

## Applicant Details

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Please fully complete the form - incomplete applications will cause delay in processing.

### Occupation \*

- |                                                                        |                                                                   |
|------------------------------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> Chief Executive or Managing Director [111111] | <input type="checkbox"/> Corporate General Manager [111211]       |
| <input type="checkbox"/> Sales and Marketing Manager [131112]          | <input type="checkbox"/> Advertising Manager [131113]             |
| <input type="checkbox"/> Public Relations Manager [131114]             | <input type="checkbox"/> Human Resource Manager [132311]          |
| <input type="checkbox"/> Engineering Manager [133211]                  | <input type="checkbox"/> Supply and Distribution Manager [133611] |
| <input type="checkbox"/> Procurement Manager [133612]                  |                                                                   |

### Title

- |                             |                              |                             |                               |                             |                                |
|-----------------------------|------------------------------|-----------------------------|-------------------------------|-----------------------------|--------------------------------|
| <input type="checkbox"/> Mr | <input type="checkbox"/> Mrs | <input type="checkbox"/> Ms | <input type="checkbox"/> Miss | <input type="checkbox"/> Dr | <input type="checkbox"/> Other |
|-----------------------------|------------------------------|-----------------------------|-------------------------------|-----------------------------|--------------------------------|

### First name/s \*

### Family name \*

### Date of birth \*

### Country of birth \*

### Residential address \*

### City \*

### State/Province \*

### Country \*

### Zip/Postal code \*

### Email \*

## Qualification Details

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Only post-secondary education is required, include any postgraduate qualifications.  
Start with the most recent qualification.

1

Qualification gained (full name) \*

Institution of study (full name) \*

Country of education \*

Study start month \*

Study complete month \*

Study start year \*

Study complete year \*

2

Qualification gained (full name)

Institution of study (full name)

Country of education

Study start month

Study complete month

Study start year

Study complete year

## Qualification Details Cont.

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3

Qualification gained (full name)

Institution of study (full name)

Country of education

Study start month

Study complete month

Study start year

Study complete year

4

Qualification gained (full name)

Institution of study (full name)

Country of education

Study start month

Study complete month

Study start year

Study complete year



Supporting information will be required to be submitted together with this application form. Please refer to our ['Supporting Documents Guide'](#) for details.

## Referees

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The first referee should be your manager, either in your current position or previous position. If you are the most senior person in your organisation, a business associate would be appropriate.

### Referee 1

Referee is not related to applicant \*

Referee full name \*

Position/Title \*

Company \*

LinkedIn profile (if applicable)

Company address \*

Telephone (incl. country and area code) \*

Email \*

Referee has agreed to be available for comment if contacted by IML ANZ

### Referee 2

Referee is not related to applicant \*

Referee full name \*

Position/Title \*

Company \*

LinkedIn profile (if applicable)

Company address \*

Telephone (incl. country and area code) \*

Email \*

Referee has agreed to be available for comment if contacted by IML ANZ

## Employment

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Please provide all employment details (starting with current employment if applicable)

Note: our assessment is based upon a review of an entire career history, but with an emphasis on the past five (5) years.

### Employment details 1

Position title \*

Name of organisation \*

Month appointed to position \*

Month finished at position

Year appointed to position \*

Year finished at position

Business address \*

Country \*

Telephone (incl. country and area code) \*

Applicant's work email \*

Website \*

Total number of employees in the company \*

Number of subordinate managers directly reporting to you \*

Total number of subordinate managers in a managerial or supervisory position reporting to your subordinate managers \*

Applicant's immediate superior's name \*

Applicant's immediate superior's position \*



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## Employment Cont.

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### Employment details 2

Position title \*

Name of organisation \*

Month appointed to position \*

Month finished at position

Year appointed to position \*

Year finished at position

Business address \*

Country \*

Telephone (incl. country and area code) \*

Applicant's work email \*

Website \*

Total number of employees in the company \*

Number of subordinate managers directly reporting to you \*

Total number of subordinate managers in a managerial or supervisory position reporting to your subordinate managers \*

Applicant's immediate superior's name \*

Applicant's immediate superior's position \*



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Employment details 3

Position title \*

Name of organisation \*

Month appointed to position \*

Month finished at position

Year appointed to position \*

Year finished at position

Business address \*

Country \*

Telephone (incl. country and area code) \*

Applicant's work email \*

Website \*

Total number of employees in the company \*

Number of subordinate managers directly reporting to you \*

Total number of subordinate managers in a managerial or supervisory position reporting to your subordinate managers \*

Applicant's immediate superior's name \*

Applicant's immediate superior's position \*



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Employment details 4

Position title \*

Name of organisation \*

Month appointed to position \*

Month finished at position

Year appointed to position \*

Year finished at position

Business address \*

Country \*

Telephone (incl. country and area code) \*

Applicant's work email \*

Website \*

Total number of employees in the company \*

Number of subordinate managers directly reporting to you \*

Total number of subordinate managers in a managerial or supervisory position reporting to your subordinate managers \*

Applicant's immediate superior's name \*

Applicant's immediate superior's position \*



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## Employment Cont.

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### Employment details 5

Position title \*

Name of organisation \*

Month appointed to position \*

Month finished at position

Year appointed to position \*

Year finished at position

Business address \*

Country \*

Telephone (incl. country and area code) \*

Applicant's work email \*

Website \*

Total number of employees in the company \*

Number of subordinate managers directly reporting to you \*

Total number of subordinate managers in a managerial or supervisory position reporting to your subordinate managers \*

Applicant's immediate superior's name \*

Applicant's immediate superior's position \*



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## Employment Cont.

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### Employment details 6

Position title \*

Name of organisation \*

Month appointed to position \*

Month finished at position

Year appointed to position \*

Year finished at position

Business address \*

Country \*

Telephone (incl. country and area code) \*

Applicant's work email \*

Website \*

Total number of employees in the company \*

Number of subordinate managers directly reporting to you \*

Total number of subordinate managers in a managerial or supervisory position reporting to your subordinate managers \*

Applicant's immediate superior's name \*

Applicant's immediate superior's position \*



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## Management and leadership experience

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The applicant must demonstrate management and leadership experience by referring to the IML Management Competencies Framework and selecting one competence from each of the three areas:

1. Manage self
2. Manage and lead others
3. Manage and lead the business.

For each of the three competencies selected, the applicant must describe how they achieved these in 300 words or less. The applicant must use specific examples from their demonstrated work experience, state what they personally did and why, what the outcome was and what they learned from it.

### Manage self \*

Please indicate the competency that the applicant is describing:

- Manage personal and professional development
- Manage time and priorities
- Communicate effectively
- Develop and maintain your professional networks
- Foster emotional intelligence and resilience
- Cultivate business acumen – seeing the bigger picture
- Develop creative and innovative thinking
- Develop decision-making and problem-solving

Word Count

Describe here how the competency was achieved in 300 words or less.

## Management and leadership experience

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### Manage and lead others \*

Please indicate the competency that the applicant is describing:

- Lead your team and area of responsibility
- Develop individuals
- Provide coaching and mentoring
- Develop high performing teams
- Delegate effectively
- Develop and sustain collaborative internal and external relationships
- Manage people performance
- Manage conflict
- Recruit, select, induct and retain people
- Develop influence and negotiation skills
- Manage and value diversity

Word Count

Describe here how the competency was achieved in 300 words or less.

## Management and leadership experience

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### Manage and lead the business \*

Please indicate the competency that the applicant is describing:

- Provide leadership across the organisation
- Develop and implement your organisation's vision, values and culture
- Facilitate and manage innovation, change and continuous improvement
- Manage operational and strategic plans
- Provide governance
- Manage financial resources
- Manage human resources
- Promote equality of opportunity, diversity and inclusion
- Manage physical and technical resources
- Manage information and knowledge
- Manage business operations and projects
- Manage procurement
- Manage sales and marketing
- Manage customer service
- Manage quality and performance

Word Count

Describe here how the competency was achieved in 300 words or less.

## Declaration

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### Terms and conditions

1. I have read the '[Supporting Documents Guide](#)' from IML ANZ's website and I understand that the assessment cannot be completed if I do not provide adequate verified and certified documents.
  2. I will inform IML National in writing of any changes to my circumstances which may occur while my application is being assessed.
  3. I authorise IML National to make any enquiries to educational institutions and authorised referees concerning my education and employment experience.
  4. I understand that IML National may be required to provide the Department of Home Affairs with any information pertaining to my application.
  5. I understand that the application fee is non-refundable, irrespective of the outcome of the assessment by IML National.
  6. I understand the assessment will take up to 8 weeks to complete. However, the assessment will take longer if further information is required.
  7. I understand that if I apply for the Express Assessment Service the assessment will take up to 4 weeks to complete. However the assessment will take longer if further information is required.
  8. I understand IML National does not offer immigration advice to applicants.
  9. I have read IML ANZ's [Privacy Policy](#) and acknowledge that IML ANZ or its related entities may contact me in the future by email with information about the Services and Products offered by IML ANZ and its related entities. If you do not wish to receive further communication from IML ANZ or its related entities, please let us know that you would like to be removed from IML ANZ's mailing list by ticking the below box.
- I wish to opt out of receiving any further communication from IML ANZ and its related entities.
- I have read and understand the above terms and conditions and declare that all the information supplied is accurate and consent to any necessary checks regarding my qualifications.

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Signature of applicant

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Date

## Payment Details

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### Credit Card Authorisation Form

Migration Skills Assessment Manager  
Institute of Managers and Leaders Australia and New Zealand  
GPO Box 2229  
Brisbane QLD 4000 Australia

I authorise the Institute of Managers and Leaders Limited (ABN 31 163 376 921), on behalf of IML National (ABN 56 004 525 017), to debit the sum of (please choose an option below):

- AUD \$550.00 (plus 10% GST if applicable\*) from my credit card in payment for a Migration Skills Assessment.
- AUD \$750.00 (plus 10% GST if applicable\*) from my credit card in payment for an **Express** Migration Skills Assessment.

#### Card type \*

- Visa       Mastercard       Amex ID no. \_\_\_\_\_

#### Cardholders name \*

#### Card number \*

#### Expiry month \*

#### Expiry year \*

#### Security code \*

\*GST is payable for applicants within Australia only.

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Signature of applicant

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Date