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| **Applicant’s Full Name: ………………………………………………….………..** | **For Internal Use Only:**  **File No: BOE-SSE / /** |
| **Section 5: Details of Practical Mining Experience** | |
| This document forms part of the application form for an Underground Coal Mine Site Senior Executive Notice (*Coal Mining Safety and Health Act 1999*) | |

**Please read these instructions before completing the Work History Summary**

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| The Board of Examiners (the Board) requires minimum practical experience and a minimum requirement of involvement in underground coal mining operations aligned with the underground coal mine Site Senior Executive Notice issued under the *Coal Mining Safety and Health Act 1999*. In order for the Board to be assured you have work experience that is relevant to fulfil the requirements of the Site Senior Executive’s role, you are required to provide evidence verified by the Site Senior Executive (or equivalent i.e. director) who was appointed at the operation during the period against which you are claiming experience.  Work experience should include:   * + 1. five years’ experience at a coal mine in operational or technical services activities that is mining, mechanical, electrical or safety and health activities involved in underground coal mining, of which 2 years have been in a supervisory role; **and**     2. two years of supervisory experience is involved in the direct supervision of coal mine workers, at a coal mine, that undertake the mining, mechanical, electrical or safety and health work involved in the extraction of coal underground. |

**It is important that you demonstrate you have rounded experience covering a number of aspects of underground coal mining. It is your responsibility to identify gaps in your work history against the requirements set out by the Board.**

**Work history and Supervisory history are to be separated, as indicated on this form.**

**Providing job titles alone is not acceptable evidence.** Additional sheets may be attached if required. Information provided will be cross-checked and the provision of any fraudulent information may result in the application being rejected.

**The summary sheets require signature/verification of the tasks. If you are unable to obtain the relevant signatures or written verification for the work from previous employers, you may submit a statutory declaration explaining the circumstances and verifying that the information provided in your work summary is true and correct. This declaration is a separate document to the Section 9 Statutory Declaration.**

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| **For Departmental Use Only:** |
| **Practical Experience assessed by Chair of the Board of Examiners**  Approved  Not approved  Reviewed by Name: ……………………………………………… Signature: ………………………………………………… Date: …………………. |

| **Work History** | | | | | |
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| **Underground coal mining experience** | **Date**  **From** | **Date**  **To** | **Length of time** | **Provide details of your practical experience in underground coal mining (Include details of mine and employer). Note: If experience has to be verified by more than one SSE, each much sign and provide contact details.** | **Name, contact number, title and Signature of SSE (or similar position) verifying work history for each mine where you have worked** |
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| **Supervisory History** | | | | | |
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| **Supervisory experience**  *At least two years* | **Date**  **From** | **Date**  **To** | **Length of time** | **Provide details of your supervisory functions and experience (Include details of mine and employer) Note: If experience has to be verified by more than one Underground Mine Manager or SSE, each much sign and provide contact details.** | **Name, contact number, title and Signature of SSE (or similar position) verifying work history for each mine where you have worked** |
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