

# Candidate Registration Form

## Personal Details

Name		Surname	
Street Address			
Town / Suburb		Postcode	
Mobile Phone		Home Phone	
Email			
Date of Birth			
Postal Address (if different to above)			
Town / Suburb		Postcode	
Emergency Contact Name			
Relationship			
Emergency Contact Phone			

## Right to Work in Australia

<p>To comply with the <i>Migration Act 1958</i> Intro Recruitment Solutions is required to ensure that any candidate applying for work has a legal right to work in Australia.</p> <p>As such, Intro Recruitment Solutions checks the right to work status of all candidates.</p> <p>Any candidate that is an Australian or New Zealand citizen or a permanent resident of Australia will be required to produce both primary and secondary identification to prove their right to work.</p> <p>Examples of primary identification include a passport, birth certificate, citizenship certificate or proof of registration with the Australian Electoral Commission.</p> <p>An Australian, Federal, State or Territory government department issued photo identification will provide secondary identification.</p> <p>Any candidate that is not an Australian or New Zealand citizen or permanent resident of Australia will be required to produce passport identification; and Intro Recruitment Solutions will check their right to work status with the Australian Government's Department of Immigration and Border Protection.</p>	
<b>Are you an Australian or New Zealand citizen?</b> (if no please complete passport details below)	Yes / No
<b>Full name</b> (as it appears on passport)	
<b>Passport number</b>	
<b>Country of issue</b>	
<b>Type of visa</b>	Visa sighted? Yes / No (Office use only)

### Bank Details

Name of bank															
Account name															
BSB							Account number								
Email address (to send pay slips)															

### Superannuation Details

Do you have an existing superannuation fund?	
Yes	Please complete the attached 'choice of superannuation fund' form. Please note, if the form is not fully and correctly completed or is not returned, you will become a member of Intro Recruitment Solutions' default super fund, Sunsuper.
No	You will become a member of Intro Recruitment Solutions' default super fund, Sunsuper.

### Redundancy and Long Service Leave Fund Details

Fund name	
Membership number	

### Qualifications / Education

Please list your qualifications / education	
Please list any professional memberships	

### Work Preferences

What type of work are you seeking?	Please circle: Full time / Part time / Casual / Contract
Are you currently employed?	Yes / No If yes, what is your notice period?
Current position	
Preferred position	
Do you have a driver's license?	Yes / No

Are you willing to relocate?	Yes / No
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### Work References

Please provide at least two recent references.

Company name	
Referee name	
Referee position title	
Referee phone number	
Referee email	
Relationship to referee	
Summary of duties	

Company name	
Referee name	
Referee position title	
Referee phone number	
Referee email	
Relationship to referee	
Summary of duties	

## Candidate Consent

### Employee personal details consent

Intro Recruitment Solutions collects information for employment, recruitment and labour hire purposes.

This includes the general purpose of finding you suitable employment opportunities with our clients and prospective employers.

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 wished to make contact with you.

Do you consent to your details being collected, sorted and used for the purpose as described above?	Yes / No
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*Note: Should you need to change or update any of the information you have provided in this form, please contact Intro Recruitment Solutions.*

### Reference check consent

Intro Recruitment Solutions would like permission to contact your referees, whether provided during an interview, over the phone or via email.

Do you consent to Intro Recruitment Solutions contacting your referees?	Yes / No
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### SMS and email consent

Do you consent to receiving SMS / email alerts about employment opportunities from Intro Recruitment Solutions?	Yes / No
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### Authority to check qualification and conduct a Police Check

Intro Recruitment Solutions would like permission to enquire and confirm the details of your qualifications listed (in this form or your resume).

Do you consent to your qualifications being checked and confirmed by Intro Recruitment Solutions? This may include a Police Check if requested by the client.	Yes / No
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### Workplace Health and Safety Guide

Do you confirm that you have read and understood Intro Recruitment Solutions' Workplace Health and Safety Guide?	Yes / No
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### Photo consent

Do you consent to your photo being taken and used for Intro Recruitment Solutions' promotional purposes?	Yes / No
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## Employee Declaration

Intro Recruitment Solutions and its employees have a working knowledge of State and Commonwealth legislation affecting the placement and employment of work seekers.

Intro Recruitment Solutions will make all placements as required under the relevant legislation.

I hereby declare that the details provided by me to Intro Recruitment Solutions 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: \_\_\_\_/\_\_\_\_/\_\_\_\_