



New South Wales
Government

Building Professionals Board

Form 5

Building Professionals Act 2005 **Annotated resume**

Who needs to complete this form

All applicants for accreditation (other than those relying upon a recognised registration) must complete this form to enable the Board to determine whether they have the experience required for the category(s) of accreditation for which they are applying.

If you seek accreditation in more than one category of accreditation, you do not need to demonstrate you have the total numbers of years of experience required for each category where the categories are related categories (i.e. categories A1, A2 & A3 are related, B1, C1, C2 & C6 are related, and C3, C4, C14 & C15 are related). For these categories, you need to demonstrate only that you have the number of years of experience that is the greatest for the related categories.

How to complete the form

Please complete the table below. Please attach additional sheets if required and sign and date each page you complete.

What information to provide

Applicants must provide a history of all work undertaken (current and previous) which relates to the category(s) of accreditation they seek. This should include information about any work experience that contributed to the applicant obtaining the required skills and/or knowledge even where it was as a trainee/cadet.

Information you provide must:

- be provided in reverse chronological order (i.e. most recent experience first),
- be a clear and concise summary of your role and responsibilities for each period of employment,
- cover the minimum years of recent practical experience required by the accreditation statement that relates to the category of accreditation for which you are applying, and
- clearly indicate how the experience relates to the category of accreditation for which you are applying (please refer to the relevant accreditation statement).

NB: Incorrect or misleading information may lead to cancellation of your accreditation. Further, under sections 307B and 307C of the Crimes Act 1900, a person can be found guilty of an offence if the person gives false or misleading information or documents (maximum penalty for each offence is imprisonment for two years and/or a fine of \$22,000).

How to lodge the form

Please attach the completed form to your application for accreditation.

Applicant's name: _____

Period of employment (latest experience first)	Employer/job title/responsibilities (include building/subdivision/strata projects you have been involved in that are relevant to the category of accreditation you seek and the address and description of the work)	How this experience is relevant to the category of accreditation

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