|  |  |
| --- | --- |
| **Applicant’s Full Name: ………………………………………………….………..** | **For Internal Use Only:**  **File No: BOE-SSE (MMQ)/ /** |
| **Section 8: Details of Practical Mining Experience** | |
| **Note:** This document forms part of the application form for a **SURFACE** Site Senior Executive Notice (*Mining and Quarrying Safety and Health Act 1999*) | |

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

|  |
| --- |
| The Board of Examiners (the Board) requires minimum practical experience and a minimum requirement of involvement in surface mining or quarrying operations aligned with the Site Senior Executive Notice issued under the *Mining and Quarrying Safety and Health Act 1999*. To demonstrate to the Board you have appropriate work experience relevant to fulfil the requirements of the Site Senior Executive’s role, you are required to provide evidence verified by the Site Senior Executive who was appointed at the operation during the period against which you are claiming experience.  For those applying for a surface mine or quarry employing more than 10 persons, experience should include:  Five (5) years’ experience in mining or quarrying  At least two (2) years in a supervisory role  (Or as determined by an Inspector of Mines given the nature and complexity of the operation) |

Holders of a Queensland First Class Mine Manager Certificate of Competency (Underground Metalliferous Mines) or Certified Practicing Quarry Managers are **not** required to complete the work history document.

This document is reviewed by members of the Board. It is imperative it demonstrates you have rounded experience covering all aspects of modern surface mining or quarrying practices. Each entry needs to be a minimum of 60 words to adequately describe the role and responsibilities of each employment example. You may create additional sheets as necessary.

Work history and Supervisory history are to be separated, as indicated. Providing job titles alone or a separate resume is not acceptable evidence.

Information provided will be cross-checked and the provision of any fraudulent information may result in the application being rejected.

Each work example provided needs to be signed by the SSE or person you directly reported to during that time (Director, etc). If you are unable to obtain the relevant signatures or written verification, you must complete a separate Qld Government Statutory Declaration document explaining the efforts made to contact the SSE (or direct report), and confirm the information provided in your work summary is true and correct. The declaration in Section 9 does not substitute as the correct Qld Government Statutory Declaration form.

|  |
| --- |
| **For Departmental Use Only:** |
| **Practical Experience assessed by Chief Inspector of Mines / Delegate**  *At least 5 years’ practical experience in mining or quarrying including 2 years in a supervisory role*  Approved  Not approved  Reviewed by Name: ……………………………………………… Signature: ………………………………………………… Date: …………………. |

| **Work History** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Mining or quarrying experience**  *(At least five years)*  **List position, site name and company** | **Date**  **From** | **Date**  **To** | **Length of time** | **Provide details of your practical experience and involvement in mining / quarrying (Include details of the operation etc). Note: If experience needs verification 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 example provided.** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total** |  |  |  |  |  |

| **Supervisory History** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Supervisory experience**  *(At least two years)*  **List position, site name and company** | **Date**  **From** | **Date**  **To** | **Length of time** | **Provide details of your supervisory functions and experience (Include details of the operation etc) Note: If experience needs verification 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 example provided.** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total** |  |  |  |  |  |