

Office Use:
FILE CODE:

- RESUME
- PHOTO
- SKILLS MATRIX
- TESTING
- LICENCES/CERT'S
- VISA / PASSPORT
- WORKCOVER FRM

- Entered
- SMS



APPLICATION FOR EMPLOYMENT

Thank you for applying for positions with South East Conveyors.

Unless specifically advised, applicants may be considered for other positions within South East Conveyors.

PLEASE PRINT CLEARLY ON ALL PAGES, once completed please hand to the receptionist.

Date: ____/____/____	POSITION/ TYPE OF ROLE(S) applying for: * _____ * _____ * _____	How did you hear about the role: <input type="checkbox"/> INTERNET (please tick below which website) <input type="checkbox"/> SEEK <input type="checkbox"/> Career One <input type="checkbox"/> Job network <input type="checkbox"/> Newspaper <input type="checkbox"/> Referral (name of referee) <input type="checkbox"/> Job Network <input type="checkbox"/> Yellow Pages..... (<input type="checkbox"/> On-line OR <input type="checkbox"/> Book) <input type="checkbox"/> Government Department (eg; Immigration) <input type="checkbox"/> Other (list)																																					
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other _____		Are you of Aboriginal /Torres Strait Islander origin? <input type="checkbox"/> YES or <input type="checkbox"/> NO																																					
Surname: _____		First name: _____																																					
Date of birth: / /	Place of birth: _____	State/Country: _____																																					
Are you: <input type="checkbox"/> Australian Citizen <input type="checkbox"/> Perm Resident <input type="checkbox"/> Visa (type.....) WE NEED A COPY OF YOUR VISA– Provide to Reception. Arrival Date: _____		Passport # _____ if applicable																																					
Email address: _____		Mobile: _____																																					
Home address: _____		Home Ph: _____																																					
Suburb: _____	State: _____	Postcode: _____																																					
Business Ph: _____																																							
<i>In case of emergency contact</i> Next of Kin (Name): _____		Relationship: _____																																					
Address: _____		Mobile: _____																																					
Suburb: _____	State: _____	Postcode: _____																																					
Home Ph: _____																																							
<u>WORK PREFERENCES:</u> Please give us some information about what you're looking for.																																							
Please tick the days which you are AVAILABLE FOR WORK								Do you have your own Transportation: <input type="checkbox"/> YES or <input type="checkbox"/> NO Type of transport: (circle) Car / Public / Motorbike / Pushbike																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">SHIFT</th> <th style="width: 10%;">SUN</th> <th style="width: 10%;">MON</th> <th style="width: 10%;">TUE</th> <th style="width: 10%;">WED</th> <th style="width: 10%;">THURS</th> <th style="width: 10%;">FRI</th> <th style="width: 10%;">SAT</th> </tr> </thead> <tbody> <tr> <td>Day</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Afternoon</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Night</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table>	SHIFT	SUN	MON	TUE	WED	THURS	FRI	SAT	Day								Afternoon								Night								How far are you willing to travel from home: _____ minutes Available for Regional/Interstate work: <input type="checkbox"/> YES or <input type="checkbox"/> NO PREFERENCE of Shift: <input type="checkbox"/> Day / <input type="checkbox"/> Afternoon / <input type="checkbox"/> Night Are you wanting: <input type="checkbox"/> Perm / <input type="checkbox"/> Casual / <input type="checkbox"/> Part-time / <input type="checkbox"/> Temp / <input type="checkbox"/> Shuts Would you consider: <input type="checkbox"/> Perm / <input type="checkbox"/> Casual / <input type="checkbox"/> Part-time / <input type="checkbox"/> Temp / <input type="checkbox"/> Shuts						
SHIFT	SUN	MON	TUE	WED	THURS	FRI	SAT																																
Day																																							
Afternoon																																							
Night																																							
Do you have Safety/Steel Cap Boots: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A If NO, could you get access to some: <input type="checkbox"/> YES <input type="checkbox"/> NO																																							
Do you have access to safety wear: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A (Hi-visibility TOPS/VEST, Safety Goggles/ Glasses, Hard Hats etc)																																							
What are your salary expectations: \$ _____ Hourly Rate AND/OR \$ _____ Salary Package																																							

EMPLOYMENT HISTORY ** PLEASE fill in details below (include current employer & last two previous positions)

DATES OF EMPLOYMENT		COMPANY	POSITION HELD	REASON FOR LEAVING
Start Dates	Finish Dates			
/ /	/ /			
/ /	/ /			
/ /	/ /			

If working PRESENTLY – reason wanting to apply for this role?

Do you need to give notice to current employer? YES or NO If YES how long?

Do you have any upcoming commitments/pre-booked holidays? YES or NO If YES when & how long?

Do you have a 2nd Employer / Job? YES or NO if YES give details:

Are you going for other roles elsewhere? YES or NO If YES give details & advise if any are at final interview stage:

Are you a member of a Union? YES or NO if YES give membership details:

Are you registered with other recruitment agencies? YES or NO If YES give details:

IF you are with a JOB NETWORK PROVIDER? Which Agency?Your Job Seeker Number:

REFEREES / REFERENCE NOMINEES WORK references ONLY (not family members or friends)**

Must supply **minimum of two** names and companies who could speak on your behalf.

Company	Person to contact	Their title	Business Phone No	How long have you known them?

Education & Qualifications

**Please advise your qualifications

Highest School Level Achieved: <input style="width: 100px; height: 20px;" type="text"/>	Diploma: _____
Certificate: _____	Degree: _____
Trade: _____	Other: _____

Licences / Certificates

Please indicate your licences/training

First Aid

First Aid - Basic	First Aid - Senior	First Aid - Occupational
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Drivers Licence

C' Class	MR' Class	HC' Class
LR' Class	HR' Class	MC' Class

Blue Collar

High Risk Work Licence

SB Basic Scaffolding	CP Portal Boom Crane	WP Boom-Type Elevating Work Platform
SI Intermediate Scaffolding	CB Bridge and Gantry Crane	PB Vehicle-Mounted Concrete Placing Boom
SA Advanced Scaffolding	CV Vehicle Loading Crane	LF Forklift Truck
DG Dogging	CN Non-Slewing Mobile Crane	LO Order-Picking Forklift Truck
RB Basic Rigging	C2 Slewing Mobile Crane (< 20 ton)	BB Basic Boiler Operation
RI Intermediate Rigging	C6 Slewing Mobile Crane (< 60 ton)	BI Intermediate Boiler Operation
RA Advanced Rigging	C1 Slewing Mobile Crane (< 100 ton)	BA Advanced Boiler Operation
CT Tower Crane	C0 Slewing Mobile Crane (> 100 ton)	TO Turbine Operator
CS Self-Erecting Tower Crane	HM Material Hoist	ES Reciprocating Steam Engine
CD Derrick Crane	HP Personnel and Materials Hoist	

Refrigeration and Handling Licence

RAC01	RSS03	Other:
AAC02	RDR04	Other:

Workers Registration Licence

Electrical: Unrestricted / Restricted	Gas Fitting	Plumbing
Other (specify):		

Nationally Recognised Training – Maintenance / Construction / Engineering

LL Front End Loader	Water Truck	Grader
LB Backhoe	Scissor Lift	Scraper
LS Skid Steer	Confined Space	Roller
LE Excavator	Working at Heights	Dump Truck
LZ Dozer	Telescopic Materials Handler	Work zone Traffic Management
LC Cableway / Flying Fox	Hazardous Area	
LD Dragline		

Health and Safety/Medical Questionnaire

Section 19 of the Occupational Health, Safety and Welfare Act 1986 stipulates our company has a duty of care to each employee to ensure so far as is reasonably practical that the employee is, while at work, safe from injury and risks to health. To avoid inadvertently placing you in a risk situation, we need to ensure we have done everything reasonably practical to satisfy ourselves that you are physically capable of performing the tasks associated with any assignment for which you would normally be considered. **To satisfy our responsibility, please answer the following questions**

Do you now or have you ever had any concerns with the following?

(circle)

Vision impairment - sight difficulties?

YES NO

Details:

Loss of Hearing?

YES NO

Details:

Lifting (any weight limitations)?

YES NO

Details:

Sitting / Standing for prolonged periods in one spot?

YES NO

Details:

Pushing / Pulling / Reaching?

YES NO

Details:

Working at heights?

YES NO

Details:

Frequent or Migraine headaches?

YES NO

Details:

Joint injuries / conditions or stiffness?

YES NO

Details:

Wheezing, Asthma?

YES NO

Details:

Heart trouble?

YES NO

Details:

Foot trouble, difficulty wearing shoes?

YES NO

Details:

Do you now or have you ever had any concerns with the following?(cont'd)

(circle)

Back pain, Back injury, Sciatica?

YES NO

Details:

Mental, Nervous disorders, Claustrophobia, Depressive illness, Anxiety attacks, Stress related disorders?

YES NO

Details:

Blackouts, fainting attacks?

YES NO

Details:

Fits, Epilepsy?

YES NO

Details:

Diabetes?

YES NO

Details:

Arthritis, Rheumatism?

YES NO

Details:

Dermatitis, Eczema?

YES NO

Details:

Hernia?

YES NO

Details:

Neck injury, Whiplash?

YES NO

Details:

Drugs and Alcohol in the Workplace – Zero Tolerance Policy

*South East Conveyors has a zero tolerance policy for the consumption and presence of drugs and alcohol whilst at work.
Drug and Alcohol testing will occur and is on a random basis.*

Do you have any concerns undergoing Drug and Alcohol testing?

YES NO

SOUTH EAST CONVEYORS - PRIVACY & PERSONAL INFORMATION

South East Conveyors is required to provide you with this information about the way we collect, use and disclose personal information

The Federal Government has introduced new legislation (the Privacy (Private Sector) Amendment Act 2000). The main aim of the legislation is to give individuals more control over the way private organisations, such as South East Conveyors, collect, use, disclose and store information about you.

Collection Notice

You can gain access to your personal information held by South East Conveyors contacting the South East Conveyors Privacy Officer (ph. 08 87233333)

South East Conveyors collects personal information about you to enable it to perform its functions and activities. These include:

- Recruitment activities
- Health information as it relates to an employee's (including prospective employee's) ability to perform their job
- Compliance with legislation, such as taxation and superannuation.

The types of organisations that South East Conveyors may disclose personal information to include:

- Superannuation funds
- Government Agencies
- Medical practitioners & medi-legal consultants
- Employee nominated parties eg; health insurance companies, social clubs, trade unions
- Banks & other financial institutions
- Real Estate Agents
- Travel related organisations – eg; airlines, embassies, relocation service providers
- Service providers eg; vehicle lease companies

The consequences of you not providing all or part of your personal information to South East Conveyors include:

- South East Conveyors may be unable to pay you or direct payment to others as required
- You may have to pay more tax than may otherwise apply
- You may not be successful in an application eg; job application, bank loan, rental accommodation
- South East Conveyors may not be able to contact you

Privacy Policy Statement

South East Conveyors has an obligation to comply with all relevant state and federal legislation. This includes the Privacy (Privacy Sector) Amendment Act 2000, which regulates the appropriate collection, holding, use, correction, disclosure and transfer of personal information by private sector organisations.

The provisions of the act apply to South East Conveyors because it holds personal information about employees and prospective employees.

The Information held by South East Conveyors includes personal information such as:

- Terms & conditions of employment
- Personal & emergency contact details
- Records relating to employee performance and conduct
- Hours of employment (time sheets)
- Salary-wages
- Membership of professional associations/unions
- Leave records
- Employee Taxation, banking or superannuation details
- Health information relating to an employee's (including prospective employee's) ability to perform their job
- Skills & licences; eg languages
- Education and employment history

Personal information is held and used to enable South East Conveyors to perform its obligations and activities, including recruitment & management of employee health & safety. Sensitive information such as medical & health information is held and used for purposes including managing health & safety and arranging for insurance for expatriates and their families. Sensitive information cannot be collected, used or disclosed without an individual's express consent. South East Conveyors stores personal information in a safe and secure manner including locked filing cabinets and password restricted electronic databases.

Personal information used and disclosed in primary connection to employment is exempt under the Act and does not require consent.

Personal information may be disclosed to a third parties such as Superannuation funds, government agencies, medical practitioners and medico-legal consultants, health insurance companies, trade unions, financial institutions, real estate agents, airlines, embassies, employee service provides, eg; vehicle lease companies, mailing houses.

To ensure the health and safety of employees and their families and to satisfy different national legal obligations. South East Conveyors is required to transfer personal information about an employee across international borders. South East Conveyors will ensure that all employees undertaking both overseas business trips and expatriate assignments provide informed consent for the transfer of their personal information across international borders.

South East Conveyors will before the undertaking of an overseas business trip and expatriate assignment, provide details of personal information to be disclosed, to whom it will be disclosed and for what purpose the information will be disclosed to relevant employees.

An individual has certain rights including the right to access and correct personal information and to complain about any breaches of the Act.

The South East Conveyors Privacy Policy sets out how South East Conveyors intends to comply with the provisions of the Act and gives further details to the collection, holding, use and disclosure of personal information. The policy also explains the processes to be followed for and individual to access their own information and to make a complaint about possible breaches of the policy.

If individuals wish to access to personal information, require further information concerning privacy or want to make a complaint they can contact the privacy officer , the contact details are:

Phone: 08 8723 3333
Fax: 08 8723 3336
Address: 299 Commercial St West, Mt Gambier 5290
Email: Andrew.mcadam@seconveyors.com.au

If an individual believes that South East Conveyors, through the internal complaint resolution process, has not adequately dealt with their complaint they may seek to contact the Privacy Commissioner.

Phone: 1300 363 992
Fax: 02 9284 9666
Address: GPO Box 5218, Sydney NSW 1042
Email: privacy@privacy.gov

SOUTH EAST CONVEYORS - PRIVACY & PERSONAL INFORMATION CONSENT

South East Conveyors has an obligation to comply with all the relevant state and federal legislation. This includes the Privacy (Privacy Sector) Amendment 2000, which regulates the appropriate collection, holding, use, correction, disclosure and transfer of personal information by private sector organisation. (Please refer overleaf for further information).

As part of South East Conveyors' recruitment process, personal information necessary to consider your application is required to be collected and in some cases may be disclosed to third parties, in particular medical practitioners and psychological service providers.

Consent is required from you to collect and disclose personal information.

Please complete the following consent statement

I, _____ consent to the collection of necessary personal information, including age, gender, medical history / reports, address details, and disclosure of information to third parties, medical practitioners and psychological service providers by South East Conveyors.

I agree to undertake all medical tests and examinations as required to ensure my capability to perform the tasks required of the position for which I have applied. I understand that this Pre-Placement Health Assessment will include a drug and alcohol screen.

I acknowledge that the information collected is necessary to allow for the processing of an application of employment with South East Conveyors including activities such as pre-appointment medical and psychological assessment.

I hereby declare that the information I have provided in this form is true and accurate and I authorise the company to verify any information if required. Any false or misleading information may result in the termination of my position / application.

I have read and understood my rights in respect of access to and collection of my personal information.

Signed: _____

Date: _____

