

**EMPLOYEE APPLICATION FORM**

Date \_\_\_\_\_

Title: Mr  Mrs  Ms  Miss  Prefer not to disclose  Fill in blank \_\_\_\_\_

Given Name(s) \_\_\_\_\_ Surname \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Home Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

Emergency Contact Full Name & Relation \_\_\_\_\_ Phone \_\_\_\_\_

Do you have your own transport?  Yes  No Driver's License # \_\_\_\_\_ Expiry Date \_\_\_\_\_

Do you have a WHS Construction Card?  Yes  No Card # \_\_\_\_\_

Position Applied For \_\_\_\_\_

Trade Certificates / Tickets \_\_\_\_\_

Are you entitled to a wage subsidy through a Job Network Provider  Yes  No

Name of Job Network Provider \_\_\_\_\_ Contact name and number \_\_\_\_\_

Have you had the COVID 19 Vaccine?  Yes  No 1<sup>st</sup> Vaccine  Fully Vaccinated  Booster

Are you on a Visa?  Yes  No What type of Visa are you on:  Student VISA  Working Holiday VISA

Visa #: \_\_\_\_\_

**Please list below 3 checkable references:**

1. \_\_\_\_\_ Phone: \_\_\_\_\_

2. \_\_\_\_\_ Phone: \_\_\_\_\_

3. \_\_\_\_\_ Phone: \_\_\_\_\_

I warrant all of the above information is correct. I hereby fully indemnify you against any and all loss or damage howsoever caused or suffered by you (including legal costs on a full indemnity basis) as a result of any information given by me in this application is incorrect. Upon engagement, I acknowledge that responsibility is on the employee to ensure that the correct times are given to the Foreperson and/or person identified by the Client. I have been advised that a copy of the Fair Work Information Statement and Casual Employee Information statement will be sent to me.

Signature \_\_\_\_\_ Date \_\_\_\_\_

(OFFICE USE ONLY) START DATE:	CLIENT:	PAY CODE:	EMPLOYEE NO:
Time Sheet Given - Book <input type="checkbox"/> Single Sheet <input type="checkbox"/>		<b>New Employee Checklist</b>	
INTERVIEW COMMENTS:		#	Astute Payroll
		Employee number	Super
		Employee Register	TFN
		Blue Card	WHM VISA
		Scanned to SP	WHM Passport
	Emergency Contact		