**Name**

**Tertiary Education**

MM/YY - Degree (GPA/Weighted Average Mark)

MM/YYInstitution

**Do you identify as an Aboriginal or Torres Strait Islander?** Yes[ ] No [ ]

**Employment History**

MM/YY – Position title

MM/YY Institution/area

Responsibilities:

MM/YY – Position title

MM/YY Institution/area

Responsibilities:

(Add further employment history information as necessary using the above format, listing new roles or promotion within an organisation as a separate position)

**Further Information**

Include further relevant information with regard to your suitability for Graduate Certificate of Management studies in the Research School of Management at ANU

**Referees**

Name:

Position title and organisation:

Relationship to you (direct supervisors are preferable):

Contact number:

Email:

Name:

Position title and organisation:

Relationship to you (direct supervisors are preferable):

Contact number:

Email:

**Definitions for professional and managerial work experience:**

**Professional work experience (minimum 5 years)**

Full-time paid employment in professional work following completion of undergraduate studies or equivalent. ‘Professional work’ means work requiring tertiary qualifications or equivalent training and/or experience. This may include self-employment in the candidate’s own business, providing documentary evidence of the business is supplied, such as an annual report or tax statement. ‘Professional work’ does not include unpaid internships or placements done as an integral part of final-stage studies, voluntary work, casual work in hospitality, retail, tourism, cab-driving or other non-professional work. Part-time work may be considered on a pro-rata basis. For example, 10 years working at 50% standard full-time hours would be considered as 5 years’ experience.

**Managerial experience (minimum 3 years)**

a) Supervision of staff (assigning tasks, training/coaching, monitoring and assessing performance, hiring/firing)

b) Representing the organisation to external parties such as customers, suppliers, partners, regulators, negotiating/approving contracts, governance and compliance

c) Accountability for a resource budget, for performance against financial indicators

d) Responsibility for the achievement of specific projects (complex tasks involving other parties and lasting over several months) with specific outcome goals, timelines and resource constraints