

EMPLOYMENT REGISTRATION FORM

(Please Print) MR MRS MS MISS

First Name:

Family Name:

Email Address:

Phone:

Residential Address:

PC:

Postal Address (if different to above):

PC:

Date of Birth: / /

Current Qld Drivers License: YES NO

**Required under Section 21 of the Private Employment Agents Act 2005.*

Own Transport: YES NO

POSITION SOUGHT:

SALARY RANGE:

AVAILABILITY:

PREFERRED TRAVEL DISTANCE:

TEMPORARY FULL-TIME PART-TIME (Specify hrs/days)

JOBNETWORK PROVIDER:

EMPLOYMENT DECLARATION:]

I agree the EastCoast Human Resource Group may obtain referee reports from my previous employers if that is relevant to assessing my application for employment.

- I confirm that I have been provided with and given the opportunity to consent to the EastCoast Human Resource Group Privacy Collection Statement.
- I certify that the information provided on this Employment Registration Form and the accompanying Resume is true and correct and that there are no other facts which would be material to your decision to accept this application.

Signed:

Date:

SKILLS LIST

PLEASE INDICATE WHICH SKILLS ARE RELEVANT TO YOUR WORK EXPERIENCE TO DATE

ADMINISTRATION EXPERIENCE

<input type="checkbox"/>	Typing wpm	<input type="checkbox"/>	Shorthand wpm	<input type="checkbox"/>	Data Entry ksph	<input type="checkbox"/>	Minutes
<input type="checkbox"/>	Dictaphone/Audio	<input type="checkbox"/>	Reception	Switchboard – Large / Small			

ACCOUNTING &/OR BOOKKEEPING EXPERIENCE

<input type="checkbox"/>	Audit	<input type="checkbox"/>	Balance Sheet	<input type="checkbox"/>	Bank Reconciliation	<input type="checkbox"/>	BAS
<input type="checkbox"/>	Budgets	<input type="checkbox"/>	Cash Flow	<input type="checkbox"/>	Costing	<input type="checkbox"/>	Debtors / Creditors
<input type="checkbox"/>	Financial Statements	<input type="checkbox"/>	Profit & Loss	<input type="checkbox"/>	Stock Control	<input type="checkbox"/>	Superannuation
<input type="checkbox"/>	Tax Returns	<input type="checkbox"/>	Trial Balance	Other:			

CONSTRUCTION/TRADES/LABOURERS

<input type="checkbox"/>	Boilermaker	<input type="checkbox"/>	Builder	<input type="checkbox"/>	Carpenter	<input type="checkbox"/>	Commercial
<input type="checkbox"/>	Fabrication/ Manufacturing	<input type="checkbox"/>	Fitter & Turner	<input type="checkbox"/>	Industrial	<input type="checkbox"/>	Plant Operator
<input type="checkbox"/>	Residential	<input type="checkbox"/>	Welder	Other:			

ENGINEERING EXPERIENCE

<input type="checkbox"/>	Building Services /Hydraulics	<input type="checkbox"/>	Civil/ Infracture	<input type="checkbox"/>	Drafting/Design	<input type="checkbox"/>	Electrical
<input type="checkbox"/>	Environmental	<input type="checkbox"/>	Mechanical	<input type="checkbox"/>	Oil & Gas	<input type="checkbox"/>	Structural
<input type="checkbox"/>	Traffic Modelling/ Planning	<input type="checkbox"/>	Water/Wastewater/ Sewerage	Other:			

LEGAL EXPERIENCE

<input type="checkbox"/>	Building/Construction	<input type="checkbox"/>	Commercial	<input type="checkbox"/>	Conveyancing	<input type="checkbox"/>	Environmental
<input type="checkbox"/>	Family Law	<input type="checkbox"/>	Litigation	<input type="checkbox"/>	Property	<input type="checkbox"/>	Wills & Estates
Other:							

MEDICAL & DENTAL EXPERIENCE

<input type="checkbox"/>	Aged Care	<input type="checkbox"/>	AIN/PC	<input type="checkbox"/>	Dental Assistant	<input type="checkbox"/>	Diversional Therapist
<input type="checkbox"/>	EEN/EN	<input type="checkbox"/>	Management RN	<input type="checkbox"/>	Medical Director	<input type="checkbox"/>	OralTherapist/Hygienist
<input type="checkbox"/>	Reception	<input type="checkbox"/>	RN	Other:			

OTHER INDUSTRY EXPERIENCE

<input type="checkbox"/>	Banking & Financial Services	<input type="checkbox"/>	Beauty	<input type="checkbox"/>	Call Centre / Telemarketing	<input type="checkbox"/>	Customer Service
<input type="checkbox"/>	Estimator	<input type="checkbox"/>	Fitness	<input type="checkbox"/>	Government	<input type="checkbox"/>	Hospitality
<input type="checkbox"/>	Human Resources	<input type="checkbox"/>	Insurance & Super	<input type="checkbox"/>	IT	<input type="checkbox"/>	Marketing
<input type="checkbox"/>	OHS/WHS	<input type="checkbox"/>	Real Estate & Property	<input type="checkbox"/>	Recruitment	<input type="checkbox"/>	Retail
<input type="checkbox"/>	Sales/Business Development	<input type="checkbox"/>	Surveyor	<input type="checkbox"/>	Training	<input type="checkbox"/>	Website development
<input type="checkbox"/>	Website management	Other:					

SOFTWARE PACKAGES

<input type="checkbox"/>	Access	<input type="checkbox"/>	Adobe Illustrator	<input type="checkbox"/>	Adobe Photoshop	<input type="checkbox"/>	AutoCAD
<input type="checkbox"/>	Best Practise	<input type="checkbox"/>	Console	<input type="checkbox"/>	Corel Draw	<input type="checkbox"/>	Exact
<input type="checkbox"/>	Excel	<input type="checkbox"/>	GENIE	<input type="checkbox"/>	HIRUM	<input type="checkbox"/>	ICare/WeCare
<input type="checkbox"/>	LEAP	<input type="checkbox"/>	Lotus Notes	<input type="checkbox"/>	Medilink	<input type="checkbox"/>	Microsoft Word
<input type="checkbox"/>	MUSIC	<input type="checkbox"/>	MYOB EXO	<input type="checkbox"/>	MYOB Ver:	<input type="checkbox"/>	Oasis
<input type="checkbox"/>	LawMaster		Payroll (no. of staff)	<input type="checkbox"/>	PowerPoint	<input type="checkbox"/>	PRACsoft
<input type="checkbox"/>	Publisher	<input type="checkbox"/>	Quickbooks /Reckon	<input type="checkbox"/>	REST	<input type="checkbox"/>	Revit
<input type="checkbox"/>	SAP	<input type="checkbox"/>	Tracker	<input type="checkbox"/>	Word Perfect	<input type="checkbox"/>	XERO
Other:							

TICKETS/LICENCES

<input type="checkbox"/>	AC/DC	<input type="checkbox"/>	Asbestos Aor B class	<input type="checkbox"/>	Blue Card	<input type="checkbox"/>	Bockhoe
<input type="checkbox"/>	Bobcat/Skidsteer	<input type="checkbox"/>	Excavator	<input type="checkbox"/>	First Aid	<input type="checkbox"/>	Forklift
<input type="checkbox"/>	Front end loader	<input type="checkbox"/>	Heavy Rigid Vechicle	<input type="checkbox"/>	Medium Rigid Vehicle	<input type="checkbox"/>	Multi Combination Licence
<input type="checkbox"/>	Roller	<input type="checkbox"/>	Welding Tickets	<input type="checkbox"/>	White card	<input type="checkbox"/>	Working with heights
Other:							

EastCoast Human Resource Group Privacy Policy

Protecting Your Privacy

The EastCoast Human Resource Group is committed to providing you with the higher level of service, including the protection of your Privacy. From 21 December 2001 we are governed by new sections of the Commonwealth Privacy Act 1988, which sets out the Principles concerning the protection of your personal information.

Your Personal Information

Personal information held by the East Coast Human Resource Group may include your name, date of birth, address and phone number, bank account details and Tax File Number(if you perform temporary work on behalf of EastCoast), your work experience and qualifications, aptitude test results and information obtained by us including reference checks in connection with your possible work placements.

How We Collect Your Personal Information

EastCoast collects personal information in a number of ways including:

- Directly from you, when you complete and lodge our registration form or any other information in connection with your application form for permanent or temporary work.
 - From third parties such as reference checks with your former employer
 - Any competency test or performance feedback, whether positive or negative.
 - Whether we receive any information about any insurance investigation, litigation, registration or professional disciplinary matter, criminal matter, inquest or inquiry in which you are involved.
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When we disclose your personal information

For the purpose set out above, we may disclose your personal information to organisations including:

- Your referees and employer clients of the EastCoast Human Resource Group.
 - Our insurers or a Workers Compensation body.
 - A professional association or registration body that has proper interest in the disclosure of our personal and sensitive information.
 - Our contractors and suppliers – e.g. - our IT contractors and database designers.
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IF YOU ELECT TO LEAVE OUT INFORMATION REQUESTED ON THIS FORM WE MAY BE LIMITED IN OUR ABILITY TO LOCATE SUITABLE WORK FOR YOU.

Accessing Your Personal Information

You have the right to access your personal, subject to some exemptions allowed by law. If you would like to do so, please let us know. We reserve the right to charge a fee for searching and providing access to your information. If you have any questions concerning the privacy information, you can contact us on (07)5443 6022 between 9am or 5pm Monday to Friday.

YOU CONSENT TO THE COLLECTION, STORAGE AND USE OF YOUR PERSONAL INFORMATION.

I(Full Name)

Of (Address)

Have read and understood each of the statements in this Collection Statement and voluntarily consent to:

- Personal and sensitive information about me being collected by you as indicated above;
- Personal and sensitive information about me being used as indicated above;
- Personal and sensitive information about me being disclosed as indicated above.

SIGNED

DATE



Authorising law: Private Employments Agents (Code of Conduct)
Department of Industrial Relations Regulation 2005 section 29
Purpose: Information statement for Work Seekers
(Other than Models and Performers)
Form Number: PEAI
Version: 1

Private Employment Agents Act 2005
Private Employment Agents (Code of Conduct) Regulation 2005

Information for Statement for Work Seekers
(Other than Models and Performers)

Your relationship with a private employment agent is regulated by a number of Commonwealth and State laws, in particular the **Private Employment Agents Act 2005** and the **Private Employment Agents (Code Of Conduct) Regulation 2005**(The Code).

Prior to providing us with placement and employment services, we are obliged as a private employment agent, to provide you, as a work seeker, with the following information:

- We must not charge you a fee for finding or attempting to find work for you in contravention of section 408D of the *Industrial Relations Act 1999*.
- We and our employees have a working knowledge of State and Commonwealth legislation affecting the placement and employment of work seekers.
- We will ensure that all placements are made in accordance with any relevant legislative requirements.
- If you believe that your agent has acted illegally, inappropriately or in a false or misleading way, you may obtain information about action that may be taken from the Department of Industrial Relations, GPO Box 69 Brisbane, Queensland, 4001, phone (07) 3225 2069.

I _____
(Full Name)

Of _____
(Address)

Acknowledge receiving and reading a copy of this "Information Statement for Work Seekers"

Signed

Date

The Department of Industrial Relations recommends that this document be retained on file by the private employment agent and that a copy is given to the work seeker.

Agent's Name: EastCoast Human Resource Group
Agent's Address: Suite 9, 68 The Boulevard Centre, Jessica Blvd Minyama
Agent's Contact Number: 07 54436 022