



MEN AT WORK REGISTRATION FORM

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

Address: _____

Town _____ State _____ Postcode _____

Contact Numbers Home: _____ Mobile: _____ Email: _____

D.O.B: _____ Place of Birth: _____ Gender: Male / Female (please circle)

Do you have: A car? Y / N A Current Driver's License? Y / N License no: _____

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

Are you registered with any of the following Job Service provider?

ETC: Y / N Tursa: Y / N Verto: Y / N Other: _____ Jobseeker No: _____

Please provide details answers to the following questions.

Do you have any ailments or illnesses we need to be aware of for your & others safety? Y / N (if yes please specify below)

Are you taking any medications that may affect your performance? Y / N (if yes please specify below)

Have you ever claimed Work Cover? Y / N (if yes please specify below)

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

Contact numbers: H _____ M _____ W _____

Circle if applicable: Aboriginal or Torres Strait Islander / Have a Disability / From a Non English Speaking Background

Work history (last 3 employers) **must be completed**

	Company name	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:

Bank/tax/super completed: ___ FastTrack entered: ___ WHS Questionnaire completed: ___ Resume supplied: ___ Reference checks: ___

MEN AT WORK SKILLS SHEET

Please tick boxes appropriate to your qualifications and experience.

AGED CARE/HEALTHCARE

- Assistant in Nursing
- Certificate in Aged Care
- Community Care
- Enrolled Nurse
- Hospital
- Nursing Home/Aged Care Fac
- Personal Carer
- Registered Nurse
- WHS HSR

AG/AQUA/HORTICULTURE

- Abattoir Worker
- Blacksmith
- Cattle Work
- Chaser Bin Driver
- Chicken Sexer
- Dairy Hand
- Deck Hand
- Farm Hand
- Fencing
- Fruit Picking
- Grounds Man
- Head Driver
- Landscaper
- Oyster Farmer
- Poultry Hand
- Roustabout
- Shearer
- Sheep Work
- Tractor Driver
- Trawler
- Wool Classer

AUTOMOTIVE

- Air Conditioning Mechanic
- Auto Electrician
- Automotive Dismantling
- Car Detailing
- Car Mechanic
- Diesel Fitter
- Diesel Mechanic
- Gas Fitter
- Hydraulic Mechanic
- Mechanic Car
- Panel Beater
- Plant Mechanic
- Spray Painter
- Trimmer
- Truck Mechanic
- Tyre Fitter

CLEANING

- Cleaner
- Commercial
- Domestic
- Elevated Work Platforms
- External
- Hospital/Aged Care
- Interior
- Window Cleaner

CONSTRUCTION

- A/C Installer/Maintenance
- Allymack Operator
- Asbestos Removal
- Asphalt
- Backhoe Operator
- Blockwork
- Bobcat Operator
- Boom Lift Operator (EWP)
- Brickies Labourer
- Bricklayer
- Builder
- Builders Cleaner
- Cable Layer
- Cable Puller
- Carpenter
- Carpenters Apprentice
- Carpenters Assistant
- Concretor
- Concrete Agitator Driver
- Concrete Finisher
- Concrete Laying
- Concrete Paths & Driveways
- Concrete Pump Operator
- Concrete Renderer
- Concrete Screeder
- Curb & Gutter
- Demolition
- Dogman
- Dozer Driver
- Drott Driver
- Dump Truck Operator
- Excavator Operator
- Fencing
- Final Trim
- Finisher
- Foreman
- Formwork
- Form Work Stripping
- Front End Loader Driver
- Grader Operator
- Gyprock
- Jack/Kanga Hammer
- Labourer
- Leading Hand
- Line Hand
- Line Marker
- Moxy Driver
- Painter
- Paver
- Paver Driver
- Pipe Layer Storm/Sewer
- Profiler
- Pump Operator
- Rail Protection Officer
- Raker
- Rigger
- Roller Driver
- Roofer
- Scaffolder

- Scraper Operator
- Skid Steer Operator
- Steel Fixer
- Surveyor
- Surveyor s Assistant
- Trades Assistant
- Truck & Dog

GENERAL LABOUR HIRE

- Carpet Layer
- Courier
- Events Labourer
- Furniture Removalist
- Handyman
- Labourer
- Lawnmower
- Millner'
- Offsider
- Process Worker
- Trades Assistant
- Yardhand

HOSPITALITY

- Bar Attendant
- Bar Manager
- Barista
- Café
- Casino
- Cellar Sales
- Cellarman
- Chef – Qualified
- Club
- Concierge
- Cook
- Crew/Team Member
- Doorman
- Event Manger
- Food Handling cert
- Food processing
- Front Office Reception
- Function Coordinator
- Hotel
- Hotel Manager
- Housekeeper
- Kitchen Hand
- Motel
- Pastry Chef
- RCG
- Resort
- Restaurant
- RSA
- Security Guard
- Sous Chef
- Supervisor
- Waitstaff



METAL WORK

- Fitter/Machinist
- Fitter/Turner
- Fitter Welder
- Sheet Metal Worker
- Steel Fabricator
- Steel Fitter
- Traineeship/Apprenticeship
- Welder – Aluminium
- Welder Arc
- Welder – First Class
- Welder – MIG
- Welder – Non Trade
- Welder – Oxy
- Welder – Second Class
- Welder – Stainless Steel
- Welder – TIG

OFFICE ADMIN Computer Skills

- Cisco
- Corel Draw
- Desktop
- FastTrack
- Lotus Notes
- Micropay
- Micros/Fidelio
- MS Access
- MS Excel
- MS Outlook
- MS PowerPoint
- MS Publisher
- MS Word
- MYOB
- PageMaker
- Photoshop
- QuickBooks
- SQL Database
- Word Perfect

Experience

- Data Entry – Alphanumeric
- Data Entry – Numeric
- Dictaphone
- Filing
- Internet
- Legal
- Mail Merge
- Mail Outs
- Marketing
- Medical
- Report Writing
- Shorthand
- Statistics
- Switchboard
- Tele Sales

Positions

- Accountant
- Accounts Clerk
- Accounts Payable
- Accounts Receivable
- Administration Assistant
- Bookkeeper
- Customer Service Officer
- Debt Collector
- EA/PA
- Letter writing
- Market Researcher
- Office Manager
- Paralegal
- Payroll Officer
- Property Manager
- Public Relations
- Receptionist
- Secretary
- Stenographer
- Telephonist
- Typist

PROCESS WORK

- Aborist
- Boilermaker
- Boner
- Fitter
- Fitter – Non Trade
- Fitter Machinist
- Fitter Turner
- Fitter Welder
- Food Process worker
- Frame & Truss
- Grading
- Hook Lift Truck Driver
- Industrial Spray Painter
- Jig Setter
- Loader Driver
- Log Breakdown
- Machinist
- MRF Worker
- Packer
- Saw Doctor
- Sawyer
- Side Lift Truck Driver
- Slaughterman
- Slicer
- Stacker
- Stacking
- Tailor Out
- Tanner
- Treatment Plant
- Tree Feller
- Washroom Services
- Wood Machinist

PROFESSIONS

- Building Inspector
- Civil Engineer
- Construction Engineer
- Draftsman
- Electrical Engineer
- Teacher
- Undertaker

PROFESSIONAL/EXEC

Computer Skills

- Oracle
- Visual Basic
- Hardware
- Help Desk
- HTML
- Java
- Programmer
- Servers
- Software Installations
- Visual basic

RETAIL

- Cash Handling
- Checkout Operator
- Customer Service
- Manager
- Packer
- Retail Manger
- Sales Assistant
- Sales Representative
- Shop Assistant
- Stock Control experience
- Stock Controller
- Supervisor
- Warehouse
- Warehouse Supervisor

TICKETS/LICENCES

- Apply First Aid
- C Licence
- Chainsaw
- Confined Spaces
- CPR Refresher
- Dangerous Goods Handling
- Elevated Work Platform < 11
- Elevated Work Platform >11
- Explosive Power Tool
- Forklift License
- HC License
- HI AB
- High Risk License
- HR License
- LR License
- MC License
- MR License
- Occupational First Aid
- Overhead Power Lines



TICKETS/LICENCES cont

- Pest Control
- Public Bus License
- R License
- Rail Protection License
- Real Estate Agent License
- Scaffolding Ticket – Advan
- Scaffolding Ticker – Basic
- Scaffolding Ticket – Inter
- Security Guard License
- Test & Tag
- Tow Truck License
- Track Awareness
- White Card
- Wool Classing
- Working with Chemicals
- Working Safely at Heights

TRADES

- Apprentice
- Baker
- Bricklayer
- Builder
- Butcher
- Cabinet Maker
- Carpenter/Joiner
- Carpenter
- Chef
- Instrument Maker
- Glazier
- Green Keeper
- Instrument Maker
- Electrician
- Plumber
- Roof Tiler
- Surveyor
- Tiler Floor
- Tiler Wall
- Pastry Chef
- Pest Controller
- Plasterer
- Concretor

TRAFFIC CONTROL

Experience

- Line Marker
- Manager
- Plan Drawer
- CAD
- Rapid
- Scheduler
- Team Leader
- Traffic Controller
- Traffic Engineer

Tickets

- Traffic Controller - expiry date __/__/__
- Prepare a Work Zone Traffic Management Plan
- expiry date __/__/__
- Implement Traffic Control Plans - expiry date
__/__/__

TRANSPORT

- Courier
- Driver

VACCINATIONS

- Hepatitis A
- Hepatitis B
- Hepatitis C
- Q Fever
- Tetanus

HOW DID YOU HEAR ABOUT US?

- Job Network
- Word of Mouth
- Internet
- Local Directories
- Yellow Pages
- Men At Work Client
- Other



OFFICE USE ONLY

INTERVIEW OVERVIEW

First IMPRESSIONS:

YES? / NO?

WHAT WOULD YOU LIKE TO DO?

WHAT DO YOU KNOW

ABOUT MAW?

CONSULTANTS COMMENTS:

ATTITUDE:

INTERVIEWED BY:

COMMENTS:

CLIENT REFERRAL:

STRENGTHS:

WEAKNESSES:

REFERENCE CHECK

COMPANY:

CONTACT:

POSITION:

COMMENTS:



MEN 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.
18. Men At Work/ Temps At Work reserves the right to make independent enquiries regarding your work history if deemed necessary.

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

Signed: _____ Dated: _____ / _____ / _____

Consultant: _____



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