

# GRADUATE RECRUITMENT ASSISTANCE REGISTRATION FORM



Please SCAN and EMAIL this completed form to [studentservices@vusydney.edu.au](mailto:studentservices@vusydney.edu.au)

The subject line of your email should be in the following format: **Student Name - Student Number - Graduate Recruitment Assistance Registration Form**

No Hard Copies will be Accepted. Thank you

## 1. PERSONAL DETAILS - PRINT YOUR NAME IN BLOCK LETTERS AS IT APPEARS ON YOUR PASSPORT TO AVOID DELAYS IN YOUR APPLICATION

STUDENT ID: \_\_\_\_\_ (must be provided if you are a current or former student of VU)

TITLE: MR MISS MS MRS OTHER \_\_\_\_\_ GENDER: MALE FEMALE

FAMILY NAME (AS STATED IN PASSPORT): \_\_\_\_\_

GIVEN NAME (AS STATED IN PASSPORT): \_\_\_\_\_

COUNTRY OF CITIZENSHIP: \_\_\_\_\_ DATE OF BIRTH: / /

## 2. STUDENT CONTACT DETAILS

ADDRESS TYPE: SEMESTER MAILING HOME \_\_\_\_\_

NUMBER AND STREET: \_\_\_\_\_

SUBURB OR TOWN: \_\_\_\_\_ STATE/PROVINCE: \_\_\_\_\_

COUNTRY: \_\_\_\_\_ POSTCODE/ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ MOBILE/CELL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

## 3. EMERGENCY CONTACT - AUSTRALIA

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ MOBILE/CELL: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

## 4. EMERGENCY CONTACT - HOME COUNTRY

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ MOBILE/CELL: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

## 5. COURSE DETAILS

COURSE NAME	COURSE START DATE
BBNS BMAISM Bachelor of Business - Major in Information Systems Management	
BBNS BMAACT Bachelor of Business - Major in Accounting	
NBIT Bachelor of Information Technology	
BGEP Graduate Diploma in Business (Enterprise Resource Planning Systems)	
BGAP Graduate Diploma in Professional Accounting	
NMIT Master of Applied Information Technology	
BMAK Master of Business (Accounting)	
BMES Master of Business (Enterprise Resource Planning Systems)	



## 6. PROFILE AND PREFERENCES

(BBNS/ NBIT/ BGAP/ BGEP/ NMIT/ BMES STUDENTS)					
OPERATING ENVIRONMENT	IBM	APPLE	ORACLE	UNIX	OTHER
AREAS OF INTEREST	Data Administration	Systems Programmer	IT Support	Business Analyst	
	Maintenance	Design & Development	Project Management	Database Programmer	
	Process Mapping	ERP	SAP	Programming	
	Other preferences:				

(BBNS/ BGAP/ BMAK STUDENTS)					
OPERATING ENVIRONMENT	SAGE	MYOB	ORACLE	QUICK BOOKS	OTHER
AREAS OF INTEREST	Accounts Payable	Accounts Receivable	Reconciliation	Tax Returns	
	BAS	Payroll	Invoicing	Financial Services	
	Auditing	Stocktake	Data Entry	Superannuation	
	Other preferences:				

AVAILABILITY- VOCATIONAL PLACEMENT PROGRAM	
Nº. OF DAYS AVAILABLE PER WEEK	
PREFERRED DAYS FOR VOCATIONAL PLACEMENT PROGRAM (PLEASE SPECIFY)	

## 7. GRADUATE RECRUITMENT ASSISTANCE- WORKSHOPS

(Please tick your preference below)

INTERVIEW PREPARATION- MOCK INTERVIEWS

PROFESSIONAL DEVELOPMENT COUNSELLING

RESUME WRITING AND COVER LETTER WRITING

JOB SEARCH TECHNIQUES

VOCATIONAL PLACEMENT PROGRAM

STUDENT SIGNATURE: X

DATE: / /