

Date: ____/____/____

Position Applied for: _____

Are you looking for: Full Time / Part Time / Temporary work?

Are you registered on the Job Seeker Network? Yes / No

Can we contact you during business hours? Yes / No

Personal Details:

| | |
|---------------------------|-------------------------|
| Surname: | First Name: |
| Street Address: | Telephone (Home): |
| | Telephone (Business): |
| | Mobile: |
| Postal Code: | E-Mail: |
| Availability: | |
| Preferred Location: | |
| Drivers License: Yes / No | Own Transport: Yes / No |
| Drivers license number: | |

Desired salary or hourly rate:

Citizenship: If other than Australian. Do you comply with the legal requirements to work in Australia? Yes / No

Education:

Secondary Schooling:

Name of school:

Highest Grade completed:

Tertiary Qualifications:

Institution attended:

Degree/Diploma/Certificate obtained:

Key Skills and or Trade Certification:

Please indicate your skills and rate your knowledge level for each one accordingly:

| Very Good | 4 | Good | 3 | Average | 2 | Limited | 1 |
|-----------------------|---|------|---|---------|---|---------|---|
| Skill / Trade Details | | | | Rating | | | |
| Microsoft Excel | | | | | | | |
| Microsoft Word | | | | | | | |
| MYOB | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Trade Documentation

Y/N

Y/N

| | | | |
|-------------------------------|--|---------------------|--|
| Apprenticeship Papers | | Welders Certificate | |
| OH&S Card (White card) | | | |
| Steel-caps | | | |
| Fork Lift Drivers certificate | | | |

Candidate Registration Form

Details Of Your Last/Current Position

What Notice period do you have to give: _____

Do you agree for your current employer to be contacted? YES/ NO / N/A

| Name, Address, telephone number of company | Job title and main responsibilities | Length of Service | | | | Present Final Package | Reason for leaving |
|--|-------------------------------------|-------------------|----|-----|----|-----------------------|--------------------|
| | | From | | To | | | |
| | | Mth | Yr | Mth | Yr | | |
| | | | | | | | |
| | | Supervisor | | | | | |

Job type preferences:

| |
|--|
| |
| |
| |
| |
| |

If the position requires you to perform repetitive actions, and/or physical work involving bending/twisting or lifting and/or standing for long periods. Can you adequately perform the tasks required? Yes / No

If No, please give details of your restrictions. _____

Do you have any other type of pre-existing conditions, illness or ailments of which we should be aware, which could affect your ability to perform the tasks required for this position? Yes / NO

If YES, please give details: _____

Do you have any objection to The Personnel Connection Pty Ltd making inquiries relating to your background? Yes / No

If YES, reason: _____

Do you give The Personnel Connection Pty Ltd consent to conduct inquiries relating to your background and to conduct Australian Federal Police Records check? Yes / No

If NO, reason: _____

Do you wish to inform The Personnel Connection Pty Ltd (TPC) of any unfavourable listings or criminal charges that may be uncovered during the background check? Yes / No

Details: _____

Candidate Registration Form

Consent

I, _____ give TPC permission to:

- (a) conduct relevant reference checks and to obtain the required information from past employers or other relevant parties;
- (b) conduct inquiries that they believe necessary into my background prior to me gaining any employment from them. I understand that this will be done in an ethical and legal manner and will not compromise my current employment situation; and
- (c) refer my resume to clients on my behalf, after discussion.

I agree to not contact any TPC client directly after having been briefed by TPC on any vacancy the client may have. I understand that should I do so and I am not placed in the role by TPC, or as a result of my contacting the Client TPC loses the placement, I will be liable to reimburse TPC the lost placement fee (Minimum fee is \$1500).

PRIVACY ACT – COLLECTION NOTICE

The information collected during employment interviews is used for the purpose of recruitment and selection within TPC

- Some of the information on this form is collected to enable compliance with relevant State and federal Legislation and anti-Discrimination legislation.
- The information collected through this process may be disclosed to and shared with referees, security organisations and prospective employers as required.
- If you choose not to consent to providing this information, TPC may be unable to make a conclusive decision regarding your prospective employment.
- Any further information collected about you at other stages of the recruitment process may be used and disclosed in the same manner as the information collected on this form

I confirm that I understand the above conditions and that all details provided on this form are true and correct; and I have read the Information standard provided below.

Signature

Date

Information standard

By law an employment placement service must provide a job seeker with a written notice with the following information set out:

- an employment placement service must not charge a job seeker a fee for the purpose of finding the job seeker employment;
- an employment placement service must not engage in misleading or deceptive conduct (such as advertising a position as being available when the agency knows no such position exists or knowingly giving misleading information to a job seeker about the nature of a position); and
- if a job seeker believes that an employment placement service has acted inappropriately, the job seeker may contact the Office of Fair Trading for information on possible action that may be taken.

