



# Q.I.T.E.

*“creating opportunities delivering solutions”*

## EMPLOYMENT REGISTRATION

Job Seeker ID: \_\_\_\_\_

<b>PERSONAL DETAILS</b>			
Name:		Surname:	
Postal Address: .....			
Town: ..... State: ..... Post Code: .....			
Telephone No:		Mobile Phone No:	
Email address:			DOB:
Preferred Method of Notification (Please Circle):      SMS / Email / Other			
<b>EMERGENCY CONTACT INFORMATION</b>			
Name:		Relationship:	
Telephone Numbers:	1. ....	2. ....	Mobile: .....
<b>PROOF OF IDENTITY</b>			
Identification Type:			
Checked and sighted by: (Staff Name):		Staff signature:	
Do you have a current resume? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have transport? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes	
Would you consider relocating to Take Up a Job? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe    Preferred Location: .....			
<b>LICENCES HELD:</b> Please tick your Current Licence Type / s:			
Licence No: _____		<input type="checkbox"/> Current <input type="checkbox"/> Suspended	
<input type="checkbox"/> C – Motor Vehicle	<input type="checkbox"/> LR – Light Rigid	<input type="checkbox"/> UD – Undefined	
<input type="checkbox"/> Learner’s	<input type="checkbox"/> MR – Medium Rigid	<input type="checkbox"/> R – Motorcycle	
<input type="checkbox"/> P1 <input type="checkbox"/> P2	<input type="checkbox"/> HR – Heavy Rigid	<input type="checkbox"/> Other _____	
<input type="checkbox"/> Open	<input type="checkbox"/> HC – Heavy Combination		
	<input type="checkbox"/> MC – Multi-Combination		
<b>JOB PREFERENCES</b>			
(Please list 3 jobs you would be interested in)			
1. ....			
2. ....			
3. ....			
Are you able to work on weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you able to start work early? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you hold a White Card? (Construction) <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have a current Blue Card? (Working with Children) <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>CHALLENGE QUESTIONS</b>			
(Please provide an answer to <b>two</b> of the following questions)			
Question:		Answer:	
What is your favourite colour?			
Where were you born?			
What is your mother’s maiden name?			
What is the name of your closest living relative or friend?			
What is your favourite sport?			

## USE AND DISCLOSURE OF PERSONAL INFORMATION

### Q.I.T.E. is committed to protecting the privacy of your personal information.

This Privacy Statement explains how we manage the information about you that we collect, use and give out and how to contact us if you have any questions about the management of your personal information or would like to access personal information we hold about you.

We are required to comply with the Privacy Act 1988 (Privacy Act) which regulates how personal information is handled from collection to use and disclosure, storage, access and disposal. We will only collect personal information about you by lawful and fair means.

The purpose of this form is to collect information about you and to get your permission for Q.I.T.E. to:

- provide you with employment and training opportunities;
- administer, evaluate and monitor the outcomes, programs and services provided to you;
- addressing complaints raised by you;
- allow for the inclusion of your name in services conducted by Q.I.T.E.;
- access any relevant government data system to determine eligibility;
- seek and refer you to employment training and other services;
- contact referees to determine suitability for employment opportunities;
- ensure enrolment and achievement records are kept for any training delivered;
- provide information to the Government as required under the *jobactive* Deed 2015 – 2020; and
- manage our ongoing relationship with you;

The information provided in the above areas will assist Q.I.T.E. to assess and approve the request for employment and training opportunities.

To the extent required by the Privacy Act 1988, Q.I.T.E. will take reasonable steps to make sure that the personal information we collect, use and disclose is accurate, complete and up-to-date; protect the personal information that we hold from misuse and loss and from unauthorised access, modification or disclosure; and where permitted by law, destroy or permanently de-identify personal information that is no longer needed for any purpose that is permitted by the Privacy Act.

Q.I.T.E. will not otherwise, without your consent, use or disclose personal information for any purpose unless it would reasonably be expected to relate to employment opportunities or the provision of training services.

### AUTHORITY

I, ..... (Name) **acknowledge that I have read and understood the above and have been issued with information on the National Minimum Wage and contact details of the Fair Work Ombudsman and provide my consent to Q.I.T.E.**

**Signed:** ..... **Signed by Witness:** .....  
(Signed by Guardian, if Jobseeker is under 18 years)

**Full Name:** ..... **Full Name:** .....

**Date:** ..... **Date:** .....

**Location:** ..... **Location:** .....

### Can I request access to my personal information?

You may, at any time, request to access and correct personal information that Q.I.T.E. holds about you as required by law. If you have any queries about how Q.I.T.E. handles your personal information, or would like to request access / correct / modify / revoke the information please contact our Privacy Officer on (07) 4092 9700 or email [privacyofficer@qite.com](mailto:privacyofficer@qite.com) or by addressing your request in writing to the Privacy Officer by post to P O Box 188, MAREEBA QLD 4880.

Further information about the application of the Privacy Act can be located at the website of the Office of the Australian Information Commission at [www.privacy.gov.au](http://www.privacy.gov.au)

### Change of details?

Please let our staff know if you have any change of details e.g. new phone number, change of address, etc. It is important to us that we hold your most up-to-date personal information so you can fully access the services offered by Q.I.T.E. ☺