Q.I.T.E.
EMPLOYMENT REGISTRATION

Job Seeker ID: _____

PERSONAL DETAILS

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

EMERGENCY CONTACT INFORMATION

Name:		Relationship:	
Telephone Numbers:	1.	2.	Mobile:

PROOF OF IDENTITY

Identification Type:	Staff signature:
Checked and sighted by:	

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
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 applicable contracts (Workforce Australia Services, Disability Employment Services and Harvest Trail Services)	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, the provision of training services or if there is a risk of harm to self or others or required by law.

PRIVACY CONSENT RELATING TO EMPLOYMENT

With your permission, Q.I.T.E. would like to obtain information from your Employer when you gain employment and continue to be employed. The information required is part of Q.I.T.E.'s Post Placement Support Program. The specific information required will only relate to employment including *employment start date, pay slips and / or payment summary information and end date of employment.*

☐ I consent to my information being disclosed to Q.I.T.E. by my Employer for the purpose of employment.

I, 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 privacy consent to Q.I.T.E.

Signed by Participant	*(Signed by Guardian if Participant is under 18 years)*	Signed by Witness	
Name		Full Name:	
Date		Date	