**Application Process**

* **Applications close at 5.00pm on 21 February annually.**
* Applications should be emailed to [info@wioa.org.au](mailto:info@wioa.org.au)
* Applications will be reviewed by the programs advisory committee.
* Successful nominees and their employing Corporation will be advised by WIOA of the participant’s inclusion in the program and provided with all relevant program details.
* All applicants will be notified of the outcome by 21 March annually.

**Instructions and advice for applicants**

* Complete each section of the application in full.
* Type/print all answers clearly in space provided.
* Application must be signed by both the applicant, the applicants direct line supervisor and the manager of the applicant on behalf of the employer.
* Water Corporations will use their own internal process to determine who and how many should apply.
* Nominees must have the full support of the organisation or corporation they represent.

**Program participants must**

* Attend all of the Workshop days as well the WIOA conference as a delegate.
* Complete projects and activities as assigned after each Workshop session.
* Complete at least one presentation during the program.
* Proactively participate in all aspects of the Program and contribute to the discussions during the Workshops.

For further information please contact WIOA on 03 5821 6744 or [info@wioa.org.au](mailto:info@wioa.org.au)

**Application Form**

**Applicant**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  | | | |
| Organisation |  | | | |
| Position |  | Years of Employment | |  |
| Qualifications / Trade |  | | | |
| Address |  | | | |
| Suburb / Town |  | Postcode |  | |
| Business phone |  | Mobile |  | |
| Contact email |  | | | |
| Signature |  | | | |

**Direct line supervisor**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Position |  | | |
| Business phone |  | Mobile: |  |
| Contact email |  | | |
| Signature |  | | |

**Manager of the applicant**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Position |  | | |
| Business phone |  | Mobile: |  |
| Contact email |  | | |
| Signature |  | | |

**Key Selection Criteria**

|  |
| --- |
| **Executive Summary.** Please outline the main reason for applying for this program (maximum 500 words). |
| **1. Qualifications.** Detail your qualifications or progress towards formal qualifications. |
| **2. Industry Experience.** Detail your industry experience, in the water industry or other industries. |
| **3. Motivation & Initiative.** Detail your self-motivation and initiative. |
| **4. Leadership & Working in a Group.** Detail your ability to lead work teams and your ability to work with a diverse group. |
| 5. **Communications.** Detail your ability to produce reports, communicate, influence and present to a wider audience. |
| **6 Problem Solving.** Detail your ability to problem solve and contribute to innovation and continuous improvement. |
| **Any other supporting achievements or comments.** |

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