**Contractor Pre-Qualification Application Form**

Category: **Traffic Control Systems Installation & Maintenance**

Level: **Traffic Control Equipment (STCE)**

**8.5) Personnel Experience and Qualifications**

You must provide evidence that the nominated personnel have relevant qualifications and experience in ‘on-road’ electrical works as described in **Traffic Management Services (Contractor) GROUP Categories and Levels Eligibility Criteria.** The criteria document can be found on the VicRoads website.

Relevant experience means that the nominated personnel have been employed as an electrician, with an STCE pre-qualified contractor, for a minimum period of three years during the previous six years. During the three year period, each of your nominated personnel must have worked ‘in the field’, hands-on as electricians, in a full time capacity. Personnel who have spent a large percentage of their time in an office based, management role, will not be considered.

**8.6) Nominated Personnel Qualification and Experience Summary**

Note that multiple copies of this page may need to be submitted in order for company to demonstrate that nominated employees meet the minimum experience requirements specified in the Eligibility Criteria. All the relevant works and projects need to be listed, their description, duration as well as the company that the employee worked for at the time.

**8.7) Nominated Employees**

Provide details of each nominated employee below.

**a) Employee 1**

|  |  |
| --- | --- |
| Name: |  |

***i) Employee’s Relevant Licences and Qualifications.***

Ensure that copies of all listed licences and qualifications are submitted with the application.

|  |  |  |
| --- | --- | --- |
| **Qualification**  | **Copies provided** | **Complies Yes / No****(DoT use only)** |
|  |  |  |
|  |  |  |
|  |  |  |

***ii) Employee’s Work History***

Provide details of the nominated employee’s employment history including how long they have been with this company and who they were employed by previously. Include start and finish dates of previous employment and the position title of their previous employment. *(Additional rows can be added if required)*.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EMPLOYER** | **COMPANY NAME** | **Employment Dates**  | **Position Held** | **ReFEREE contact detail *(email and phone number)*** |
| **From** | **To** | **Total years** |
| Current Employer |  |  |  |  |  |  |
| Previous Employer |  |  |  |  |  |  |
| Previous Employer |  |  |  |  |  |  |

|  |
| --- |
| **Details of referees contacted (DoT Use only)** |
| **Name** | **Comments** | **Complies Yes / No** |
|  |  |  |
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|  |  |  |
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***iii) Employee’s Work Experience***

Provide details of the nominated employee’s on-road electrical work experience. Include main roles, major projects worked on, etc.

|  |
| --- |
| **WORK EXPERIENCE** |
| **COMPANY NAME** | **NAME OF THE PROJECT** | **DURATION WORKED *(start and completion date*)** | **DETAILED DESCRIPTION OF WORKS** | **ReFEREE contact detail *(email and phone number)*** |
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| **Details of referees contacted (DoT Use only)** |
| **Name** | **Comments** | **Complies Yes / No** |
|  |  |  |
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**b) Employee 2**

|  |  |
| --- | --- |
| **Name:** |  |

***i) Employee’s Relevant Licences and Qualifications.***

Ensure that copies of all listed licences and qualifications are submitted with the application.

|  |  |  |
| --- | --- | --- |
| **Qualification**  | **Copies provided** | **Complies Yes / No****(DoT use only)** |
|  |  |  |
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***ii) Employee’s Work History***

Provide details of the nominated employee’s employment history including how long they have been with this company and who they were employed by previously. Include start and finish dates of previous employment and the position title of their previous employment. *(Additional rows can be added if required)*.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EMPLOYER** | **COMPANY NAME** | **Employment Dates**  | **Position Held** | **ReFEREE contact detail *(email and phone number)*** |
| **From** | **To** | **Total years** |
| Current Employer |  |  |  |  |  |  |
| Previous Employer |  |  |  |  |  |  |
| Previous Employer |  |  |  |  |  |  |

|  |
| --- |
| **Details of referees contacted (DoT Use only)** |
| **Name** | **Comments** | **Complies Yes / No** |
|  |  |  |
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|  |  |  |

***iii) Employee’s Work Experience***

Provide details of the nominated employee’s on-road electrical work experience. Include main roles, major projects worked on, etc.

|  |
| --- |
| **WORK EXPERIENCE** |
| **COMPANY NAME** | **NAME OF THE PROJECT** | **DURATION WORKED *(start and completion date*)** | **DETAILED DESCRIPTION OF WORKS** | **ReFEREE contact detail *(email and phone number)*** |
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| --- |
| **Details of referees contacted (DoT Use only)** |
| **Name** | **Comments** | **Complies Yes / No** |
|  |  |  |
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**8.8) DoT review Summary**

|  |
| --- |
| **Summary and Comments (DoT use only)** |
|  |
| Does the experience and qualifications of the employees comply with STCE level? | Yes [ ]  No [ ]  |