|  |
| --- |
| Instructions:* Complete the relevant details in the CV template. Do not modify the layout of the tables. This template can be used to apply for both prequalification application and tender submission.
* 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’].** In Part 6, provide your specific responsibilities in each project rather than overly describing the scope of works in the project.
 |

# Curriculum vitae for Type here

|  |  |  |
| --- | --- | --- |
| Current position |  | (insert photo) |
| Name of organisation |  |
| Address |  |
| Phone |  |
| Email |  |
| No. of years’ experience relevant to this position |  |

# Academic qualifications

|  |  |  |
| --- | --- | --- |
| Academic Qualifications | Institution | Year of Graduation |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Professional qualifications and memberships

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

# Position history

List the positions you have worked in with your current and previous employers (where relevant) and the related projects relevant to the prequalification / tender being applied for. Projects listed below should also appear in Section 6.

|  |  |  |  |
| --- | --- | --- | --- |
| Period | Company | Position | Project Descriptionincluding project component/s relevant to the prequalification / tender being applied for. |
| Type here | to | Type here | Type here | Type here | Type here |
| *Aug 2012* | *to* | *Present* | *Joe Bloggs Group* | *Project Manager* | *Waterford Tamborine Road – Intersection Upgrade – Detailed Design* |
| *Aug 2011* | *to* | *Jul 2012* | *Joe Bloggs Group* | *Project Engineer* |  |
| *Jan 2010* | *to* | *Nov 2010* | *ABC Consulting* | *Senior Structural Engineer* |  |
| *Jan 2007* | *to* | *Dec 2007* | *GHI Infrastructure Services* | *Principal Designer* |  |
| *Mar 2005* | *to* | *Jan 2007* | *JKL Consulting Group* | *Senior Transport Engineer* |  |

# Career summary and key attributes applicable to the prequalification / tender

|  |
| --- |
| Type here*Example – I am a Chartered Civil Engineer with over xxxx years of experience in the field of civil engineering, predominantly on civil infrastructure and mining projects. I have been involved in a wide range of multi-disciplinary projects for clients such as xxxx and have extensive experience in state government highway projects and commercial developments.**My primary skills are in planning, design, contract management and advice for civil works.**I have specialised expertise in design and delivery, investment analysis, economic policy analysis and stakeholder management.* |

# Project experience

Provide a description of the key relevant transport infrastructure projects you have worked on in the past to demonstrate your capability and experience relevant to the prequalification / tender being applied for.

List Queensland-based projects first, then interstate, then overseas (if any and applicable).

|  |  |  |
| --- | --- | --- |
| Project details | Response | Description of responsibilities |
| **Employer** | Type here*A Consultant Company Pty Ltd* | Type here*Guidance for completing the Response Column** *What organisation were you working for at the time*
* *Project Duration and time spent on the project will often be different.*
* *Provide brief scope of the work specifically undertaken by your company on this project.*
* *Indicate if the organisation performed the service in its own right, or as a sub-consultant.*

*Guidance for completing the Responsibilities Column** *Specify/estimate prequalification level for the consultant service.*
* *$ value of the consultant service for the project (not the overall project value).*
* *Provide a brief scope of the work specifically undertaken by your company on this project.*
* *Provide your specific responsibilities when providing this consultant service.*
* *Detail any RPEQ responsibilities relative to each project.*
* *Outline the aspects of this service which would be relevant to the prequalification category/s being applied for.*
* *For ES and FC categories – detail CBAs or similar undertaken.*
 |
| **Project description** | Type here*Waterford Tamborine Road – Intersection Upgrade* |
| **Scope of consultant service** | Type here*Preliminary Design**Detailed Design, P90 Estimate, Scheme documentation**Business Case**Options Analysis, Business Case, Project Plan**Link Planning Studies**Economic benefit evaluation study.* |
| **Project duration(mm/yy – mm/yy)** | Type here*Nov 2013 to July 2014* |
| **YOUR time spent on the project (mm/yy – mm/yy)** | Type here*3 months (Jan 2014 - Mar 2014)* |
| **Client** | Type here*TMR**AAA Consulting Group Pty Ltd* |
| **TMR’s Contract No. or Client Project number(if applicable)** | Type here*METD-1234 or 222/333/444* |
| **Client’s contact details** | Type here*James Smith from TMR or Allan Smith from AAA Consulting Group Pty Ltd* |
| **YOUR role in the project** | Type here*Senior Designer Engineer (Civil)* |

|  |  |  |
| --- | --- | --- |
| 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 description** |  |
| **Scope of consultant service** |  |
| **Project duration(mm/yy – mm/yy)** |  |
| **YOUR time spent on the project (mm/yy – mm/yy)** |  |
| **Client** |  |
| **TMR’s Contract No. or Client Project number(if applicable)** |  |
| **Client’s contact details** |  |
| **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 description** |  |
| **Scope of consultant service** |  |
| **Project duration(mm/yy – mm/yy)** |  |
| **YOUR time spent on the project (mm/yy – mm/yy)** |  |
| **Client** |  |
| **TMR’s Contract No. or Client Project number(if applicable)** |  |
| **Client’s contact details** |  |
| **YOUR role in the project** |  |

Add more tables in the above format to capture a significant number of years of experience that will clearly demonstrate your technical capabilities and experience for the prequalification / tender assessment.

# 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 projects).

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

# Publications you have authored (if applicable)

|  |
| --- |
| Please provide your response here |