



# Xavier Catholic College

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## APPLICATION FOR ENROLMENT 2017 – Part A

### PHOTO

*Please attach a  
'Passport Style' Photo  
of each of the applicant  
Students.*

STUDENT #4 Name \_\_\_\_\_

DOB \_\_\_\_ / \_\_\_\_ / \_\_\_\_ for Year \_\_\_\_ in 2017

### PHOTO

*Please attach a  
'Passport Style' Photo  
of each of the applicant  
Students.*

STUDENT #5 Name \_\_\_\_\_

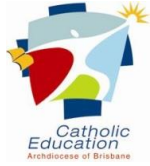
DOB \_\_\_\_ / \_\_\_\_ / \_\_\_\_ for Year \_\_\_\_ in 2017

### PHOTO

*Please attach a  
'Passport Style' Photo  
of each of the  
applicant Students.*

STUDENT #6 Name \_\_\_\_\_

DOB \_\_\_\_ / \_\_\_\_ / \_\_\_\_ for Year \_\_\_\_ in 2017



# Brisbane Catholic Education (BCE) Information Collection Notice



**Information we collect:** Brisbane Catholic Education collects and records personal information, including sensitive information about students, parents/legal guardians and volunteers, before and during the course of a student's enrolment at our school. Laws governing or relating to the operation of schools require that certain information is collected. These may include Education, Public Health and Child Protection laws. We may ask you to provide medical reports about students from time to time. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the *Privacy Act (1988)*.

**Purpose of collection:** The primary purpose of collecting and recording this information is to enable the provision of quality Catholic education. In addition, some of the information we collect and record is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care to students and parents/legal guardians. This information may also be used for appropriate parish purposes.

**Disclosure of information:** This information may be disclosed by us for administrative and educational purposes to others including, but not limited to, personnel within Brisbane Catholic Education Office, other Brisbane Catholic Education schools, medical practitioners, people providing services to schools, such as specialist visiting teachers and consultants. In addition we may be required to disclose this information to government departments, both State and Federal.

Personal information collected from students is regularly disclosed to their parents/legal guardians. On occasions, information such as academic and sporting achievements, student activities, and other news may be published in newsletters, magazines, and on our website. Parents may seek access to personal information collected about them and their son/daughter by contacting the school.

Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the student, or where students have provided information in confidence.

The School Privacy Policy sets out how parents or students may complain about a breach of privacy and how the school will deal with such a complaint.

The school from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the school's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent. We may include your contact details in a class list and school directory.

If you provide the school with the personal information of others, such as the student's other parents, doctors or emergency contacts, we request you inform them that you are disclosing that information to all Brisbane Catholic Education schools and why. They should also be informed that they can access that information if they wish and that the school does not usually disclose the information to third parties.

**Our privacy position:** Brisbane Catholic Education is bound by the *Privacy Act (1988)*, and has adopted the thirteen (13) Australian Privacy Principles. A privacy statement detailing Brisbane Catholic Education's practices and procedures for the use and management of the personal and sensitive information it collects and records can be accessed on the College website [www.xavier.qld.edu.au](http://www.xavier.qld.edu.au) or the Brisbane Catholic Education website <http://www.bne.catholic.edu.au>. Alternatively a hard copy of the statement may be provided on request.

**Information required:** If we do not obtain the personal and sensitive information referred to above, we may not be able to enrol or continue to enrol your student.

PRINTED \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_  
NAME: \_\_\_\_\_ TO STUDENT: \_\_\_\_\_



SIGNATURE: \_\_\_\_\_  DATE: DD / MM / YYYY

FAMILY INFORMATION					
PERSONAL DETAILS	Legal Guardian/ Caregiver #1		Legal Guardian/ Caregiver #2		Legal Guardian/ Caregiver #3
Title (e.g. Mr, Mrs)					
SURNAME					
GIVEN NAME/S					
Preferred Given Name					
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Relationship to Student					
RESIDENTIAL ADDRESS					
STREET ADDRESS					
SUBURB/TOWN					
STATE & POSTCODE	____	____	____	____	____
Date moved to this address	/	/	/	/	/
Does the student reside at this address?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If NO to ALL ABOVE please give details in 'Additional Information'</b>					
POSTAL or MAILING ADDRESS <span style="color: red;">If not different from Residential write 'as above'</span>					
POST BOX/STREET					
SUBURB/TOWN					
STATE & POSTCODE	____	____	____	____	____
Receive Communication?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
CONTACT DETAILS <span style="color: red;">Indicate best contact in order (1-3) for phone numbers for <u>each</u> person (e.g. call work first 1, then mobile 2 etc)</span>					
HOME PHONE	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
MOBILE PHONE	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
WORKPLACE PHONE	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<b>EMAIL ADDRESS</b> <small>most essential for distribution of newsletter &amp; other school info</small>					
PARENT PRIORITY CONTACT ORDER <span style="color: red;">(Indicate 1, 2 or 3)</span>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CULTURAL BACKGROUND					
Interpreter Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Country of Birth					
Country of Citizenship					
Main Language Spoken At Home					
Other Language Spoken					
RELIGIOUS BACKGROUND					
Religion					
Parish					
OCCUPATION					
NAME of WORK PLACE					
GENERAL DETAILS* <span style="color: red;">*As required by the Ministerial Council for Education, Early Childhood Development and Youth Affairs- (See Appendix 1 on Page 7)</span>					
<b>Occupation Type</b> <small>What is the occupation group of the legal guardian /caregiver? (see Appendix 1)</small>	<input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Not in paid work in last 12 months	<input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Not in paid work in last 12 months	<input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Not in paid work in last 12 months	<input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Not in paid work in last 12 months	<input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Not in paid work in last 12 months
<b>Highest School Level</b> <small>What is the highest year of primary or secondary school the legal guardian/ caregiver has completed?</small>	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below - which includes never attended	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below - which includes never attended	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below - which includes never attended	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below - which includes never attended	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below - which includes never attended
<b>Highest Qualification Completed</b> <small>What is the level of the highest qualification the legal guardian/ caregiver has completed?</small>	<input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Advanced diploma / Diploma <input type="checkbox"/> Certificate I to IV - including trade certificate <input type="checkbox"/> No non-school qualification	<input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Advanced diploma / Diploma <input type="checkbox"/> Certificate I to IV - including trade certificate <input type="checkbox"/> No non-school qualification	<input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Advanced diploma / Diploma <input type="checkbox"/> Certificate I to IV - including trade certificate <input type="checkbox"/> No non-school qualification	<input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Advanced diploma / Diploma <input type="checkbox"/> Certificate I to IV - including trade certificate <input type="checkbox"/> No non-school qualification	<input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Advanced diploma / Diploma <input type="checkbox"/> Certificate I to IV - including trade certificate <input type="checkbox"/> No non-school qualification

STUDENT/S INFORMATION			
	STUDENT #4	STUDENT #5	STUDENT #6
Photo Attached?	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES
Applying for Year Level?	Year          in 20	Year          in 20	Year          in 20
Legal SURNAME			
Legal GIVEN Name			
*Preferred SURNAME (*If different to Legal Name)			
*Preferred GIVEN NAME (*If different to Legal Given Name)			
Other GIVEN Name/s			
GENDER	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
DATE of BIRTH	/       /	/       /	/       /
FULL BIRTH Certificate	<input type="checkbox"/> Attached	<input type="checkbox"/> Attached	<input type="checkbox"/> Attached
<b>CULTURAL BACKGROUND</b>			
COUNTRY OF BIRTH			
COUNTRY OF CITIZENSHIP			
COUNTRY OF PASSPORT ISSUE (if not Australia)			
First Language Spoken			
Main Language Spoken at Home			
Other Language Spoken			
Is the Student of Aboriginal or Torres Strait Islander Origin?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>INDIGENOUS STATUS</b>	<b>Aboriginal</b> <input type="checkbox"/> NO <input type="checkbox"/> YES  <b>Torres Strait Islander</b> <input type="checkbox"/> NO <input type="checkbox"/> YES  <b>BOTH</b> <input type="checkbox"/> NO <input type="checkbox"/> YES	<b>Aboriginal</b> <input type="checkbox"/> NO <input type="checkbox"/> YES  <b>Torres Strait Islander</b> <input type="checkbox"/> NO <input type="checkbox"/> YES  <b>BOTH</b> <input type="checkbox"/> NO <input type="checkbox"/> YES	<b>Aboriginal</b> <input type="checkbox"/> NO <input type="checkbox"/> YES  <b>Torres Strait Islander</b> <input type="checkbox"/> NO <input type="checkbox"/> YES  <b>BOTH</b> <input type="checkbox"/> NO <input type="checkbox"/> YES
<ul style="list-style-type: none"> <li>INTERNATIONAL DETAILS    <b>Copies of the CURRENT Passport and Visa (including Visa number and expiry date) MUST be attached</b></li> <li>A student born in Australia after <b>1986</b>, whose parents were <u>both</u> born overseas, must supply a copy of the parent's Australian Citizenship / passport / visa documents.</li> <li>A student born overseas, whose both parents were also born overseas, must supply copies of passports and visa documents including the visa number and expiry date.</li> <li>These documents <b>MUST</b> be renewed as required by law when a visa expires with a copy provided to the School</li> <li>A student born in Australia, with one parent born in Australia is automatically known as an Australian Citizen.</li> </ul>			
Copy of Passport * see note above	<input type="checkbox"/> Attached	<input type="checkbox"/> Attached	<input type="checkbox"/> Attached
Copy of Visa	<input type="checkbox"/> Attached	<input type="checkbox"/> Attached	<input type="checkbox"/> Attached
NAME of CURRENT SCHOOL Suburb State & Postcode			
	<b>STATE          CODE</b>	<b>STATE          CODE</b>	<b>STATE          CODE</b>
Years Attended Current School	From: Yr ___ / MM / YYYY To: Yr ___ / MM / YYYY	From: Yr ___ / MM / YYYY To: Yr ___ / MM / YYYY	From: Yr ___ / MM / YYYY To: Yr ___ / MM / YYYY
School Governance Please Tick & Circle P = Primary / S = Secondary P-12 = Prep-Year 12	<input type="checkbox"/> State <input type="checkbox"/> Independent P / S    P / S or P-12 <input type="checkbox"/> Catholic <input type="checkbox"/> Other P / S or P-12    P / S or P-12	<input type="checkbox"/> State <input type="checkbox"/> Independent P / S    P / S or P-12 <input type="checkbox"/> Catholic <input type="checkbox"/> Other P / S or P-12    P / S or P-12	<input type="checkbox"/> State <input type="checkbox"/> Independent P / S    P / S or P-12 <input type="checkbox"/> Catholic <input type="checkbox"/> Other P / S or P-12    P / S or P-12
If applying for PREP - Name of Previous Carer/ Day Care/ Childcare facility/ Pre-Prep/ Kinder			<input type="checkbox"/> State <input type="checkbox"/> Local Council <input type="checkbox"/> Private <input type="checkbox"/> Independent <input type="checkbox"/> Other Catholic
Have Other Family Members attended XAVIER Catholic College?	<input type="checkbox"/> YES  <input type="checkbox"/> NO	<b>If YES, Which house were they in?</b>	<input type="checkbox"/> BUTHU <input type="checkbox"/> DIRUM (Blue)                      (Gold) <input type="checkbox"/> KONDARI <input type="checkbox"/> NARWARI (Red)                      (Green)

STUDENT/S INFORMATION cont ...						
	STUDENT #4		STUDENT #5		STUDENT #6	
<b>RELIGION</b>						
<b>Baptism Certificate?</b>	<input type="checkbox"/> Attached <input type="checkbox"/> Not Baptised		<input type="checkbox"/> Attached <input type="checkbox"/> Not Baptised		<input type="checkbox"/> Attached <input type="checkbox"/> Not Baptised	
<b>SACRAMENTS RECEIVED?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO <i>If Yes, Include copies of Certificates</i>		<input type="checkbox"/> YES <input type="checkbox"/> NO <i>If Yes, Include copies of Certificates</i>		<input type="checkbox"/> YES <input type="checkbox"/> NO <i>If Yes, Include copies of Certificates</i>	
<ul style="list-style-type: none"> <li>Please indicate all the Sacraments received by each student</li> <li>Please attach copies of each certificate</li> <li>If sacraments received at the same Parish write "As Above"</li> </ul>	<b>Baptism</b> ___/___/___ Parish Suburb State		<b>Baptism</b> ___/___/___ Parish Suburb State		<b>Baptism</b> ___/___/___ Parish Suburb State	
	<b>Reconciliation</b> ___/___/___ Parish Suburb State		<b>Reconciliation</b> ___/___/___ Parish Suburb State		<b>Reconciliation</b> ___/___/___ Parish Suburb State	
	<b>Eucharist</b> ___/___/___ Parish Suburb State		<b>Eucharist</b> ___/___/___ Parish Suburb State		<b>Eucharist</b> ___/___/___ Parish Suburb State	
	<b>Confirmation</b> ___/___/___ Parish Suburb State		<b>Confirmation</b> ___/___/___ Parish Suburb State		<b>Confirmation</b> ___/___/___ Parish Suburb State	
<b>TRANSPORT</b> <ul style="list-style-type: none"> <li>Please circle method of transport for each student</li> </ul>	<b>TO SCHOOL</b>	<b>FROM SCHOOL</b>	<b>TO SCHOOL</b>	<b>FROM SCHOOL</b>	<b>TO SCHOOL</b>	<b>FROM SCHOOL</b>
	<b>WALK</b>	<b>WALK</b>	<b>WALK</b>	<b>WALK</b>	<b>WALK</b>	<b>WALK</b>
	<b>BIKE</b>	<b>BIKE</b>	<b>BIKE</b>	<b>BIKE</b>	<b>BIKE</b>	<b>BIKE</b>
	<b>CAR</b>	<b>CAR</b>	<b>CAR</b>	<b>CAR</b>	<b>CAR</b>	<b>CAR</b>
	<b>BUS</b>	<b>BUS</b>	<b>BUS</b>	<b>BUS</b>	<b>BUS</b>	<b>BUS</b>
<b>Home to Xavier Catholic College</b>	kms	<b>Home to nearest State School</b>	kms	<b>Home to nearest Catholic School</b>	kms	
<b>SIBLING ORDER</b> <i>Applicants' position in family</i>	Child # ___ of ___		Child # ___ of ___		Child # ___ of ___	
<b>OTHER SIBLINGS</b> *list only other siblings who do not form part of this application for enrolment.						
<b>Other Sibling Order</b>	Child # ___ of ___		Child # ___ of ___		Child # ___ of ___	
<b>Legal Name</b>						
<b>Given Names</b>						
<b>Relationship to Applicants</b>						
<b>Date of Birth</b>						
<b>School Name</b>						
<b>Year Level (if still at School)</b> <i>(e.g. Yr 1, Y2, Y8 etc)</i>						
<b>Resides with applicant Students?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	

LEGAL INFORMATION		Name/s of Legal Guardian/s of these student/s					
<b>Name/s of Legal Guardian/s these student/s</b>  <i>Add Legal Guardian/s Name for Student #1 then if all students have the same Legal Guardian/s write 'as above' for each additional student applicant</i>	Student #1						
	Student #2						
	Student #3						
	Student #4						
	Student #5						
	Student #6						
Please indicate any legal issues of which the school should be aware (eg. family court orders, parental agreements, guardianship orders, child protection orders, etc.). <b>A copy of the relevant documentation will be required to be held by the school should enrolment be accepted.</b>							
<b>Are any of these student in the Care of the State?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>if Yes, which one/s</b> <i>(please circle)</i>	<b>Student #1</b> <b>Student #4</b>	<b>Student #2</b> <b>Student #5</b>	<b>Student #3</b> <b>Student #6</b>
ADDITIONAL INFORMATION							
Please indicate any additional information which may assist with this enrolment application.							

SIGNATURES		
By completing and submitting this document you have confirmed your understanding of, and agreement with, the information collection notice on Page 2 of this document  I/We have fully and accurately disclosed any information required by the school for its consideration in determining the enrolment of my/our child/children.		
	LEGAL GUARDIAN/ CAREGIVER #1	LEGAL GUARDIAN / CAREGIVER #2
SIGNATURE/S:		
PRINTED NAME/S:		
DATE:	/ / 20	/ / 20

**Please Complete a separate PART B**  
**(Enrolment Support Information – Parent Form)**  
**for each applicant student**

## APPENDIX 1 – List of Parental Occupation Groups

### **Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals**

**Senior executive/manager/department head** in industry, commerce, media or other large organisation.

**Public service manager** (Section head or above), regional director, health/education/police/fire services administrator

**Other administrator** [school principal, faculty head/dean, library/museum/gallery director, research facility director]

**Defence Forces** Commissioned Officer

**Professionals** generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.

**Health, Education, Law, Social Welfare, Engineering, Science, Computing** professional

**Business** [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

**Air/sea transport** [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

### **Group 2: Other business managers, arts/media/sportspersons and associate professionals**

**Owner/manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

**Specialist manager** [finance/engineering/production/personnel/industrial relations/sales/marketing]

**Financial services manager** [bank branch manager, finance/investment/insurance broker, credit/loans officer]

**Retail sales/services manager** [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

**Arts/media/sports** [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]

**Associate professionals** generally have diploma/technical qualifications and support managers and professionals.

**Health, Education, Law, Social Welfare, Engineering, Science, Computing** technician/associate professional

**Business/administration** [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

**Defence Forces** senior Non-Commissioned Officer

### **Group 3: Tradesmen/women, clerks and skilled office, sales and service staff**

**Tradesmen/women** generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

**Clerks** [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

**Skilled office, sales and service staff.**

**Office** [secretary, personal assistant, desktop publishing operator, switchboard operator]

**Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

**Service** [aged/disabled/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

### **Group 4: Machine operators, hospitality staff, assistants, labourers and related workers**

**Drivers, mobile plant, production/processing machinery and other machinery operators.**

**Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]

**Office assistants, sales assistants and other assistants.**

**Office** [typist, word processing/data entry/business machine operator, receptionist, office assistant]

**Sales** [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]

**Assistant/aide** [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

**Labourers and related workers**

**Defence Forces** ranks below senior NCO not included above

**Agriculture, horticulture, forestry, fishing, mining worker** [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]

**Other worker** [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

### **If the person is not currently working**

If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.

If the person has not been in paid work in the last 12 months, select 'Not in paid work in last 12 months'.

