Accelerating Women in METS

This program enhances the career development of female STEM students and graduates, providing leadership opportunities, work experience, skills development, and new networks to succeed in the growing METS industry.

Hot Rubble Connect
Application Support

Hints: Before you start

1) Read the advertisement in full, make sure you have identified if there are any particular requirements for the role that you will need to address in your Cover Letter.
2) Draft your Cover Letter before you start your application. Then you can simply copy and paste it into the Cover Letter field.
3) If you are submitting more than one application for this program, make sure you are ready to list them in order of preference. You will need the Company Name, Discipline and Location
4) You will need to complete all fields for each application, even if you have entered it for a previous application.

Filling in the online application form

1. Email
   This field will autofill with the email you provided in your Hot Rubble Connect Profile. Check it is correct or change it if required.

2. First name
   Your first and last name will autofill with the information you provided in your Hot Rubble Connect profile. Check it is correct or change it if required.

3. Last Name (as above)

4. Cover Letter (Autocomplete from your Biography on your profile)
   This is an autofill field from the Biography information you may have entered when you created your Profile. It is not the field for your Cover Letter for this particular job – that field is coming up later.

5. Preferred Name
   If you have a preferred name other than your Profile name, enter it here.

6. Address
   Enter your address – Street Address, City STATE Postcode

7. Mobile Number
   Enter your phone number. This phone may be used to contact you during the application process.

8. University
    Select your University from the participating University list in the dropdown menu. If you do not find your University – select Other and go to the next question.

9. Other University
    Leave blank if you have already selected your University from the picklist.
    If you did not find your University on the dropdown menu , enter it here.

10. Current Year of Study
    Select your current year of study.

11. Disciplines of Study
    Enter the Disciplines of Study you are currently undertaking.

12. Date Available to Commence
    Enter the month and year will be available to commence placement.

13. Cover Letter
    Enter your cover letter here. Make sure you have addressed any specific application criteria from the placement posting.

14. Work History
    You will need to complete this field even if you have already included your work history in your CV. Enter details of your work history in the format:

    From – To, Position Title, Employer with one job per line, eg:

    March 2019 – November 2019, Sales Clerk, Target
    January 2020 – Ongoing, Lab Assistant, DBG Chemicals

    Enter **N** if you have no Work Experience.

15. Referees
    You will need to provide details of two referees. Choose people who can talk about your suitability to this type of position. You will need to provide the Contact Name, Contact Phone, Company, Position and Your relationship to the person. eg:

    Jonah Black, 0444 444 444, DBG Chemicals, Manager, Employer
    Taya White, 0333 333 333, White Real Estate, Friend

16. Why did you choose to study a STEM subject at University?
    Enter the reasons you have chosen to study in your selected field.

17. Declaration (required)
   You will need to enter **YES** to accept the terms of the program and submit your application. The declaration states:

   I declare the information given is true and correct. I understand that inaccurate or misleading information may result in termination of the internship. I understand this application does not constitute an offer of employment. I agree to abide by all instructions and guidelines implemented by the company who employs me. I agree to provide all necessary information to Austmine within a responsible timeframe. I agree to commit to the 10-12 week program full time. I give my consent for the referees provided by me to be contacted in relation to this application.

18. How did you find out about this program?
   Enter how your first heard about the program.

19. Why are you interested in taking part in this program?
   Enter your reasons for wanting to participate in the Austmine Accelerating Women in METS Program.

20. Preferences
   List in order if you have submitted more than one progam application. Enter the Company Name, Discipline and Location. You can apply for up to six Placement opportunities.

   1) Company Name, Discipline, Location
   2) Company Name, Discipline, Location