/> Filemaster | <input type="checkbox"/> Filenet | <input type="checkbox"/> FileMaker Pro |
| <input type="checkbox"/> Flash | <input type="checkbox"/> Frontpage | <input type="checkbox"/> Filetrak |
| <input type="checkbox"/> GEM | <input type="checkbox"/> GPASS | <input type="checkbox"/> Groupwise |
| <input type="checkbox"/> Hummingbird | <input type="checkbox"/> HTML | <input type="checkbox"/> IBIS |
| <input type="checkbox"/> IMS Informs Horizon | <input type="checkbox"/> Info-one | <input type="checkbox"/> Inmagic |
| <input type="checkbox"/> Innovative | <input type="checkbox"/> Internet | <input type="checkbox"/> Intranet |
| <input type="checkbox"/> IRIS | <input type="checkbox"/> ISYS | <input type="checkbox"/> Java |
| <input type="checkbox"/> Kinetica | <input type="checkbox"/> LIBMAN | <input type="checkbox"/> Linux |
| <input type="checkbox"/> Lexis-Nexis | <input type="checkbox"/> Lotus 123 | <input type="checkbox"/> Lotus Notes |
| <input type="checkbox"/> Microcairs | <input type="checkbox"/> MOLLI | <input type="checkbox"/> MS Project |
| <input type="checkbox"/> Objective | <input type="checkbox"/> Office Suite | <input type="checkbox"/> Opentext |
| <input type="checkbox"/> Oracle | <input type="checkbox"/> One-to-One | <input type="checkbox"/> Outlook |
| <input type="checkbox"/> ORBIT | <input type="checkbox"/> PageMaker | <input type="checkbox"/> Parlairs |
| <input type="checkbox"/> Pascal | <input type="checkbox"/> PaintPro | <input type="checkbox"/> PC Docs |
| <input type="checkbox"/> Photoshop | <input type="checkbox"/> Powerpoint | <input type="checkbox"/> Procite |



- | | | |
|---|---------------------------------------|---|
| <input type="checkbox"/> Prolib | <input type="checkbox"/> ProQuest | <input type="checkbox"/> Publisher |
| <input type="checkbox"/> PubMed | <input type="checkbox"/> Refind | <input type="checkbox"/> RMS II |
| <input type="checkbox"/> Sage | <input type="checkbox"/> SAP | <input type="checkbox"/> Scale |
| <input type="checkbox"/> Scale Plus | <input type="checkbox"/> SCIS | <input type="checkbox"/> Sharepoint |
| <input type="checkbox"/> SilverPlatter | <input type="checkbox"/> Spydus | <input type="checkbox"/> SQL |
| <input type="checkbox"/> SSCI | <input type="checkbox"/> STAIRS | <input type="checkbox"/> STN |
| <input type="checkbox"/> Sybase | <input type="checkbox"/> Synergy Soft | <input type="checkbox"/> Telnet |
| <input type="checkbox"/> TermTree | <input type="checkbox"/> Techlib | <input type="checkbox"/> Timebase |
| <input type="checkbox"/> TinLib | <input type="checkbox"/> TRIM | <input type="checkbox"/> TRIM Context |
| <input type="checkbox"/> TRIM Captura | <input type="checkbox"/> Uncover | <input type="checkbox"/> UNIX |
| <input type="checkbox"/> Unicorn | <input type="checkbox"/> URICA | <input type="checkbox"/> Verity |
| <input type="checkbox"/> Voyager | <input type="checkbox"/> VTLS | <input type="checkbox"/> Web of Knowledge |
| <input type="checkbox"/> WebPublisher Pro | <input type="checkbox"/> WestLaw | <input type="checkbox"/> Wilson |
| <input type="checkbox"/> Windows | <input type="checkbox"/> Words | <input type="checkbox"/> WordPerfect |
| <input type="checkbox"/> Workflow | <input type="checkbox"/> Works | <input type="checkbox"/> XML |
| <input type="checkbox"/> Other: _____ | | |



Industry Experience

Include places where you have worked, or have a sound knowledge of the subject and issues related to each of the industry types listed.

- | | | |
|---|--|---|
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Aluminium | <input type="checkbox"/> Architecture |
| <input type="checkbox"/> Arts | <input type="checkbox"/> Aviation | <input type="checkbox"/> Biological Sciences |
| <input type="checkbox"/> Business Services | <input type="checkbox"/> Charities | <input type="checkbox"/> Chemistry |
| <input type="checkbox"/> Child Welfare | <input type="checkbox"/> Communication | <input type="checkbox"/> Computer Sciences |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Defence | <input type="checkbox"/> Disability Services |
| <input type="checkbox"/> Economics | <input type="checkbox"/> Engineering | <input type="checkbox"/> Emergency Services |
| <input type="checkbox"/> Education & Training | <input type="checkbox"/> Energy | <input type="checkbox"/> Environmental |
| <input type="checkbox"/> Exploration & Mining | <input type="checkbox"/> Finance & Banking | <input type="checkbox"/> Government, Federal |
| <input type="checkbox"/> Government, Local | <input type="checkbox"/> Government, State | <input type="checkbox"/> Health |
| <input type="checkbox"/> History | <input type="checkbox"/> Hospitality | <input type="checkbox"/> Information Management |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> IT&T | <input type="checkbox"/> Law / Legal |
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Medical/Pharmaceutical | <input type="checkbox"/> Membership Organisations |
| <input type="checkbox"/> Metallurgy | <input type="checkbox"/> Mineral Resources | <input type="checkbox"/> Mining & Exploration |
| <input type="checkbox"/> Not for Profit | <input type="checkbox"/> OH&S | <input type="checkbox"/> Oil & Gas |
| <input type="checkbox"/> Petroleum | <input type="checkbox"/> Psychology & Psychiatry | <input type="checkbox"/> Public Library |
| <input type="checkbox"/> Real Estate | <input type="checkbox"/> Retail | <input type="checkbox"/> School Libraries |
| <input type="checkbox"/> Sociology | <input type="checkbox"/> Tertiary Libraries | <input type="checkbox"/> Theology |
| <input type="checkbox"/> Transport & Storage | <input type="checkbox"/> Unions / Industrial | <input type="checkbox"/> Utilities |
| <input type="checkbox"/> Veterinary Science | <input type="checkbox"/> Water | |
| <input type="checkbox"/> Other: _____ | | |



Positions Previously Held

Please ensure that your CV/Resume corresponds with the selected Position Titles. List any other relevant positions held.

- | | |
|---|---|
| <input type="checkbox"/> Archivist | <input type="checkbox"/> Assistant Librarian |
| <input type="checkbox"/> Assistant Library Technician | <input type="checkbox"/> Chief Information Officer |
| <input type="checkbox"/> Consultant | <input type="checkbox"/> Content Manager |
| <input type="checkbox"/> Data Entry Operator | <input type="checkbox"/> Document Controller |
| <input type="checkbox"/> Electronic Document Manager | <input type="checkbox"/> Filing Assistant |
| <input type="checkbox"/> Filing Clerk | <input type="checkbox"/> FOI Coordinator |
| <input type="checkbox"/> Indexer | <input type="checkbox"/> Information Management Coordinator |
| <input type="checkbox"/> Information Manager | <input type="checkbox"/> Information Officer |
| <input type="checkbox"/> Information Specialist | <input type="checkbox"/> Information Team Leader |
| <input type="checkbox"/> Knowledge Manager | <input type="checkbox"/> Knowledge Coordinator |
| <input type="checkbox"/> Knowledge Officer | <input type="checkbox"/> Legal Librarian |
| <input type="checkbox"/> Librarian | <input type="checkbox"/> Library Assistant |
| <input type="checkbox"/> Library Clerk | <input type="checkbox"/> Library Manager |
| <input type="checkbox"/> Library Team Leader | <input type="checkbox"/> Library Technician |
| <input type="checkbox"/> Mail Officer | <input type="checkbox"/> Project Manager |
| <input type="checkbox"/> Records Assistant | <input type="checkbox"/> Records Clerk |
| <input type="checkbox"/> Records Coordinator | <input type="checkbox"/> Records Manager |
| <input type="checkbox"/> Records Officer | <input type="checkbox"/> Records Team Leader |
| <input type="checkbox"/> Records Technician | <input type="checkbox"/> Registry Officer |
| <input type="checkbox"/> Researcher | <input type="checkbox"/> Senior Librarian |
| <input type="checkbox"/> Senior Records Officer | <input type="checkbox"/> Systems Analyst |
| <input type="checkbox"/> Systems Librarian | <input type="checkbox"/> Teacher Librarian |
| <input type="checkbox"/> Web Coordinator | <input type="checkbox"/> Web Manager |
| <input type="checkbox"/> Web Master | <input type="checkbox"/> Other: _____ |



Are you a member of an organisation?

- Australian Computer Society (ACS)
- Australian Library & Information Association (ALIA)
- Australian Society of Archivists (ASA)
- Institute of Information Management (IIM)
- Records and Information Management Professionals Australasia (RIMPA)
- Other: _____

Education and Qualifications

Please supply copies of all certificates and transcripts of academic results.

- Associate Diploma of Applied Science
- Bachelor of Applied Science - Library Studies
- Bachelor of Applied Science - Library & Corporate Information Management
- Bachelor of Applied Science - Library & Information Studies
- Bachelor of Arts - Library Studies
- Diploma Library & Information Studies
- Graduate Certificate Information Services
- Graduate Certificate Records Management
- Graduate Diploma Information Services
- Graduate Diploma Library Studies
- Graduate Diploma Records Management & Archives
- High School Certificate
- Leaving Certificate
- School Certificate
- Other: _____



Other information of interest: _____
