

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	Surname _____
First Name	_____	Middle Name _____
Preferred Job/Work	_____	DOB _____
Residential Address	_____	
	Suburb _____	Post Code _____
Postal Address	_____	
	Suburb _____	Post Code _____
Home Phone No.	_____	Mobile No. _____
Email Address	_____	
	<i>Please note this will be the email address your payslip will be sent to</i>	
Emergency Contact	_____	Relationship _____ Phone No. _____
Job Seeker Id	_____	Job Network Agency _____

Current Drivers Licence	<input type="checkbox"/> Yes <input type="checkbox"/> No [please tick]
Have you completed any higher education?	_____

	[Specify i.e Certificate, Diploma, Degree] Proof required

DUTY OF CARE STATEMENT

Men@Work has a duty of care to all employees as set out by the relevant Health & Safety Acts. The information that you provide us with will assist us in ensuring that any placement that you are to be considered for will be compatible with your skills and your personal capabilities. Completing this as accurately as you can ensure that our employees are never placed on an assignment that may impact on their health and wellbeing.

Men@Work will do this to the best of our ability based on all the information provided. If you do not disclose pre-existing injuries or medical conditions this may put the health and safety of yourself and others at risk when placed on an assignment.

The information on this registration form is confidential. We ask that you complete all the questions, answering them honestly and to the best of your ability.



- DUTY OF CARE -



IF YOU GIVE FASLE INFORMATION BELOW YOU WILL NOT BE ENTITLED TO COMPENSATION IN THE EVENT THAT AGGRAVATION OF A PRE-EXISTING MEDICAL CONIDITION OCCURS

Do you suffer from any pre existing injuries, illnesses and / or medical conditions that may impact on your capacity to undertake any of the tasks that you have indicated an ability to perform on the preceding SKILLS LIST? Yes No

Do any of the following present difficulties for you?

- | | | |
|--|--|---|
| <input type="checkbox"/> Vision | <input type="checkbox"/> Hearing | <input type="checkbox"/> Dyslexia |
| <input type="checkbox"/> Carrying / lifting | <input type="checkbox"/> Bending <input type="checkbox"/> twisting | <input type="checkbox"/> Back conditions |
| <input type="checkbox"/> Walking / standing | <input type="checkbox"/> Repetitive movement | <input type="checkbox"/> Skin disorders |
| <input type="checkbox"/> Migraine / headaches | <input type="checkbox"/> Dizziness / vertigo | <input type="checkbox"/> Working at heights |
| <input type="checkbox"/> Depression | <input type="checkbox"/> Substance dependence | <input type="checkbox"/> Anxiety / stress |
| <input type="checkbox"/> Shoulder / arm conditions | <input type="checkbox"/> Wrist / hand / fingers | <input type="checkbox"/> Heart condition |
| <input type="checkbox"/> Hip / knee conditions | <input type="checkbox"/> Ankle / foot conditions | <input type="checkbox"/> Asthma / respiratory |
| <input type="checkbox"/> Claustrophobia | <input type="checkbox"/> Sitting for long periods | <input type="checkbox"/> Blood / viral disorder |

Please give details for any of the conditions checked above:

Do you suffer from any types of allergies? Yes No

Details: _____

Please advise if you are taking or are required to take any prescription drugs or medication? Yes No

Details: _____

Do you smoke? Yes No

Candidate Signature _____ Date _____

~ SKILLS LIST ~

Only tick areas of experience. Minimum of 6 months hands on experience.

ADMINISTRATION	INDUSTRIES WORKED IN	ACCOUNTS
<input type="checkbox"/> Accountant	<input type="checkbox"/> Accommodation Related	<input type="checkbox"/> Accounts Payable
<input type="checkbox"/> Accounts clerk	<input type="checkbox"/> Accountancy	<input type="checkbox"/> Accounts Receivable
<input type="checkbox"/> Administration Assistant	<input type="checkbox"/> Advertising	<input type="checkbox"/> Bookkeeping
<input type="checkbox"/> Bank Teller	<input type="checkbox"/> Banking & Finance	<input type="checkbox"/> Credit Control
<input type="checkbox"/> Bookkeeper	<input type="checkbox"/> Building	<input type="checkbox"/> Inventory Control
<input type="checkbox"/> Call Centre Operator	<input type="checkbox"/> Business Services	<input type="checkbox"/> Job Costing
<input type="checkbox"/> Clerical Assistant	<input type="checkbox"/> Charities	<input type="checkbox"/> Manual Bookkeeping
<input type="checkbox"/> Clerk	<input type="checkbox"/> Child Care	<input type="checkbox"/> MYOB
<input type="checkbox"/> Computer Technician	<input type="checkbox"/> Communications	<input type="checkbox"/> Product Costing
<input type="checkbox"/> Conveyancing Clerk	<input type="checkbox"/> Council	<input type="checkbox"/> Quickbooks
<input type="checkbox"/> Customer Service Clerk	<input type="checkbox"/> Dental Surgery	<input type="checkbox"/> Reconciliation
<input type="checkbox"/> Data Entry Clerk	<input type="checkbox"/> Doctors Surgery	PAYROLL
<input type="checkbox"/> Executive Assistant	<input type="checkbox"/> Education	<input type="checkbox"/> Less than 20 staff
<input type="checkbox"/> Junior Clerical Assistant	<input type="checkbox"/> Emergency	<input type="checkbox"/> More than 20 staff
<input type="checkbox"/> Junior Receptionist	<input type="checkbox"/> Government	<input type="checkbox"/> BAS Experience
<input type="checkbox"/> Legal Secretary	<input type="checkbox"/> Human Resources	<input type="checkbox"/> Caspay
<input type="checkbox"/> Manager	<input type="checkbox"/> Hospital	<input type="checkbox"/> Chris HR Payroll
<input type="checkbox"/> Marketing Consultant	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Fast Track Payroll
<input type="checkbox"/> Medical Receptionist	<input type="checkbox"/> Hotel	<input type="checkbox"/> Group Tax
<input type="checkbox"/> Office Manager	<input type="checkbox"/> Insurance	<input type="checkbox"/> GST
<input type="checkbox"/> Personal Assistant	<input type="checkbox"/> Legal	<input type="checkbox"/> In House System
<input type="checkbox"/> Pharmacy Assistant	<input type="checkbox"/> Marketing	<input type="checkbox"/> Kalamazoo
<input type="checkbox"/> Property Manager	<input type="checkbox"/> Motel	<input type="checkbox"/> Manual Payroll
<input type="checkbox"/> Public Relations Officer	<input type="checkbox"/> Personal Services	<input type="checkbox"/> Micropay
<input type="checkbox"/> Real Estate Salesperson	<input type="checkbox"/> Pharmaceutical	<input type="checkbox"/> MYOB
<input type="checkbox"/> Receptionist	<input type="checkbox"/> Real Estate	<input type="checkbox"/> PAYG Tax
<input type="checkbox"/> Retail Assistant	<input type="checkbox"/> Resort	<input type="checkbox"/> Quickbooks/Quicken
<input type="checkbox"/> Sales Clerk	<input type="checkbox"/> Shipping	<input type="checkbox"/> Superannuation
<input type="checkbox"/> Sales Consultant	<input type="checkbox"/> Transport	<input type="checkbox"/> Workcover
<input type="checkbox"/> Secretary	<input type="checkbox"/> Travel/Tourism	PHONE SYSTEMS
<input type="checkbox"/> Site Secretary	COMPUTER PROGRAMS	<input type="checkbox"/> Commander
<input type="checkbox"/> Team Leader	<input type="checkbox"/> Microsoft Access	<input type="checkbox"/> Ericsson
<input type="checkbox"/> Telemarketer	<input type="checkbox"/> Adobe	<input type="checkbox"/> NEC
<input type="checkbox"/> Telephonist	<input type="checkbox"/> Cash Flow Manager	<input type="checkbox"/> PABX
<input type="checkbox"/> Temp	<input type="checkbox"/> Console Gateway	<input type="checkbox"/> Phillips
<input type="checkbox"/> Trainer	<input type="checkbox"/> Corel Draw	<input type="checkbox"/> Public Address System
<input type="checkbox"/> Travel Consultant	<input type="checkbox"/> Microsoft Excel	<input type="checkbox"/> Multi Line
<input type="checkbox"/> Typist	<input type="checkbox"/> Fidelio	GENERAL
<input type="checkbox"/> Word Processor	<input type="checkbox"/> Front Page	<input type="checkbox"/> Auditing
WORD PROCESSING	<input type="checkbox"/> Galileo	<input type="checkbox"/> Clerical Duties
<input type="checkbox"/> Facsimile Formatting	<input type="checkbox"/> Hicaps	<input type="checkbox"/> Data Entry
<input type="checkbox"/> Form creation/layout	<input type="checkbox"/> Hiram	<input type="checkbox"/> Dictaphone Experience
<input type="checkbox"/> Graph Insertion	<input type="checkbox"/> Illustrator/Photo Shop	<input type="checkbox"/> Filing
<input type="checkbox"/> Graphic Insertion	<input type="checkbox"/> Lotus 123	<input type="checkbox"/> Invoicing
<input type="checkbox"/> Letter Formatting	<input type="checkbox"/> Powerpoint	<input type="checkbox"/> Legal Terminology
<input type="checkbox"/> Newsletter	<input type="checkbox"/> Microsoft Publisher	<input type="checkbox"/> Letter Writing
<input type="checkbox"/> Report Formatting	<input type="checkbox"/> Microsoft Word	<input type="checkbox"/> Mail Outs
<input type="checkbox"/> Spell Checking	<input type="checkbox"/> Microsoft Works	<input type="checkbox"/> Marketing
<input type="checkbox"/> Table Insertion	COMPUTER SKILLS	<input type="checkbox"/> Medical Terminology
	<input type="checkbox"/> Advance Computer Skills	<input type="checkbox"/> Photocopying
	<input type="checkbox"/> Basic Computer Skills	<input type="checkbox"/> Purchasing
	<input type="checkbox"/> Email	<input type="checkbox"/> Receiving
	<input type="checkbox"/> Intermediate Computer Skills	<input type="checkbox"/> Report Writing
	<input type="checkbox"/> Internet	<input type="checkbox"/> Short Hand
	<input type="checkbox"/> Maintain Computer Files	<input type="checkbox"/> Spreadsheets
	<input type="checkbox"/> Progam Installations	<input type="checkbox"/> Typing
	<input type="checkbox"/> Scanning	

~ SKILLS LIST ~

Only tick areas of experience. Minimum of 6 months hands on experience.

EDUCATION & QUALIFICATIONS	HOSPITALITY	CERTIFICATIONS/LICENCES
<input type="checkbox"/> Beauty Therapy <input type="checkbox"/> Hairdressing <input type="checkbox"/> Massage Therapist <input type="checkbox"/> Nail Technician	<input type="checkbox"/> Bar Attendant <input type="checkbox"/> Barista <input type="checkbox"/> Beer Tap Use <input type="checkbox"/> Bottle Shop <input type="checkbox"/> Breakfast Cook <input type="checkbox"/> Cellar Sales <input type="checkbox"/> Chef <input type="checkbox"/> Cold Larder Cook <input type="checkbox"/> Cook <input type="checkbox"/> Chef De Partie <input type="checkbox"/> Dishwasher <input type="checkbox"/> Duty Manager <input type="checkbox"/> Executive Chef <input type="checkbox"/> Food Preparation <input type="checkbox"/> Front of House Experience <input type="checkbox"/> Front Office Reception <input type="checkbox"/> Gaming Licence <input type="checkbox"/> Head Chef <input type="checkbox"/> Hospitality Cert I <input type="checkbox"/> Hospitality Cert II <input type="checkbox"/> Hospitality Cert III <input type="checkbox"/> Host/Hostess <input type="checkbox"/> Hot Larder Cook <input type="checkbox"/> Houseman <input type="checkbox"/> Keg - Tap Exchanges <input type="checkbox"/> Kitchen Hand <input type="checkbox"/> Bar Manager <input type="checkbox"/> Porter <input type="checkbox"/> Room Attendant <input type="checkbox"/> RSA <input type="checkbox"/> Short Order Cook <input type="checkbox"/> Snack Bar Attendant <input type="checkbox"/> Sous Chef <input type="checkbox"/> Hotel Supervisor <input type="checkbox"/> TAB Experience <input type="checkbox"/> Wait Staff <input type="checkbox"/> Waiting - A La Carte <input type="checkbox"/> Waiting - Black & White <input type="checkbox"/> Waiting - Silver Service	<p style="text-align: center;">Must show proof of licence</p> <input type="checkbox"/> CPR <input type="checkbox"/> First Aid <input type="checkbox"/> Real Estate Sales Person <input type="checkbox"/> Real Estate Property Management <input type="checkbox"/> Trainer/Assessor
RETAIL		
<input type="checkbox"/> Cash Register Experience <input type="checkbox"/> Clothing Store <input type="checkbox"/> Console Operator <input type="checkbox"/> Eftpos Experience <input type="checkbox"/> Purchasing <input type="checkbox"/> Retail Manager <input type="checkbox"/> Retail Assistant <input type="checkbox"/> Sales Assistant <input type="checkbox"/> Shelf Packing <input type="checkbox"/> Stock Control Experience <input type="checkbox"/> Supermarket <input type="checkbox"/> Takeaway/Fast Food		
CLEANING		
<input type="checkbox"/> Cleaner <input type="checkbox"/> Commercial Cleaning <input type="checkbox"/> Domestic Cleaning <input type="checkbox"/> Final Cleans - New Homes <input type="checkbox"/> Hospital Cleaning <input type="checkbox"/> Industrial Cleaning <input type="checkbox"/> Laundry Worker <input type="checkbox"/> Office Cleaning <input type="checkbox"/> Own Cleaning Equipment <input type="checkbox"/> Public Area Cleaning <input type="checkbox"/> Schools/Tafe/Uni <input type="checkbox"/> Shopping Centres <input type="checkbox"/> Units and Motels		
TRAVEL TO		
<input type="checkbox"/> Brisbane North <input type="checkbox"/> Brisbane South <input type="checkbox"/> Brisbane West <input type="checkbox"/> Bundaberg <input type="checkbox"/> Caboolture <input type="checkbox"/> Caloundra <input type="checkbox"/> Gold Coast <input type="checkbox"/> Gympie <input type="checkbox"/> Hervey Bay <input type="checkbox"/> Ipswich <input type="checkbox"/> Maroochydore <input type="checkbox"/> Maryborough <input type="checkbox"/> Noosa <input type="checkbox"/> Redcliffe <input type="checkbox"/> Strathpine <input type="checkbox"/> Toowoomba		