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| **OFFICE USE ONLY** | |  |
| FTM ID: | |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  | |

**Welcome to WorkPac!** In order for WorkPac to successfully place you into your ideal job, please complete this form with accurate and up-to-date information. If anything on this form is not accurate, we may not be able to process your application.

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| **1. Personal Details** | | | | | | | |
| First Name: | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | | | | |
| Surname: | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | | | | |
| Preferred Name: |  | Date of Birth: | | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | D | D | / | M | M | / | Y | Y | Y | Y | | | | |
| Main Occupation: |  | | | | | | |
| Street Address: |  | | | | | | |
| Suburb: |  | | State: | |  | P/Code: |  |
| Phone: | ( ) | | Mobile 1: | |  | | |
| Email: |  | | Mobile 2: | |  | | |
| Postal Address:  (If different to above) |  | | | | | | |
| Suburb: |  | | State: | |  | P/Code: |  |

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| **2. Right to Work in Australia** | | | | |
| WorkPac is required under the *Migration Act 1958* to ensure that any person applying for work has a legal right to work in Australia. As such, WorkPac will need to check the right to work status of every person.  Any person that is an Australian or New Zealand Citizen or a Permanent Resident of Australia will be required to produce primary & secondary identification to WorkPac which will prove their right to work. Forms of acceptable **primary identification** are an Australian or New Zealand Passport, Birth Certificate and Citizenship Certificate. Forms of acceptable **secondary identification** are any Australian, Federal, State or Territory Government department issued photo identification.  Any person that is not an Australian or New Zealand Citizen or a Permanent Resident of Australia will be required to produce passport identification; WorkPac is then required to check their Right to Work status with the Department of Immigration and Border Protection. **NOTE:** Any person has the right to refuse to cooperate with this check; however, WorkPac would be unable to employ that person until their work entitlements can be verified through the Department of Immigration and Border Protection. | | | | |
| **Are you an Australian or New Zealand Citizen?** | | | **YES**  **(Complete Below) NO**  **(Complete Below)** | |
| To ensure WorkPac is acting in accordance with the *Migration Act 1958*, please elect the primary identification preference below in relation to your Right to Work in Australia. | | | | |
| Passport | |  | Country of Issue: |  |
| Country of Birth: | |  | Passport Number: |  |
| Birth Certificate + Government issued photo identification | |  |  | |
|  | | | | |
| **Are you a non-Australian or New Zealand Citizen?** | | | **YES  (Complete Below) NO** | |
| Full Name on Passport: |  | | Date of Birth: |  |
| Passport Number: |  | | Country of Issue: |  |
| Type of Visa: |  | | Visa Sighted: | YES  NO |

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| **3. Equal Employment Opportunity** | | | |
| We collect this information to comply with Government record keeping requirements and to conduct on-going research about our hiring practices to ensure equal employment opportunity. Providing this information is voluntary. The information will not be used to make hiring decisions, and it will not be associated with your results in our assessment process. Please tick any boxes below that apply to you. If you prefer not to answer please select the “prefer not to answer” option. | | | |
| Aboriginal |  | Person with a Disability |  |
| Torres Strait Islanders |  | Youth |  |
| Person from Non-English Speaking Background (NESB) |  | Mature Age |  |
| Female |  | Prefer Not to Answer |  |

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| **4. How did you hear about us** |

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| Newspaper | Walk In | WorkPac Promotion | Internet Search (Eg: Google) |
| Radio / TV | Magazine | WorkPac Website | Internet Job Board (Eg: SEEK) |
| Referral (Name of Person who Referred) : | | | Other (Please Specify): |

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| **5. Work Referees – Only if you have had paid work or volunteer experience** | | | | |
| If you are interested in seeking temporary or contract employment via WorkPac, we request that you provide us with at least two business referee’s so that we may contact them to confirm your details and assist us in expediently finding you a suitable position: This section is to be completed on the understanding that a **verbal reference** check will be completed with these employers. Please note that we cannot accept Employment Agencies as referees and can only accept direct supervisors, that is, the person to whom you directly reported to. | | | | |
| **1. Name of Company:** |  | | Name of Referee: | |
| Location: |  | | Contact No: | ( ) |
| Referees Email: |  | | | |
| Referees Position Title: |  | | Relationship to Referee: | |
| Your Position Title: |  | | | |
| Start Date: | / / | | Finish Date: | / / |
| Summary of Duties: |  | | | |
|  | | | |
|  | Reason for Leaving: | | |
|  |  | |  | |
| **2. Name of Company:** |  | | Name of Referee: | |
| Location: |  | | Contact No: | ( ) |
| Referees Email: |  | | | |
| Referees Position Title: |  | | Relationship to Referee: | |
| Your position Title: |  | | | |
| Start Date: | / / | | Finish Date: | / / |
| Summary of Duties: |  | | | |
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|  | Reason for Leaving: | | |

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| **Employee Personal Details Consent** | |
| WorkPac collects information for employment, recruitment, labour hire and related purposes (the “Purpose”). This includes the general purpose of finding you suitable employment opportunities through our clients, our various businesses and the clients and businesses of our related entities. We collect, store and use your information in accordance with the *Privacy Act 1988 (Cth)* and our Privacy Policy which can be viewed on ‘Our Policies’ page at <https://www.workpac.com/privacy-policy>. Our Privacy Policy confirms that your information will be stored in a secure database and may be shared with WorkPac’s related entities for the Purpose. Your identity and personal details may be provided to clients and prospective employers once a suitable position has been identified or a client or potential employer wishes to make contact with you. These clients and employers may be clients or customers or WorkPac or any of its related entities. You may request to gain access, have amended, this information at any time by calling your local WorkPac office on 1300WORKPAC or otherwise following the procedures set out in our Privacy Policy. WorkPac is a registered Employment Agent and/or complies with all applicable obligations under the *Private Employment Agents (Code of Conduct) Regulation 2005 (Qld, Industrial Relations Act 1999 (Qld), Vocational Education, Training and Employment Act 2000 (Qld), Workers’ Compensation and Rehabilitation Act 2003(Qld), Workplace Health and Safety Act 1995 (Qld), all corresponding State and Territory Acts, the Privacy Act 1988 (Cth), Fair Work (Registered Organisations) Act 2009 (Cth), the Fair Work Act 2009 (Cth), the Consumer and Competition Act 2010 (Cth) and the Freedom of Information Act 1982 (Cth).* | |
| **Do you consent to your details being collected, stored and used for the Purpose as described above:** | YES  NO |

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| **Reference Check Consent** | |
| WorkPac would like permission to contact your referees, whether provided during your interview, on this form or through online registration with WorkPac or one of its related entities, prior to your details being forwarded to a client regarding temporary, contract or permanent employment. | |
| **Do you consent to WorkPac contacting your referees for the sole purpose described above:** | YES  NO |

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| **Photographic Consent** | | | |
| WorkPac may wish to take or maintain a photograph or digital image (“Images”) of you and would like your permission to copyright, use, publish and/or share with its related entities such Images. This includes using the Images in candidate market reports for clients, corporate videos, brochures, social media, ID Badges, verifying rights to work documentation and WorkPac’s or its related entities’ web-site. | | | |
| **Do you consent to having your photo taken and used for Market Reports & ID Badges:** | YES  NO | **Do you consent to having your photo taken and used for all other purposes described above:** | YES  NO |

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| **Authority to Obtain Details of Right to Work Status** | |
| WorkPac would like your consent to WorkPac or one of its related entities undertaking a Visa Entitlement Verification Online (VEVO) search with the Department of Immigration and Border Protection (“Department”). We would also like your consent for the Department to release your right to work status to WorkPac or our related entities. By providing this authority, you understand that the information obtained from the Department will be used by WorkPac or its related entities for the purpose of establishing your legal entitlement to work in Australia, and for no other purpose. | |
| **Do you consent to WorkPac inquiring and confirming your Work Rights Status:** | YES  NO |

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| Employee Declaration | | | | | |
| WorkPac as an employment agent and its employees have a working knowledge of State and Commonwealth legislation affecting the placement and employment of work seekers. WorkPac will not charge fees to work seekers in contravention of, any State and/ or Commonwealth Industrial legislation/ regulation. WorkPac will make all placements as required under the relevant legislation. WorkPac will not engage in misleading or deceptive conduct (such as advertising a position as being available when the agency knows no such position exists or knowingly giving misleading information to a job seeker about the nature of a position). If a job seeker believes that an employment placement service has acted inappropriately, the job seeker may contact the Office of Fair Trading for information on possible action that may be taken. The **Office of Fair Trading** is contactable on **13 32 20.**  I hereby declare that the details provided by me to WorkPac from time to time, including the information provided in this form, are true and correct. I hereby give my consent to all of the matters in this form where I have nominated that my consent is given. I understand that before being employed for any temporary assignment or permanent role, additional checks and information may be required and I will be advised of this at the time of briefing. | | | | | |
| **Name:** |  | **Signature:** |  | **Date:** | / / |

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| **Parent/**  **Guardian Name:** |  | **Signature:** |  | **Date:** | / / |