



TEMPS AT WORK REGISTRATION FORM

4/6 Belah Road, Port Macquarie NSW 2444

Phone: (02) 6581 4600 Fax: (02) 6581 4154 ABN: 13 099 458 590 Web: www.menatwork.net.au

Surname: _____ First Name: _____ Date ___ / ___ / ___

Address: _____

Town _____ State _____ Postcode _____

Contact Numbers Home: _____ Mobile: _____ Email: _____ @ _____

D.O.B: _____ Place of Birth: _____ Are you: Male/Female

Do you have: A car? Y / N A Current Drivers License? Y / N License No: _____

When are you available to work?: Day / Afternoon / Night Shifts m / t / w / t / f / s / s All

Do you own: Safety Shoes Y / N other: _____

If answering yes to questions below, please provide details.

Do you have any ailments or illnesses we need to be aware of for your & others safety? Y / N _____

Are you taking any medications that may affect your performance? Y / N _____

Have you ever claimed work cover? Y / N _____

Please nominate an emergency contact: _____ What is their relationship to you: _____

Contact numbers: H _____ M _____ W _____

Circle as applicable: Are you /do you (optional)

Aboriginal/ Torres Strait Islander Have a Disability From a Non English Speaking Background

I consent to a security check being conducted if necessary: Y / N Signature _____

Work history (last 3 employers) must be completed

	Company name	Your position	Start & Finish Dates	Contact Name	Number
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

I give my consent for my referees to be contacted: Y / N _____

Office use only:

Interview booked: _____ Date completed: _____ Skills test date: _____ word std: _____
 Induction booked: _____ Date completed: _____ Excel std: _____ d/e: _____
 Bank/tax/super completed: _____ Swissoft entered: _____ typing: _____
 Ref checks completed: _____

TEMPS AT WORK SKILLS LIST

Please tick only the skills you have EXPERIENCE in

AGED CARE/HEALTH

- A.I.N.
- Cert. in Aged Care
- Community Care
- Enrolled Nurse
- Hospital
- Nursing Home
- Personal Carer
- Registered Nurse

CLEANING

- Aged Care
- Cleaner
- Commercial
- Domestic
- Exterior
- Hospital
- Initial Clean (New Homes)
- Interior

COMPUTER SYSTEMS

- Ami Pro
- Apple
- Corel Draw
- Fidelio
- Filemaker
- First Books
- Goldmine
- Illustrator/Photoshop
- Lotus 123
- Memorex
- Micropay
- MS Access
- MS Excel
- MS Outlook
- MS Powerpoint
- MS Publisher
- MS Word
- MYOB
- Pagemaker
- Paintshop Pro
- Quickbooks
- Word Perfect

HOSPITALITY

- Bar Attendant
- Bar Manager
- Café
- Casino
- Cellar Sales
- Cellarman
- Chef (qualified)
- Club
- Cook
- Crew/Team member
- Door Person
- Food Handling Certificate
- Front Office Reception
- Functions Co-ordinator
- Hotel
- Hotel Manager
- Housemaid
- Kitchenhand
- Motel
- Pastry Chef
- RCG

HOSPITALITY (cont'd)

- Resort
- Restaurant
- RSA
- Security Guard
- Waitperson

IT

- C++
- Cisco
- Database
- Desktop
- DSL
- Exchange
- Hardware
- Helpdesk
- HTML
- Java
- Netcom
- Perl
- Programmer
- Router
- Server
- Servers
- Software Installations
- SQ2000
- Switch
- Visual Basic

Jobseeker ID #:

LICENCES & TICKETS

- First Aid
- Greencard
- Real Estate Licence

OH&S

- Committee Experience
- OH&S Cert (Work Cover)
- OH&S Induction Trainer

POSITIONS

- Accountant
- Accounts Clerk
- Administration Asst
- Bookkeeper
- Consultant
- Customer Service Officer
- Data Entry
- Debt Collector
- Executive Assistant
- IT Helpdesk
- IT Technician
- Legal Secretary
- Market Researcher
- Marketing
- Office Manager
- Paralegal
- Payroll Officer
- Personal Assistant
- Property Manager
- Public Relations Officer

POSITIONS (cont'd)

- Receptionist
- Sales Rep
- Secretary
- Switchboard Operator
- Telephonist
- Telesales & Marketing
- Typist

PROFESSIONALS

- Build/Construct Engineer
- Building Inspector
- Civil Engineer
- Draftsman
- Engineer – other
- High School Teacher
- Mechanical Hydraulics
- Site Supervisor
- Surveyor
- Teacher/Childcare/Primary

RETAIL

- Cash Handling
- Checkout Operator
- Customer Service
- Packer
- Retail Manager
- Sales Asst
- Stock Control
- Warehouse
- Warehouse Supervisor

SKILLS

- Data Entry Alpha
- Data Entry Numeric
- Dictaphone
- Filing
- Internet
- Letter Writing
- Mailouts
- Medical Terminology
- Report Writing
- Shorthand
- Statistics
- Supervising staff >10
- Supervising staff <10
- Typing speed _____

TEMPS AT WORK TERMS AND CONDITIONS OF EMPLOYMENT

**The payment of wages will be governed by the relevant Industrial Agreement.
Please read our Conditions of Employment carefully.**

1. Employment will be on a casual basis unless otherwise indicated. As a temporary employee, Men At Work is your employer regardless of the length of the assignment, unless specific arrangements are made between Men At Work and the Host employer.
2. At all times it is expected that you will adhere to our Workplace Health & Safety document (provided at induction), including wearing of personal protective equipment as directed. If any situation arises which you feel is outside of this document or safety is breached, it is expected that you shall bring the matter to the attention of your supervisor. If action is not forthcoming you must advise Men At Work as soon as possible.
3. Temporary employees on a shift in excess of five (5) hours will agree to take the compulsory unpaid one half hour lunch break and in excess of ten (10) hours will agree to take the compulsory unpaid 20 minute tea break.
4. All assignments are of a temporary nature unless **specifically** promoted as permanent. Temporary employees do not receive annual leave, sick leave, LSL or payment for public holidays as these components are built in to the hourly rate you receive on your assignment.
5. Each assignment with conditions, place of employment and contact will be discussed with you verbally. You are free to decline any assignment you deem unsuitable, however, once you accept an assignment you are committed to completing it.
6. Temporary employees, if requested, agree to move from one site to another.
7. If personal protective equipment or uniforms are provided, they must be worn at all times whilst working. It is your responsibility to keep this equipment well maintained and presentable.
8. The relationship regarding employment between Men At Work/Temps At Work and the Host employer is subject to an agreement which applies for a period of 12 months after your introduction/placement. Any approach for direct employment within this time by Temporary employee or Host employer would breach the agreement and **MUST** be advised to Men At Work immediately.
9. Our pay week runs from Wednesday to Tuesday. Your timesheet must be authorized by the Host employer and submitted by 9am each Wednesday morning. Payment of wages will be via Electronic Transfer weekly. Payslips will be posted fortnightly.
10. If you injure yourself whilst at work you must notify your supervisor and Men At Work immediately. An Incident Report **MUST** be completed even if no workers compensation claim is to be made.
11. You must liaise with Men At Work **as soon as practicable** if you need to claim workers compensation. Workers Compensation Claim forms are available from our office and can be posted to you if necessary. All lost time must be accompanied by a Workers Compensation Doctors certificate. A general doctor's certificate is **NOT** sufficient.
12. The use of mobile phones whilst at work is to be restricted to breaks, unless there is an emergency.
13. Temporary employees are required to keep confidential all trade secrets and information which becomes known to them in circumstances where it should be known or ought to have been known that the information is to be treated as confidential. The obligation of confidentiality exists both during the term of employment and after employment ceases.
14. Any employee established to be definitely under the influence of illegal substances and/or alcohol in the workplace, or on company premises, will be removed immediately. This behaviour may result in instant dismissal.
15. Smoking is prohibited inside any company owned buildings and company vehicles, including cars and vehicles used for distribution of products and services and is **only permitted during work breaks**.
16. Any employee suspected, or found to be stealing, pilfering or removing items belonging to Men At Work or the Host employers premises without permission will be subject to disciplinary action, which may include instant dismissal.
17. I authorize Men At Work/Temps At Work to provide my employment information to prospective employers.

I, _____ have read, understood and agree to the terms above.

Signed: _____ Dated: _____

Consultant: _____

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CANDIDATE COPY