

CANDIDATE REGISTRATION FORM

PERSONAL DETAILS -

Date: ____ / ____ / ____ Do you have a Job Seeker ID?: YES | NO

Date of Birth: ____ / ____ / ____ Job Seeker ID#: _____

Title: Mr | Mrs | Ms | Miss

Given Name: _____

Surname: _____

Position Applied For: _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Home Phone: _____ Mobile Phone: _____

Email Address: _____

EMERGENCY CONTACT -

Title: Mr | Mrs | Ms | Miss

Name: _____

Relationship: _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Home Phone: _____ Mobile Phone: _____

AVAILABILITY:

Days available for work: (please circle)

Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | ANY DAYS

Available for the following shifts:

(please indicate specific times or circle ALL)

Morning _____ Afternoon _____ Night _____ ALL

Areas you would be willing to work:

(please circle at least one)

South of City Area | North of City Area | All City Area | Interstate | Overseas

Other – *(please Indicate)*: _____

Are you available for work now?: YES | NO

If NO, what date would you be next available?: _____

TRANSPORT:

What is your main method of transport?:

(please circle)

Car | Ute | Van | Motorbike | Bicycle | Public Transport

Drivers License Number: _____

Type: *(C, HR, etc)* _____ **State:** _____

PERSONAL PROTECTIVE EQUIPMENT (PPE) CHECKLIST

Please tick all items that you currently own:

- | | | | |
|--|-------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Hi Visibility Shirt | <input type="checkbox"/> Long Pants | <input type="checkbox"/> Hard Hat | <input type="checkbox"/> Safety Boots |
| <input type="checkbox"/> Safety Glasses | <input type="checkbox"/> Harness | <input type="checkbox"/> Safety Gloves | <input type="checkbox"/> Ear Plugs |

SKILLS CHECKLIST

Please only tick the skills that are relevant to your work experience

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> 1st Aid Certificate | <input type="checkbox"/> Customer Service | <input type="checkbox"/> Internet Experience | <input type="checkbox"/> Plastics Industry Experience |
| <input type="checkbox"/> Accounting Assistant | <input type="checkbox"/> Dangerous Goods Cert | <input type="checkbox"/> Inventory Controller | <input type="checkbox"/> Power Point Presentation |
| <input type="checkbox"/> Accounts Clerk | <input type="checkbox"/> Data Entry | <input type="checkbox"/> Invoicing | <input type="checkbox"/> Process Worker |
| <input type="checkbox"/> Administration | <input type="checkbox"/> Database Experience | <input type="checkbox"/> Joy Mining Induction | <input type="checkbox"/> Project Manager |
| <input type="checkbox"/> Air Freight Industry | <input type="checkbox"/> Despatch Experience | <input type="checkbox"/> Knife Experience | <input type="checkbox"/> Purchasing Administrator |
| <input type="checkbox"/> Air Conditioning | <input type="checkbox"/> Diesel Mechanic TQ | <input type="checkbox"/> Labourer | <input type="checkbox"/> Quality Assurance |
| <input type="checkbox"/> ANSTO Clearance | <input type="checkbox"/> Dogman Ticket | <input type="checkbox"/> Laboratory Assistant | <input type="checkbox"/> Quality Control |
| <input type="checkbox"/> Accounts Payable | <input type="checkbox"/> Drill Operator | <input type="checkbox"/> Labelling | <input type="checkbox"/> Rail Safe Tracks Operator |
| <input type="checkbox"/> Accounts Receivable | <input type="checkbox"/> Electrical Component knowledge | <input type="checkbox"/> Landscaping Experience TQ | <input type="checkbox"/> Rail industry safety induction |
| <input type="checkbox"/> Assembly Worker | <input type="checkbox"/> Electrician Experience | <input type="checkbox"/> Leading Hand | <input type="checkbox"/> Receptionist |
| <input type="checkbox"/> Baines Masonry Induction | <input type="checkbox"/> Electronics Process Work | <input type="checkbox"/> Licence C | <input type="checkbox"/> Receiving Experience |
| <input type="checkbox"/> Banking | <input type="checkbox"/> Electrician TQ | <input type="checkbox"/> Licence HC | <input type="checkbox"/> Renderer Experience |
| <input type="checkbox"/> Bar Coding | <input type="checkbox"/> Elevated Platform Licence | <input type="checkbox"/> Licence HR | <input type="checkbox"/> Retail Shop Work |
| <input type="checkbox"/> Barista | <input type="checkbox"/> Excavator Licence | <input type="checkbox"/> Licence LR | <input type="checkbox"/> RF Scanning Experience |
| <input type="checkbox"/> Bas Counting | <input type="checkbox"/> Explosives Experience | <input type="checkbox"/> Licence - Manual Car | <input type="checkbox"/> Riggers Ticket |
| <input type="checkbox"/> Blender | <input type="checkbox"/> Extruder Operator | <input type="checkbox"/> Licence MC | <input type="checkbox"/> Rope - Tying knots |
| <input type="checkbox"/> Blow Moulding | <input type="checkbox"/> Fencing Experience | <input type="checkbox"/> Licence MR | <input type="checkbox"/> Roster Preparation |
| <input type="checkbox"/> Blue Print Drawings read | <input type="checkbox"/> Food Industry Experience | <input type="checkbox"/> Load/Unload Semi Trailers | <input type="checkbox"/> Sales Representative |
| <input type="checkbox"/> Basic Office Skills | <input type="checkbox"/> Fitter - Dye | <input type="checkbox"/> Logistics Experience | <input type="checkbox"/> SAP Inventory System |
| <input type="checkbox"/> Boilermaker experience | <input type="checkbox"/> Fitter-Mining Equipment | <input type="checkbox"/> Management Logistics Exp. | <input type="checkbox"/> Secretarial |
| <input type="checkbox"/> Boilermaker TQ | <input type="checkbox"/> Fitter/Turner | <input type="checkbox"/> LO Stock pickers licence | <input type="checkbox"/> Sewing Machine Industrial Exp |
| <input type="checkbox"/> Bond Stores Experience | <input type="checkbox"/> Fork NSW Licence/AUS | <input type="checkbox"/> Macros Experience | <input type="checkbox"/> Sheet Metal Operator |
| <input type="checkbox"/> Book Keeping | <input type="checkbox"/> Forklift Driver- Process | <input type="checkbox"/> Machine Operator | <input type="checkbox"/> Shrink-wrap Machine Operator |
| <input type="checkbox"/> Brickies Labourer | <input type="checkbox"/> Fork Attachments Experience | <input type="checkbox"/> Maintenance Experience | <input type="checkbox"/> Soldering |

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Bricklayer TQ | <input type="checkbox"/> Fork 40 Tonne Container Exp | <input type="checkbox"/> Manufacturing Experience | <input type="checkbox"/> Spray-painting Exp |
| <input type="checkbox"/> Budgeting Experience | <input type="checkbox"/> Fork/Double Deep Tynes Exp | <input type="checkbox"/> Masonry Experience | <input type="checkbox"/> Spray-painting TQ |
| <input type="checkbox"/> Bundling Experience | <input type="checkbox"/> Forklift High Reach Experience | <input type="checkbox"/> Meat Industry Experience | <input type="checkbox"/> Spreadsheet Creation Exp. |
| <input type="checkbox"/> Call Centre Skills | <input type="checkbox"/> Fork-Axle Weight Loading Exp | <input type="checkbox"/> Mechanical Aptitude | <input type="checkbox"/> Staff Training |
| <input type="checkbox"/> Card- Warehouse Blue | <input type="checkbox"/> Fork Grab Experience | <input type="checkbox"/> Motor Mechanic | <input type="checkbox"/> Stocktaking |
| <input type="checkbox"/> Card - Construction White | <input type="checkbox"/> Fork Skid Steer (LS) Licence | <input type="checkbox"/> Microsoft Access | <input type="checkbox"/> Store person |
| <input type="checkbox"/> Carpenter Experience | <input type="checkbox"/> Fork Experience - Production | <input type="checkbox"/> Microsoft Excel | <input type="checkbox"/> Supervisory Skills/Exp |
| <input type="checkbox"/> Carpenter TQ | <input type="checkbox"/> Fork Experience – Warehouse | <input type="checkbox"/> Microsoft Word | <input type="checkbox"/> Supermarkets Experience |
| <input type="checkbox"/> Cattle Yard Experience | <input type="checkbox"/> Freezer Experience | <input type="checkbox"/> Mining Experience | <input type="checkbox"/> Switchboard Experience |
| <input type="checkbox"/> Claim Experience- Accounting | <input type="checkbox"/> Freight Control | <input type="checkbox"/> Moulding Plastics | <input type="checkbox"/> Trades Assistant |
| <input type="checkbox"/> Cleaner | <input type="checkbox"/> Freight Forwarding Exp | <input type="checkbox"/> MYOB | <input type="checkbox"/> Trades Assistant- Engineering |
| <input type="checkbox"/> Cleaning Experience | <input type="checkbox"/> Freight Sorter | <input type="checkbox"/> OHS Experience /Knowledge | <input type="checkbox"/> Trades Assistant-Mining |
| <input type="checkbox"/> Clerical Duties | <input type="checkbox"/> Garden/Parks & Garden | <input type="checkbox"/> Operations Manager | <input type="checkbox"/> Tarps - Semi Trailers |
| <input type="checkbox"/> CNC Machine Operator | <input type="checkbox"/> General Office Duties | <input type="checkbox"/> Personal Assistant | <input type="checkbox"/> Traffic Control Certificate |
| <input type="checkbox"/> CNC Programmer | <input type="checkbox"/> GMP Trained | <input type="checkbox"/> Packer | <input type="checkbox"/> Transport Allocator |
| <input type="checkbox"/> Coles Induction Card | <input type="checkbox"/> Guillotine Worker | <input type="checkbox"/> Pallet Jack Experience | <input type="checkbox"/> Typing wpm 50 + |
| <input type="checkbox"/> Cold Storage | <input type="checkbox"/> HACCP Trained | <input type="checkbox"/> Pallet Jack Electric Exp | <input type="checkbox"/> Welder - 2nd Class |
| <input type="checkbox"/> Computer Literate | <input type="checkbox"/> Hazardous Chemicals | <input type="checkbox"/> Pallets - stacking | <input type="checkbox"/> Welder - MIG |
| <input type="checkbox"/> Communications Skills | <input type="checkbox"/> Heavy Lifting | <input type="checkbox"/> Pallet wrapping by hand | <input type="checkbox"/> Welder - Stick |
| <input type="checkbox"/> Concrete Work | <input type="checkbox"/> Heavy Vehicle Mechanic TQ | <input type="checkbox"/> Payroll | <input type="checkbox"/> Welder - TIG |
| <input type="checkbox"/> Confined Space | <input type="checkbox"/> Import/Export Freight | <input type="checkbox"/> Petty Cash Handling | <input type="checkbox"/> Welder - Licenced |
| <input type="checkbox"/> Consignment Notes | <input type="checkbox"/> Industrial Cleaning | <input type="checkbox"/> Pick/Packer | <input type="checkbox"/> Windows Vista |
| <input type="checkbox"/> Container unload/load by hand | <input type="checkbox"/> Injection Mould Operator | <input type="checkbox"/> Planograms | <input type="checkbox"/> Windows XP |
| <input type="checkbox"/> Core Drilling | <input type="checkbox"/> Internet Experience | <input type="checkbox"/> Plant Mechanic | |

***TQ** = Trade Qualified

PAY INFORMATION

Tax File Number: _____

Banking Details:

A/C Name(s): _____

Bank: _____ Branch: _____

BSB No: _____ A/C No: _____

Declaration:

I, the undersigned, hereby state that the information supplied by me in this application form and within my resume is true and correct, and hereby authorize Makibe Aust. to use the information supplied on this form accordingly and may contact referees provided for the purposes of ascertaining my suitability for employment.

SIGNATURE: _____ DATE: ____ / ____ / ____

NAME: *(please print)* _____

Interview Notes: (office use only)

Candidate Code:	
Job Order Code:	
Weekly/Fortnightly:	
Pay Rate:	
Commencement Date:	____ / ____ / ____
Interviewed By:	
Date:	____ / ____ / ____

SUPERANNUATION FORM

1. Choice of superannuation fund

I request that all my future superannuation contributions be paid to: (*tick one of the boxes below*)

- my employer's nominated superannuation fund (SunSuper) – *you do not need to continue with this form*
- my own choice of superannuation fund – *Please answer questions 2 - 4*

2. Your details

Name: (*please print*) _____

Employee Identification Number: (*if applicable*) _____

Tax File Number (TFN): _____

3. Details of my chosen superannuation fund

Fund Name: _____

Fund Address: _____

Suburb: _____ State: _____ Postcode: _____

Member Number: (*if applicable*) _____

Account Name: _____

Superannuation fund's Australian business number (ABN): (*if applicable*) _____

Superannuation product identification number: (*if applicable*) _____

Fund Phone Number: _____

4. Appropriate documentation

I have provided:

- A letter from the trustee stating that this is a complying fund or retirement savings account (RSA) or, for a self-managed superannuation fund, a copy of documentation from the ATO confirming the fund is regulated **and**
- Written evidence from the fund stating that they will accept contributions from my employer, **and**
- Details about how my employer can make contributions to this fund.

Your employer is not required to accept your choice of fund if you have not provided the appropriate documents.

WORKPLACE HEALTH AND SAFETY INDUSTRIAL QUESTIONNAIRE

Please complete the following questionnaire in full:

- 1. If you have sustained a work-related injury, you should immediately report it to:**
 My supervisor The person next to me Makibe Aust. My private insurance
- 2. You are covered for Workers Compensation by Makibe Aust.** TRUE FALSE
- 3. You should report hazards that you find at a client's workplace.** TRUE FALSE
- 4. Housekeeping can assist with the prevention of fires.** TRUE FALSE
- 5. Electrical tools and/or appliances that do not have a current inspection tag are allowed to be brought on site.** TRUE FALSE
- 6. You can enter a confined space if you have not been trained in confined space entry.** TRUE FALSE
- 7. All workers have an obligation to ensure their own safety and the safety of their fellow workers.** TRUE FALSE
- 8. In the case of a serious injury to a fellow worker, it is very important not to panic.** TRUE FALSE
- 9. Only permanent employees are required to wear eye and hearing protection.** TRUE FALSE
- 10. Casual employees do not have to follow safe work procedures.** TRUE FALSE
- 11. Using drugs and/or alcohol is not permitted in the workplace.** TRUE FALSE

-----*Please tick the correct answer*-----

- 12. You are packing items into boxes, after a time you feel soreness in your back. Do you:**
 Keep working as you don't want to jeopardize your job?
 Slow down a bit and hope that the pain will go away?
 Notify your supervisor and Makibe Aust. consultant and obey their instructions?
- 13. You are working at a worksite and your supervisor tells you to perform a task you feel to be unsafe or that you are not trained to do. Do you:**
 Perform the task as you do not want to jeopardize your job?
 Advise your supervisor that the task is unsafe or that you are not trained to perform it and contact Makibe Aust.?
- 14. When lifting and carrying material, you should:**
 Work as quickly as you can.
 Lift more than you are capable of to get the job finished faster.
 Lift correctly with your legs, not with your back and only lift what you can comfortably handle, carrying the load close to your body and cease if you feel pain.
- 15. Two types of Personal Protective Equipment that should be worn when operating a hand-held grinder are:**
 Safety Glasses Hard Hat High-Vis Vest Wedding Ring Safety Gloves
- 16. The main person responsible for your health and safety is:**
 Mum & Dad Yourself Spouse/Partner The person next to you

HEALTH HISTORY

Are you now, or have you ever suffered from any of the following conditions, injuries or disabilities?

If you answer yes to any of the below, you must legally notify Makibe Aust. in writing before commencing work.

Condition	Details / Year Occurred
<input type="checkbox"/> Heart disease?	
<input type="checkbox"/> High blood pressure?	
<input type="checkbox"/> Abnormal shortness of breath, leg pain or chest pain or exertion?	
<input type="checkbox"/> Lung disease (e.g. asthma, bronchitis, emphysema, tuberculosis)?	
<input type="checkbox"/> Epilepsy, fainting attacks, fits, blackouts or head injury?	
<input type="checkbox"/> Problem with balance or coordination?	
<input type="checkbox"/> Migraine or frequent headaches?	
<input type="checkbox"/> Hernia or rupture?	
<input type="checkbox"/> Diabetes?	
<input type="checkbox"/> Thyroid disease?	
<input type="checkbox"/> Hearing loss or deafness?	
<input type="checkbox"/> Eye/vision problems (including wearing glasses or contact lenses)?	
<input type="checkbox"/> Do you have any colour blindness?	
<input type="checkbox"/> Any sensitivity to chemicals, dust, fumes, solvents or other substances?	
<input type="checkbox"/> Anxiety, stress reaction or depression?	
<input type="checkbox"/> Any fractures?	
<input type="checkbox"/> Do you have difficulty with standing for long periods?	
<input type="checkbox"/> Have you ever had any claims under Workers Compensation?	
<input type="checkbox"/> Do you have difficulty with bending repeatedly?	
<input type="checkbox"/> Do you have difficulty with lifting heavy objects?	
<input type="checkbox"/> Back pain lasting more than two weeks?	
<input type="checkbox"/> Joint problems, pains, injuries or arthritis?	
<input type="checkbox"/> Tennis elbow or golfer's elbow?	
<input type="checkbox"/> Occupational overuse syndrome (OOS) or repetitive strain injury (RSI) e.g. Tendonitis, Carpel Tunnel Syndrome?	
<input type="checkbox"/> Foot problems or problems with footwear?	
<input type="checkbox"/> Allergies (hay fever, sinusitis, urticarial/hives)?	
<input type="checkbox"/> Liver disease (e.g. jaundice, hepatitis, cirrhosis)?	
<input type="checkbox"/> Kidney or bladder disease?	

<input type="checkbox"/> Skin disease (e.g. psoriasis, dermatitis, eczema)?	
<input type="checkbox"/> Any form of cancer or tumour?	
<input type="checkbox"/> Any abnormal blood or pathology test?	
<input type="checkbox"/> Night blindness or problem seeing at low levels of illumination?	
<input type="checkbox"/> Upper limb or shoulder pain?	
<input type="checkbox"/> Have you ever worked under conditions or with substances, which may have been hazardous to your health (e.g. toxic chemicals, noise, dusts, asbestos, and radiation)?	
<input type="checkbox"/> If the answer to the above question is yes, do you have any current restrictions?	
<input type="checkbox"/> Do you suffer from fear of heights?	
<input type="checkbox"/> Have you ever had any operations or surgical treatment?	
<input type="checkbox"/> Have you been absent from work or full time education through illness or injury for two or more weeks at any time?	
<input type="checkbox"/> Do you have difficulty with lifting repeatedly?	
<input type="checkbox"/> Do you have a social drug or alcohol medical problem?	
<input type="checkbox"/> Do you have any allergies to medications or chemical substances?	

NOTE: People with certain medical conditions are at risk of aggravating their conditions when working on certain sites. To help us identify and advise appropriate supervisors, you are asked to complete this questionnaire. The questionnaire will be reviewed and you will, if necessary, be advised of any specific precautions that you may need to observe during your employment on site.

1. Have you had any allergies in the past ten 10 years that are not mentioned or included in the above questions? YES | NO

If YES, please provide details: _____

2. Have you had any injuries in the past 10 years that have required more than 5 days off work, related to workers comp and/or required hospitalisation? YES | NO

If YES, please provide details: _____

3. Do you have a health condition that has not been marked/ mentioned, that would restrict you from working in a particular area? If so, please indicate here and discuss with your Makibe Aust. registration officer at the interview: YES | NO

If YES, please provide details: _____

4. Are there specific work environments or industries you do not wish to be considered for? YES | NO

If YES, please provide details: _____

**** Failure to disclose existing conditions MAY limit your access to Workers Compensation.**

TEMPORARY EMPLOYMENT AGREEMENT

EMPLOYMENT STATUS AND ENGAGEMENT

You are employed as a casual on-hire employee with Makibe Aust. which means that:

- a) You are employed as a casual employee;
- b) The termination of an Assignment for whatever reason does not of itself constitute the termination of your employment;
- c) The employment relationship is and remains between the Parties to this Agreement and no employment relationship exists, or shall be created, between you and any Client

TERMINATION OF EMPLOYMENT

As a casual employee, you are employed on a day to day basis. Your employment terminates at the end of each day/shift.

- a) We may terminate your employment and this Agreement at any time by notifying you that you will not be offered any further casual engagements or Assignments. You will not be entitled to any notice of termination or payment in lieu.

OBSERVANCE OF POLICIES AND PROCEDURES

- a) You are required to fully comply with our internal policies, or those of a Client, which apply to your employment or Assignment as varied and amended from time to time. You acknowledge and agree that any such policies and procedures take effect as directions given by us and not as mutually enforceable obligations.

ACKNOWLEDGEMENT

- a) You acknowledge and understand that you are a casual employee of Makibe Aust. subject to the terms and conditions of this Agreement.
- b) You acknowledge and understand that you are not an employee of any Client company that you are placed at on Assignment at from time to time.

I hereby apply for temporary employment through Makibe Aust. on a per assignment basis,

- I understand the conditions of temporary employment are as follows,
 - I will only be paid for actual hours worked and that each assignment will represent a discreet period of employment
 - Depending on my availability, I may accept or reject your offer of employment
 - My rate of pay will be the rate as determined at the commencement and acceptance of each assignment
 - Included in my hourly pay is a component of the Modern Awards which compensates me for Sick Leave, Annual Leave, and Public Holidays
 - Once my earnings exceed \$450.00 per month, I will be eligible to have superannuation contributed on my behalf to the appropriate superannuation fund.

The amount paid on my behalf will be 9.5% of my gross ordinary time earnings (In accordance with ATO Superannuation guide lines)

- I must notify Makibe Aust. at least 2 hours prior to the commencement time, if I am unable to attend an assignment during any period of my employment.

- I agree to keep confidential any information obtained during any assignment.

- I agree that my payment for the previous week's work may be adjusted should my timesheet not agree to wages paid.

- I agree that I will not under any circumstances seek or accept a direct offer of employment whether temporary or permanent from any employer to whom I am introduced without first notifying Makibe Aust.

- I have read and understood the WH&S requirements as outlined in the Candidate Guidelines.

- **I acknowledge that my work week is from Monday to Sunday. My payroll will be processed the following Wednesday and payment will be made by Makibe Aust. by Friday.**

Temporary Employment Agreement Acknowledgement

I have read and understood the Makibe Aust. document as above.

SIGNATURE: _____ DATE: ____ / ____ / ____

NAME: *(please print)* _____

MAKIBE AUSTRALIA CASUAL EMPLOYEE INFORMATION

----- Take this page with you -----

Office Details:

- **Address:** 4/17 Warby St. Campbelltown
- **Hours:** Monday to Friday 9.00am – 4.30pm
- **Phone:** (02) 4631 6700
- **Fax:** (02) 4631 1945
- **After hours service:** Please call the main office number (02) 4631 6700, (*not a consultants' mobile*) this number is diverted to the staff member on call.

Payment Details:

The working week is Monday to Sunday.

- Please ensure your bank account details are correct and you have supplied your tax file number and superannuation details (if any) before you commence work.
- Please note it is **your** responsibility to ensure your hours are correct so your supervisor can authorise them.
- **Pay day is Thursday for the previous working week.** If you have not received your pay by the Friday, please contact payroll (02) 4631 6700.

Work Assignments:

- You are employed by Makibe Australia Pty Ltd and not the host employer.
- **Punctuality:** please ensure you arrive for work 10 – 15 minutes early.
- **You must call the office for any of the following reasons:**
 - You cannot attend work for any reason. Please give as much notice as possible to enable us to find a replacement.
 - The client wishes to extend your assignment.
 - The client offers you a permanent position.
 - You have finished your assignment.
 - You have been involved in an accident or on site "incident".
- **If you fail to show up for your assignment and do not contact us, we will deem that you have terminated your employment with Makibe Australia Pty Ltd.**

Work Health & Safety:

- Correct Personal Protection Equipment (PPE) must be worn at all times on any site. Failure to do so will result in you being asked to leave the site.