



MEN AND WOMEN AT WORK REGISTRATION FORM

Surname: _____ First Name: _____ Date ___ / ___ / ___

Address: _____ Town _____

State _____ Postcode _____ Email: _____

Contact Numbers Home: _____ Mobile: _____

D.O.B: _____ Place of Birth: _____ Gender: Male / Female (please circle)

Do you have: A car? Y / N A Current Driver's License? Y / N License no: _____

Are you lawfully entitled to work in Australia? Y / N

Do you own: Safety Shoes/Boots Y / N Other PPE _____

Are you registered with any of the following Job Service provider?

ETC: Y / N Tursa: Y / N Verto: Y / N Other: _____ Jobseeker No: _____

Please provide details answers to the following questions;

Do you have or have you had any ailments, illnesses, phobias or prior injuries we should be aware of for your & others safety?
 Y / N (if yes please specify below)

Are you taking any medications that may affect your performance? Y / N (if yes please specify below)

Have you ever claimed Work Cover? Y / N (if yes please specify below)

Please nominate an emergency contact: _____ What is their relationship to you: _____

Contact numbers: H _____ M _____ W _____

Circle if applicable: Aboriginal or Torres Strait Islander / Have a Disability / From a Non English Speaking Background

Work history (last 3 employers) **must be completed**

	Company name	Position	Start & Finish Dates	Contact Name	Number
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

I give my consent for my referees to be contacted: Y / N _____

I **confirm** all the information I have provided to Men And Women At Work in this entire document is True & Correct. I **understand** if I give false or misleading information to Men And Women At Work it may jeopardise any future placements or result in termination.

Signed: _____



Dated: _____

Office use only:

MEN AND WOMEN AT WORK SKILLS SHEET

Please tick boxes appropriate to your qualifications and experience.

AGED CARE/HEALTHCARE

- Assistant in Nursing
- Certificate in Aged Care
- Community Care
- Dementia Care
- Disability Care
- Enrolled Nurse
- Hospital
- Nursing Home/Aged Care Facility
- Personal Carer
- Palliative Care
- Registered Nurse
- WHS HSR

AG/AQUA/HORTICULTURE

- Abattoir Worker
- Blacksmith
- Cattle Work
- Chaser Bin Driver
- Chicken Sexer
- Dairy Hand
- Deck Hand
- Farm Hand
- Fencing
- Fruit Picking
- Grounds Man
- Head Driver
- Landscaper
- Oyster Farmer
- Poultry Hand
- Roustabout
- Shearer
- Sheep Work
- Tractor Driver
- Trawler
- Wool Classer

AUTOMOTIVE

- Air Conditioning Mechanic
- Auto Electrician
- Automotive Dismantling
- Car Detailing
- Car Mechanic
- Diesel Fitter
- Diesel Mechanic
- Gas Fitter
- Hydraulic Mechanic
- Panel Beater
- Plant Mechanic
- Spray Painter
- Trimmer
- Truck Mechanic
- Tyre Fitter

CLEANING

- Cleaner
- Commercial
- Domestic
- Elevated Work Platforms

- External
- Hospital/Aged Care
- Interior
- Window Cleaner

CONSTRUCTION

- A/C Installer/Maintenance
- Allymack Operator
- Asbestos Removal
- Asphalt
- Backhoe Operator
- Blockwork
- Bobcat Operator
- Boom Lift Operator (EWP)
- Brickies Labourer
- Bricklayer
- Builder
- Builders Cleaner
- Cable Layer
- Cable Puller
- Carpenter
- Carpenters Apprentice
- Carpenters Assistant
- Concreter
- Concrete Agitator Driver
- Concrete Finisher
- Concrete Laying
- Concrete Paths & Driveways
- Concrete Pump Operator
- Concrete Renderer
- Concrete Screeder
- Curb & Gutter
- Demolition
- Dogman
- Dozer Driver
- Drott Driver
- Dump Truck Operator
- Excavator Operator
- Fencing
- Final Trim
- Finisher
- Foreman
- Formwork
- Form Work Stripping
- Front End Loader Driver
- Grader Operator
- Gyprock
- Jack/Kanga Hammer
- Labourer
- Leading Hand
- Line Hand
- Line Marker
- Moxy Driver
- Painter
- Paver
- Paver Driver
- Pipe Layer Storm/Sewer
- Profiler

- Pump Operator
- Rail Protection Officer
- Raker
- Rigger
- Roller Driver
- Roofer
- Scaffolder
- Scraper Operator
- Skid Steer Operator
- Steel Fixer
- Surveyor
- Surveyor s Assistant
- Trades Assistant
- Truck & Dog

GENERAL LABOUR HIRE

- Carpet Layer
- Courier
- Events Labourer
- Furniture Removalist
- Handyman
- Labourer
- Lawnmower
- Millner'
- Offsider
- Process Worker
- Trades Assistant
- Yardhand

HOSPITALITY

- Bar Attendant
- Bar Manager
- Barista
- Café
- Casino
- Cellar Sales
- Cellarman
- Chef – Qualified
- Club
- Concierge
- Cook
- Crew/Team Member
- Doorman
- Event Manger
- Food Handling cert
- Food processing
- Front Office Reception
- Function Coordinator
- Hotel
- Hotel Manager
- Housekeeper
- Kitchen Hand
- Motel
- Pastry Chef
- RSA
- RCG
- Resort
- Restaurant



- Security Guard
- Sous Chef
- Supervisor
- Waitstaff

- Medical
- Report Writing
- Shorthand
- Statistics
- Switchboard
- Tele Sales

- Tailor Out
- Tanner
- Treatment Plant
- Tree Feller
- Washroom Services
- Wood Machinist

METAL WORK

- Fitter/Machinist
- Fitter/Turner
- Fitter Welder
- Sheet Metal Worker
- Steel Fabricator
- Steel Fitter
- Traineeship/Apprenticeship
- Welder – Aluminum
- Welder Arc
- Welder – First Class
- Welder – MIG
- Welder – Non Trade
- Welder – Oxy
- Welder – Second Class
- Welder – Stainless Steel
- Welder – TIG

OFFICE ADMIN Computer Skills

- Cisco
- Corel Draw
- Desktop
- FastTrack
- Lotus Notes
- Micropay
- Micros/Fidelio
- MS Access
- MS Excel
- MS Outlook
- MS PowerPoint
- MS Publisher
- MS Word
- MYOB
- PageMaker
- Photoshop
- QuickBooks
- SAP
- SQL Database
- Word Perfect

Experience

- Data Entry – Alphanumeric
- Data Entry – Numeric
- Dictaphone
- Filing
- Internet
- Legal
- Mail Merge
- Mail Outs
- Marketing

Positions

- Accountant
- Accounts Clerk
- Accounts Payable
- Accounts Receivable
- Administration Assistant
- Bookkeeper
- Customer Service Officer
- Debt Collector
- EA/PA
- Letter writing
- Market Researcher
- Office Manager
- Paralegal
- Payroll Officer
- Property Manager
- Public Relations
- Receptionist
- Secretary
- Stenographer
- Telephonist
- Typist

PROCESS WORK

- Arborist
- Boilermaker
- Boner
- Fitter
- Fitter – Non Trade
- Fitter Machinist
- Fitter Turner
- Fitter Welder
- Food Process worker
- Frame & Truss
- Grading
- Hook Lift Truck Driver
- Industrial Spray Painter
- Jig Setter
- Loader Driver
- Log Breakdown
- Machinist
- MRF Worker
- Packer
- Saw Doctor
- Sawyer
- Side Lift Truck Driver
- Slaughterman
- Slicer
- Stacker
- Stacking

PROFESSIONS

- Building Inspector
- Civil Engineer
- Construction Engineer
- Draftsman
- Electrical Engineer
- Teacher
- Undertaker

PROFESSIONAL/EXEC

Computer Skills

- Oracle
- Visual Basic
- Hardware
- Help Desk
- HTML
- Java
- Programmer
- Servers
- Software Installations
- Visual basic

RETAIL

- Cash Handling
- Checkout Operator
- Customer Service
- Manager
- Packer
- Retail Manger
- Sales Assistant
- Sales Representative
- Shop Assistant
- Stock Control experience
- Stock Controller
- Supervisor
- Warehouse
- Warehouse Supervisor

TICKETS/LICENCES

- Apply First Aid
- C Licence
- Chainsaw
- Confined Spaces
- CPR Refresher
- Dangerous Goods Handling
- Elevated Work Platform < 11
- Elevated Work Platform >11
- Explosive Power Tool
- Forklift License
- HC License



- HI AB
- High Risk License
- HR License
- LR License
- MC License
- MR License
- Occupational First Aid
- Overhead Power Lines

- Baker
- Bricklayer
- Builder
- Butcher
- Cabinet Maker
- Carpenter/Joiner

- Prepare a Work Zone Traffic Management Plan
- expiry date __/__/__

TRANSPORT

- Courier
- Driver

VACCINATIONS

- Hepatitis A
- Hepatitis B
- Hepatitis C
- Q Fever
- Tetanus

HOW DID YOU HEAR ABOUT US?

- Job Network
- Word of Mouth
- Internet
- Local Directories
- Yellow Pages
- Men And Women At Work Client
- Other

TICKETS/LICENCES cont

- Pest Control
- Public Bus License
- R License
- Rail Protection License
- Real Estate Agent License
- RSA
- RCG
- Scaffolding Ticket – Advan
- Scaffolding Ticker – Basic
- Scaffolding Ticket – Inter
- Security Guard License
- Test & Tag
- Tow Truck License
- Track Awareness
- White Card
- Wool Classing
- Working with Chemicals
- Working Safely at Heights

TRAFFIC CONTROL

Experience

- Line Marker
- Manager
- Plan Drawer
- CAD
- Rapid
- Scheduler
- Team Leader
- Traffic Controller
- Traffic Engineer

Tickets

- Traffic Controller - expiry date __/__/__
- Implement Traffic Control Plans –
expiry date __/__/__

TRADES

- Apprentice
- Instrument Maker
- Glazier
- Green Keeper
- Instrument Maker
- Electrician
- Plumber
- Roof Tiler
- Surveyor
- Tiler Floor
- Tiler Wall
- Pastry Chef
- Pest Controller
- Plasterer
- Concreter
- Carpenter
- Chef



OFFICE USE ONLY

INTERVIEW OVERVIEW

FIRST IMPRESSIONS

YES? / NO?

WHAT WOULD YOU LIKE TO DO?

WHAT DO YOU KNOW

ABOUT MAW?

CONSULTANTS COMMENTS:

ATTITUDE:

INTERVIEWED BY:

Do you have a Criminal Record Check (National Police Check)?

YES? / NO?

Do you hold a current Working with Children's Check:

YES? / NO?

Do you hold a current First Aid Certificate?

YES? / NO?

COMMENTS:

How do you feel about working alongside staff members in a large group setting that may have different views to you?

CLIENT REFERRAL:

STRENGTHS:

WEAKNESSES:

REFERENCE CHECK

COMPANY:

CONTACT:

POSITION:



COMMENTS:

MEN AND WOMEN AT WORK TERMS AND CONDITIONS OF EMPLOYMENT

The payment of wages will be governed by the relevant Industrial Agreement. Please read our Conditions of Employment carefully.

1. Employment will be on a casual basis unless otherwise indicated. As a temporary employee, Men And Women At Work is your employer regardless of the length of the assignment, unless specific arrangements are made between Men And Women At Work and the Host employer.
2. At all times it is expected that you will adhere to our WH & S documents (provided at induction), including wearing of personal protective equipment as directed. It is your responsibility to keep this equipment well maintained and presentable.
3. If any situation arises which you feel is outside of this document or safety is breached, it is expected that you shall bring the matter to the attention of your supervisor. If action is not forthcoming you must advise Men And Women At Work as soon as possible.
4. Temporary employees on a shift in excess of five (5) hours will agree to take the compulsory unpaid one half hour lunch break and in excess of ten (10) hours will agree to take the compulsory unpaid 20 minute tea break.
5. All assignments are of a temporary nature unless specifically promoted as permanent. Temporary employees do not receive annual leave, sick leave or payment for public holidays as these components are built in to the hourly rate you receive on your assignment.
6. Each assignment with conditions, place of employment and contact will be discussed with you verbally. You are free to decline any assignment you deem unsuitable, however, once you accept an assignment you are committed to completing it.
7. Temporary employees, if requested, agree to move from one site to another.
8. The relationship regarding employment between Men And Women At Work and the Host employer is subject to an agreement which applies for a period of 12 months after your introduction/placement. Any approach for direct employment within this time by temporary employee or host employer would breach the agreement and MUST be advised to Men And Women At Work immediately.
9. Our pay week runs from Wednesday to Tuesday. Your timesheet must be authorised by the host employer and submitted by 9am each Wednesday morning. Payment of wages will be via Electronic Funds Transfer weekly. Payslips will be posted/mailed weekly.
10. If you injure yourself whilst at work you must notify your Supervisor and Men And Women At Work HSR immediately. An Incident Report MUST always be completed even if no workers compensation claim is to be made. Any lost time must be accompanied by a Workers Compensation Doctors certificate, a general Doctors certificate is NOT sufficient.
11. Men And Women At Work acknowledges a requirement of every Employee to comply with the relevant Workers Compensation and Injury Management legislation.
 - Employees are required to immediately notify Men And Women At Work of any work related injury or illness and follow any reasonable instructions in respect of their medical treatment and return to work.
 - The company will ensure that appropriate first aid and medical treatment is administered as soon as possible.
 - The Workers Compensation Insurer or authority (if required) will be notified of all reported injuries within 48 hours.
 - The insurer & Men And Women At Work will develop an injury management plan (RTWP) to coordinate the treatment and return to work of the injured worker. Injured worker MUST participate in Return To Work Program.
12. The use of mobile phones whilst at work is to be restricted to breaks, unless there is an emergency.
13. Temporary employees are required to keep confidential all "trade secrets" and information which becomes known to them in circumstances where it should be known or ought to have been known that the information is to be treated as confidential. The obligation of confidentiality exists both during the term of employment and after employment ceases.
14. Any employee established to be under the influence of illegal substances and/or alcohol in the workplace, or on company premises, will be removed immediately. This behavior may result in instant dismissal.
15. Smoking is prohibited inside any company owned buildings and a company vehicle, including cars and vehicles used for distribution of products and services and is **only permitted during work breaks**.
16. Any employee suspected or found to be committing serious misconduct which includes fraud (including falsifying time records), assault, stealing, pilfering or removing items belonging to Men And Women At Work or Host employers without permission will be subject to disciplinary action, which may include instant dismissal.
17. Employees absent from work for a period of three consecutive rostered shifts without the consent of employer or without notification to the employer shall be deemed to have terminated their employment by abandonment.
18. Upon termination of employment, the Employee shall immediately return all documents, publications, manuals, uniforms and other property in the Employees possession as a consequence of employment.
19. I authorise Men And Women At Work to provide my employment information to prospective employers & Men And Women At Work the right to make independent enquiries regarding my work history if deemed necessary.
20. I confirm I have not withheld any information relating to my health/ability to work or ANY prior injuries or conditions.



I _____ have read, understood and agree to the terms & conditions above.

Signed:  Dated: ____ / ____ / ____

Consultant: _____

MEN AND WOMEN AT WORK TERMS AND CONDITIONS OF EMPLOYMENT

The payment of wages will be governed by the relevant Industrial Agreement. Please read our Conditions of Employment carefully.

CANDIDATE'S COPY- PLEASE RETAIN THIS FOR YOUR INFORMATION

1. Employment will be on a casual basis unless otherwise indicated. As a temporary employee, Men And Women At Work is your employer regardless of the length of the assignment, unless specific arrangements are made between Men And Women At Work and the Host employer.
2. At all times it is expected that you will adhere to our WH & S documents (provided at induction), including wearing of personal protective equipment as directed. It is your responsibility to keep this equipment well maintained and presentable.
3. If any situation arises which you feel is outside of this document or safety is breached, it is expected that you shall bring the matter to the attention of your supervisor. If action is not forthcoming you must advise Men And Women At Work as soon as possible.
4. Temporary employees on a shift in excess of five (5) hours will agree to take the compulsory unpaid one half hour lunch break and in excess of ten (10) hours will agree to take the compulsory unpaid 20 minute tea break.
5. All assignments are of a temporary nature unless specifically promoted as permanent. Temporary employees do not receive annual leave, sick leave or payment for public holidays as these components are built in to the hourly rate you receive on your assignment.
6. Each assignment with conditions, place of employment and contact will be discussed with you verbally. You are free to decline any assignment you deem unsuitable, however, once you accept an assignment you are committed to completing it.
7. Temporary employees, if requested, agree to move from one site to another.
8. The relationship regarding employment between Men And Women At Work and the Host employer is subject to an agreement which applies for a period of 12 months after your introduction/placement. Any approach for direct employment within this time by temporary employee or host employer would breach the agreement and MUST be advised to Men And Women At Work immediately.
9. Our pay week runs from Wednesday to Tuesday. Your timesheet must be authorised by the host employer and submitted by 9am each Wednesday morning. Payment of wages will be via Electronic Funds Transfer weekly. Payslips will be posted/mailed weekly.
10. If you injure yourself whilst at work you must notify your Supervisor and Men And Women At Work HSR immediately. An Incident Report MUST always be completed even if no workers compensation claim is to be made. Any lost time must be accompanied by a Workers Compensation Doctors certificate, a general Doctors certificate is NOT sufficient.
11. Men And Women At Work acknowledges a requirement of every Employee to comply with the relevant Workers Compensation and Injury Management legislation.
 - Employees are required to immediately notify Men And Women At Work of any work related injury or illness and follow any reasonable instructions in respect of their medical treatment and return to work.
 - The company will ensure that appropriate first aid and medical treatment is administered as soon as possible.
 - The Workers Compensation Insurer or authority (if required) will be notified of all reported injuries within 48 hours.
 - The insurer & Men And Women At Work will develop an injury management plan (RTWP) to coordinate the treatment and return to work of the injured worker. Injured worker MUST participate in Return To Work Program.
12. The use of mobile phones whilst at work is to be restricted to breaks, unless there is an emergency.
13. Temporary employees are required to keep confidential all "trade secrets" and information which becomes known to them in circumstances where it should be known or ought to have been known that the information is to be treated as confidential. The obligation of confidentiality exists both during the term of employment and after employment ceases.
14. Any employee established to be under the influence of illegal substances and/or alcohol in the workplace, or on company premises, will be removed immediately. This behavior may result in instant dismissal.
15. Smoking is prohibited inside any company owned buildings and a company vehicle, including cars and vehicles used for distribution of products and services and is **only permitted during work breaks**.
16. Any employee suspected or found to be committing serious misconduct which includes fraud (including falsifying time records), assault, stealing, pilfering or removing items belonging to Men And Women At Work or Host employers without permission will be subject to disciplinary action, which may include instant dismissal.
17. Employees absent from work for a period of three consecutive rostered shifts without the consent of employer or without notification to the employer shall be deemed to have terminated their employment by abandonment.



18. Upon termination of employment, the Employee shall immediately return all documents, publications, manuals, uniforms and other property in the Employees possession as a consequence of employment.
19. I authorise Men And Women At Work to provide my employment information to prospective employers & Men At Work the right to make independent enquiries regarding my work history if deemed necessary.
20. I confirm I have not withheld any information relating to my health/ability to work or ANY prior injuries or conditions.

CANDIDATE'S COPY- PLEASE RETAIN THIS FOR YOUR INFORMATION