

Department of Transport and Main Roads - CV Template

Instructions for submitting form

1. One CV is to be submitted per individual per role and is to be tailored to the role being applied for.
2. The Supplier must submit this form in its original PDF file to retain cell structures. Do not print to other PDF or hard copy.
3. The Supplier must submit this form as an independent PDF file. Do not combine this PDF with other PDF files.

Instructions for filling form

1. The Applicant must provide an ABN, ACN and/or ARBN number.
2. The Applicant must provide verifiable evidence to address all mandatory requirements in Academic Qualifications, Professional Qualifications and Work Experience as specified in the Technical Brief.
3. Professional Engineers must hold an engineering degree (relevant to the role) that is accredited by Engineers Australia.
4. Where an Academic Qualification is required, such as "Bachelor of Engineering (Civil)", the full institution name, course name, graduation date and evidence of engineering accreditation must be shown. Where a Professional Qualification is required, such as "RPEQ", the registration number and expiry date must be shown.

1 Applicant's Details

Role ID & Description - for this application													
First Name													
Family Name													
Australian Business Number (ABN)													
Australian Company Number (ACN)													
Australian Registered Body Number (ARBN)													
Company Name specified in the SOA													
Company Name registered in VendorPanel													
Phone number	()												
Mobile number	()												
Email address													
Availability timeframe													
Daily Rate (\$ AUD per 8 hours day ex GST)												whole dollar value only	
Specify roles that were accepted previously and relevant to this application	1	2	3	4	5	6	7	8					

2.1 Academic Qualifications

Do you possess a Civil Engineering degree or an equivalent Civil Engineering qualification, which is accepted by the Institution of Engineers Australia as a full Member (MIEAust)? If yes, please provide evidence below.				
No.	Degree or Certificate Title	Institution Name	Engineering Degree Accreditation	Graduation Year
1				
2				
3				
4				
5				

2.2 Professional Qualifications

Are you an active Registered Professional Engineer of Queensland (RPEQ) at the time of this application?		If yes, please provide the RPEQ registration date as specified on the first RPEQ registration certificate	Please provide RPEQ number
No.	Other Professional Qualifications	Certificate Number	Expiry Date
1			
2			
3			
4			
5			

2.3 Career Summary

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3.1 Role History - evidence against Technical Brief experience requirements

Do you possess the minimum number of years of experience as specified in the Technical Brief Mandatory Requirements?									
The Applicant must provide a list of roles / projects (in reverse chronological order) which complies with the Technical Brief Mandatory Experience Requirements for the role being applied. Do not specify program or combined project values. Program or combined values will be discarded.									
Recent Experience (in reverse chronological order , relevant to this role)									
No	From Month/ Year	To Month/ Year	Role Description For example: • Project Manager (Planning) • Inspector (Structures) • Administrator (Construction)	Reporting to • Contact name & • Position title & • Company name	Reporting to • Phone number or mobile number for verification	Client's details • Contact name & • Position title & • Company name	Project details • Project name & • Project location	Infrastructure Contract Type ¹	Infrastructure Project Value \$ AUD
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

¹ Contract type such as TIC-CO, MIC, RMPC, D&C, Alliance, ECI and so on

3.2 Supporting Evidence Provide description of three (3) projects which best demonstrate the experience required for this role.

Project Details 1	Response	Description of applicant's responsibilities relevant to the role being applied
Employer		
Role		
Full Time / Part Time		
Reporting to (name & position & company)		
Reporting to (phone number) for verification		
Project name & location		
Client (name & position & company)		
Project scope of work		
Project Value (excl. GST)		
Contract Type ¹		
Involvement period (from date to date)		
Total time worked in this role (months)		

Project Details 2	Response	Description of applicant's responsibilities relevant to the role being applied
Employer		
Role		
Full Time / Part Time		
Reporting to (name & position & company)		
Reporting to (phone number) for verification		
Project name & location		
Client (name & position & company)		
Project scope of work		
Project Value (excl. GST)		
Contract Type ¹		
Involvement period (from date to date)		
Total time worked in this role (months)		

Project Details 3	Response	Description of applicant's responsibilities relevant to the role being applied
Employer		
Role		
Full Time / Part Time		
Reporting to (name & position & company)		
Reporting to (phone number) for verification		
Project name & location		
Client (name & position & company)		
Project scope of work		
Project Value (excl. GST)		
Contract Type ¹		
Involvement period (from date to date)		
Total time worked in this role (months)		

¹ Contract type such as TIC-CO, MIC, RMPC, D&C, Alliance, ECI and so on.

4 Skills, experience and key achievements Expand on these attributes outlining how they demonstrate your suitability for the role.

For example, describe how you have contributed as an individual on a project or how you have contributed to the project team.

No.	Description of relevant skills, experience and key achievements
1	
2	
3	

5 Referees Provide at least three referees with at least two must be external to your company.

No.	Name	Position	Phone / Mobile	Company	Project
1					
2					
3					

6 Applicant's Declaration

I hereby declare that to the best of my knowledge, all the information I have provided in this form is true and correct. I have read and understood the Technical Brief for the role which I have applied.

Applicant's Name	Signature
Date	