|  |
| --- |
| Instructions:   * Please complete the relevant details in the CV template. * Do not modify the layout of the tables. However please delete the examples and add lines where necessary.   *[Any example guidance text provided to help with completion of this Form will be shown in green italic font. Delete all guidance text, including this text. To delete the guidance text, triple click mouse on the guidance text then press ‘Delete’].*   * Please be advised that Transport and Main Roads may maintain a database for comparisons of CVs for tender & prequalification application. * In Part 6, provide your specific responsibilities in each project, instead of overly describing the scope of works in the project. * Transport and Main Roads are particularly interested in the applicant’s experience delivering civil (road & bridge) projects, and not so much other types of works (such as buildings, water reticulation, etc.). |

# Curriculum vitae for Type here

|  |  |  |
| --- | --- | --- |
| Current position |  | (insert photo) |
| Company name |  |
| Address |  |
| Phone |  |
| Email |  |
| Availability – timeframe (e.g. commencing from mm/yyyy & percentage) |  |
| No. of years’ experience relevant to this role |  |

# Academic qualifications and other trainings

| Degree or Certificate | Institution | Year of Graduation |
| --- | --- | --- |
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# Professional qualifications and memberships

| Qualification | Certificate Number | Current (Yes / No) | Expiry Date |
| --- | --- | --- | --- |
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# Position history

Provide a list of the various positions you have worked in for your current employer and previous employers (where relevant) to demonstrate your capability and experience in relation to the prequalification / tender.

| Period | | | Company | Project Description including major component of the project | Position |
| --- | --- | --- | --- | --- | --- |
| Type here | to | Type here | Type here | Type here | Type here |
| *Aug 2018* | *to* | *Present* | *Joe Bloggs Group* | *XX Road Interchange upgrade on XX Hwy including 60 m long Super T girder bridge* | *Site Engineer* |
| *Aug 2015* | *to* | *Jul 2018* | *Joe Bloggs Group* |  | *Project Engineer* |
| *Dec 2012* | *to* | *July 2015* | *Joe Bloggs Group* |  | *Site Engineer* |
| *Jan 2010* | *to* | *Nov 2012* | *ABC Consulting* |  | *Project Manager* |
| *Dec 2007* | *to* | *Dec 2010* | *DEF Infrastructure Services* |  | *Project Engineer* |
| *Jan 2007* | *to* | *Dec 2007* | *GHI Construction* |  | *Site Engineer* |
| *Mar 2005* | *to* | *Jan 2007* | *JKL Consulting Group* |  | *Site Engineer* |
| *Feb 2003* | *to* | *Mar 2005* | *MNO Construction* |  | *Graduate Engineer* |
| *Feb 2001* | *to* | *Feb 2003* | *MNO Construction* |  | *Student Engineer (Total of xx months)* |

# Career summary and key attributes applicable to prequalification / tender

|  |
| --- |
| Type here  *Example – An engineer with over 12 years’ experience in numerous forms of civil construction. I began my career as an engineer with Main Roads and have since worked on many road, bridge, rail, water treatment and other types of civil construction projects across Queensland and also internationally. The projects I have worked on have consistently excelled in terms of safety, cost, quality, and programme performance. I have extensive major project management experience ($100 million +) and working to TMR and QR specifications.)* |

# Project experience

Provide a description of your key relevant civil (transport infrastructure) projects you have worked on in the past to demonstrate your experience in relation to this tender / prequalification application.

| Project details | Response | Description of responsibilities |
| --- | --- | --- |
| **Employer** | Type here  *A Building Company Pty Ltd* | Type here  *Guidance for completing the Response Column*   * *What company were you working for at the time?* * *Project Duration and time spent on the project will often be different.* * *Provide a brief scope of the work of the project (it could be different to the works the company undertook on the project).* * *Indicate if the company performed this work in the capacity of a sub-contractor or as the principal. (refer to Client & Principal Contractor field).* * *$ Value of contract (or the company’s $ value for the project).*   *Guidance for completing the Responsibilities Column*   * *Specify prequalification level for the contract (i.e. R3 B2).* * *Provide a brief scope of the work specifically undertaken by your company on this project.* * *Provide your specific responsibilities on this project in the capacity of Project Manager/PE/CQR/SO.* * *Outline any aspects of this project which may be relevant to the prequalification level or tender for which your CV is being assessed.* |
| **Project duration (mm/yyyy – mm/yyyy)** | Type here  *Nov 2016 to July 2018* |
| **Time you spent on the project (mm/yyyy – mm/yyyy)** | Type here  *3 months (Jan 2017 – Mar 2018)* |
| **Scope of works in the project & contract value / subcontract value** | Type here  *Pavement repairs and guardrail reinstatement in the Lockyer Valley in 3 separate areas* |
| **Client and Principal Contractor** | Type here  *TMR*  *AAA Constructions Pty Ltd* |
| **TMR Contract No. or Project Number (if applicable)** | Type here  *CN-xxxx or 222/333/444* |
| **Contract Administrator / Superindendent (if applicable)** | Type here  *James Smith from TMR or Allan Smith from AAA Construction Services* |
| **Your role in the Project** | Type here  *Project Manager / Project Engineer / CQR / Safety Officer* |

| Project details | Response | Description of responsibilities |
| --- | --- | --- |
| **Employer** |  | Type here  *We are looking for what you have specifically been responsible for on each project you have worked on. So please do not cut and paste (refer to Guide Notes above)* |
| **Project duration (mm/yyyy – mm/yyyy)** |  |
| **Time you spent on the project (mm/yyyy – mm/yyyy)** |  |
| **Scope of works in the project & contract value / subcontract value** |  |
| **Client and Principal Contractor** |  |
| **TMR Contract No. or Project Number (if applicable)** |  |
| **Contract Administrator / Superindendent (if applicable)** |  |
| **Your role in the Project** |  |

| Project details | Response | Description of responsibilities |
| --- | --- | --- |
| **Employer** |  | Type here  *We are looking for what you have specifically been responsible for on each project you have worked on. So please do not cut and paste (refer to Guide Notes above)* |
| **Project duration (mm/yyyy – mm/yyyy)** |  |
| **Time you spent on the project (mm/yyyy – mm/yyyy)** |  |
| **Scope of works in the project & contract value / subcontract value** |  |
| **Client and Principal Contractor** |  |
| **TMR Contract No. or Project Number (if applicable)** |  |
| **Contract Administrator / Superindendent (if applicable)** |  |
| **Your role in the Project** |  |

Add several more tables in the above format to capture a significant number of years of experience that will clearly demonstrate your technical capabilities for a prequalification assessment or tender assessment. We would be looking for at least 5 years of experience over several projects.

# Referees

Provide at least three contactable referees. Two referees must be external to your current or previous employer.

If you have worked on a Transport and Main Roads project, at least one referee must be a Transport and Main Roads referee (or from another road authority, if applicant has not previously undertaken any departmental works).

| Name | Position | Phone / Mobile | Email | Company and Project |
| --- | --- | --- | --- | --- |
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