

Recruitment and Labourhire

POSITION APPLIED FOR: \_\_\_\_\_

**Applicant Details**

DATE: \_\_\_\_\_

Surname: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_

State: \_\_\_\_\_

Post Code: \_\_\_\_\_

D/O/B: \_\_\_\_\_

Mobile No: \_\_\_\_\_

Home No: \_\_\_\_\_

Email Address: \_\_\_\_\_

Transport: \_\_\_\_\_

Yes

No

Public: \_\_\_\_\_

Bicycle \_\_\_\_\_

**Emergency Contact Details**

Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Relation \_\_\_\_\_

Contact No's \_\_\_\_\_

Mobile \_\_\_\_\_

Home: \_\_\_\_\_

Work: \_\_\_\_\_

**BANK DETAILS**

BSB: \_\_\_\_\_

Account No: \_\_\_\_\_

Bank: \_\_\_\_\_

Account Name: \_\_\_\_\_

Superfund Name: \_\_\_\_\_

Member's No: \_\_\_\_\_

Tax File No: \_\_\_\_\_

ABN No \_\_\_\_\_

GST \_\_\_\_\_

YES \_\_\_\_\_

NO \_\_\_\_\_

**CHECKABLE References**

1) \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

2) \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

3) \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

## Mandatory Questions

1) Are you an Australian Citizen/Permanent Resident for Work Purposes Yes: \_\_\_\_\_ No: \_\_\_\_\_

a:) If No Do you have a Working Visa ? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Please provide proof of working visa

2) Have you taken any substances within the last 3months inc Prescriptions Yes: \_\_\_\_\_ No: \_\_\_\_\_

If Yes for what Purpose:

3)If Required are you able to undertake a police Check? YES: \_\_\_\_\_ No: \_\_\_\_\_

If No Why?

4) If Required could you attend a full medical? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If No Why?

5) Do you have any pre-existing injuries or illnesses of which you are aware that could reasonably be expected to foresee, could be affected by the nature of the duties and responsibilities of the position for which you are applying For? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If Yes, Please provide a brief description \_\_\_\_\_

6) Have you ever made a workers compensation Claim? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If Yes Please provide details of the claim inc dates

*Note: Failure to make a disclosure or making of a false or misleading disclosure forfeits you the rights for any compensation under the accident compensation Act 1985*

7) Do you have any convictions? Finding of guilt?/ or pending police charges against you within the last 10 years? Yes: \_\_\_\_\_ No: \_\_\_\_\_

IF Yes Please give a brief Description

How did you hear about us?

Friend                      Seek                      Gumtree      Newspaper                      Indeed                      Other

### Important Notes:

#### Timesheet

- \* It is the responsibility of the casual/Contractor to get the timesheet signed
- \* No timesheet will be processed without a signature
- \* Timesheets must be submitted by 5pm on the following Monday to be processed for you, in order to be paid on time.

#### Payments

- \* Payment will be made the following week into the account nominated by the casual/contractor
- \* There will be no advance payments, so please don't ask

Consultants Note:

**Tickets Construction**

**Construction Card**

**ACIRT Card**

**Dogging**

**Rigging**

RB

RI

RA

**Scaffolding**

SB

SI

SA

**Crane**

CB

CD

CP

CN

CT

CV

C1

C2

C6

C0

HI/AB

CS

**Hoist Tickets**

WP

EWP

EWP+ 11

SL

HM

YC

**Welding**

Mig

Stick

Tig

Pressure

Pipe

**Boilermaker**

WorkShop

Site

Structural Steel

Architectural

Read Drawing

**Truck Licence**

MR

HR

HC

**Traffic Control**

B

Y

O

**Forklift**

LF

LO

T Handler

**Asbestos Tickets**

Class A

Class B

**Rail Tickets**

RIW

**Site Tickets**

Working at Heights

Confined Space

**Recent Employment Notes**

English Verbal

Excellent

Intermediate

Poor

**Operator Tickets**

Excavator

Written

Excellent

Intermediate

Poor

Grader

Skid Steer

Frontend

Back Hoe

**DECLARATION**

**Statement to be signed by the Applicant: I Certify that all statements made on or as part of this application form are,**  
to the best of my knowledge, true and correct. I Authorise EK Recruitment Pty Ltd and any of its subsidiary organisations  
to access information about me that will assist in the verification of any of the information stated on this application form  
I Authorise Allow EK RECRUIT PTY LTD to make any reasonable inquiry to former employers, associations, referees or academic  
Institutions to enable the assessment of the information contained within this document and any of its attachments  
(An attachment being i.e. a Resume etc transcripts such as academic qualifications and results). Further, I Understand that  
EK RECRUIT PTY LTD may require me to undergo a criminal reference check or working with children assessment dependant on  
on the role being sought, or the role being applied for. EK RECRUIT PTY LTD will have you complete a separate form for the  
purpose of a criminal reference check that may be at a cost to the candidate. I Authorise EK RECRUIT PTY LTD to release the  
information contained within this document to a prospect employer for the purpose of securing employment. I Authorise  
EK RECRUIT PTY LTD to copy, print, or send through by electronic means, my resume or CV with my express permission.

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Signed \_\_\_\_\_ Date: \_\_\_\_\_  
(Consultant)

**OFFICE USE ONLY**

- Application correctly completed
- TFN Completed
- Subcontractor agreement completed
- Bank Details Correct
- VEVO Check completed if required
- All tickets attached copied front and rear and in colour
- Photo ID Driving Licence
- Entered into the Candidate Database
- Entered into CRM


**OFFICE FILING USE ONLY**

Consultant  
Department: Construction  Engineering

Entered By: \_\_\_\_\_