

EMPLOYMENT APPLICATION FORM

NOTE: This form must be completed IN FULL to be considered

ALL INFORMATION PROVIDED TO DE GOEY CONTRACTORS IS PRIVATE & CONFIDENTIAL

Date: ____ / ____ / ____

Position Applied For: _____

Full Name: _____

Date Of Birth: ____ / ____ / ____

Place Of Residence: _____

Postcode: _____

Postal Address (if different from above): _____

Postcode: _____

Telephone Number: _____ Mobile: _____

E-mail Address: _____

In an emergency please notify -

Name: _____

Relationship: _____

Address: _____

Telepone Number/s: _____

I am able to work overtime and shift work if required: _____

I am willing to travel away from home: _____

Are you a qualified Tradesperson? _____

If YES are you able to supply your own tools: _____

Indenture/Trade Certificate Number (copy required): _____

Where did you complete your apprenticeship? _____

Tickets/Qualifications/Inductions

*Complete all details of the following sections & supply a copy of front and back of ticket if applicable
This section must be completed for your application to be considered*

Ticket/Qualification	Class	Number	Black Coal Competent	Date Obtained	Date Expires	Copy Supplied Yes/No
Boilermaker						
Fitter						
Electrician						
Other Trade						
Crane Slew						
Crane Non Slew						
Crane Overhead						
Rigger						
Dogman						
Scaffolder						
Elevated Work Platform						
Forklift						
Working at Heights						
Confined Spaces						
Workplace Health & Safety						
CPR/ Low Voltage Rescue						
Generic Induction/Surface						
Generic Induction/U/Ground						
SGS Mine Passport						
Coal Board Medical/Surface						
Coal Board Medical/U/G						
First Aid Certificate						
Current Drug Test						
Drivers License						

Current Site Inductions

Location	Type of Induction Surface/U'Ground	Date Obtained	Expiry Date	Copy Attached Yes/No

Employment History

De Goey Contractors must have accurate previous employment history to provide clients with suitably qualified & experienced personnel. Your last 5 years work history is sufficient. (This needs to be atleast 2 employers)

Period of Employment	
Employer Name	
Address	
Contact Name	
Phone Number	
Position Held	
Work Performed	
Reason for Leaving	

Period of Employment	
Employer Name	
Address	
Contact Name	

Phone Number	
Position Held	
Work Performed	
Reason for Leaving	

Period of Employment	
Employer Name	
Address	
Contact Name	
Phone Number	
Position Held	
Work Performed	
Reason for Leaving	

Work Related References

3 must be supplied – as a minimum at least 3 must be previous supervisors

Name	
Employer	
Position Held	
Phone Number/s	
This person was a	<input type="checkbox"/> Co-worker or <input type="checkbox"/> Supervisor or <input type="checkbox"/> Other

Name	
Employer	
Position Held	
Phone Number/s	
This person was a	<input type="checkbox"/> Co-worker or <input type="checkbox"/> Supervisor or <input type="checkbox"/> Other

Name	
Employer	
Position Held	
Phone Number/s	
This person was a	<input type="checkbox"/> Co-worker or <input type="checkbox"/> Supervisor or <input type="checkbox"/> Other

Occupational Requirements

The type of work you complete while working for De Goey Contractors will vary depending on the project, site and/or position you are fulfilling. Following are some of the conditions you may have to work in and the type of physical tasks you may need to complete during your employment:

Work Environment

- High and low temperatures
- Humid conditions
- High noise levels
- Confined spaces
- Dust/particulates in the air (eg. Coal, Bagasse)
- Rain and/or wet conditions
- Windy conditions
- Working in the sun
- Working at heights
- Fumes associated with welding, cutting, and other trade related tasks

Physical Tasks

- Lifting – waiste to waiste, floor to waiste and waiste to eye level – up to 30kgs
- Carrying up to 30 kgs
- Pushing and pulling equipment or materials
- Walking – flat ground, gradients and uneven ground
- Sustained standing
- Repeated bending and twisting
- Repeated crouching and kneeling
- Stair climbing
- Ladder climbing
- Completing tasks in awkward and confined positions
- Using air, hydraulic and hand tools, shovels, lifting devices (chain blocks) etc
- Wearing and/or use of personal protective equipment, including steel cap boots, hard hats, eye protection, hearing protection, long clothing, safety harness' etc.

To assist us in complying with our obligations to ensure a safe work place and in order to enable us to determine whether the applicants are able to safely perform the required duties, please provide details of any previous injuries, illnesses, disabilities or conditions of which you are aware that may affect your ability to carry out the requirements for the position you are applying for or to work in the conditions or to perform the physical tasks outlined above.

Please provide full details:

Medical Declaration: I, _____ declare that I am currently required to take medication.

Please provide medication details:

Conditions of Employment

- All information provided by me on this employment registration form is true and I realise that a false declaration could result in my application being rejected or my immediate dismissal if employment is accepted.
- By applying for employment with De Goey Contractors, I acknowledge that I am providing them with personal information about myself.
- I acknowledge that the company may request me to provide them with additional personal information for the purpose of considering my application for employment and determining my fitness for the position applied for.
- I authorise the company to contact relevant training providers to verify my induction, SOP and other training records.
- I am willing to undergo medical examinations, which may include testing for drugs and alcohol, by a De Goey Contractors approved doctor in order to determine whether I will be able to safely perform the duties for the position or for injury rehabilitation purposes.
- I will attend all inductions and training, as required by De Goey Contractors for me to be able to undertake all tasks required to fulfil my employment in a safe and competent manner.
- I authorise the company to contact those persons listed as references. The company will not contact my current employer for a reference without my consent to do so.
- If I am engaged to work for De Goey Contractors I will:
 - Complete my assigned work safely and to the required standards.
 - Maintain a high attendance record and I understand medical evidence may be required to substantiate absences from work.
 - Adhere to all the policies and procedures including those that relate to workplace health and safety, fitness for work, equal employment opportunities, anti-discrimination, bullying, no smoking and rehabilitation.
 - Follow all lawful directions and instructions given by company or client nominated representatives.
- If I drive a company vehicle or operate company machinery or use company tools, I understand that it is my responsibility to complete operational checks (oil, water, fuel, greases, etc) prior to and during their operation. I also understand that it is my responsibility to report faults, problems and maintenance needs immediately to the relevant supervisor.
- If I drive a company vehicle or operate company machinery I understand that I have to adhere to the community and site standards relating to alcohol and drug usage and speeding when operating the vehicle/machine and that De Goey Contractors will not be responsible for any infringement notices issued relating to these matters. I also understand that it is my responsibility to maintain vehicles and machinery in a clean and tidy condition.
- I understand that if I am provided with a vehicle or accommodation and I do not return or book out correctly at the completion of the job I will be liable for the additional costs. I also understand that any wilful damage or cleaning costs will be charged to myself.
- I understand that I could be engaged to work on any number of sites and that different rates of pay may apply. I also understand the site specific conditions and rules may differ from site to site.
- I will obey and adhere to all rules applicable to the De Goey Contractors job site I am working at. I acknowledge that these rules may be communicated via generic induction, a site-specific induction, a De Goey Contractors induction, a toolbox meeting or an instruction given by a supervisor or company officer (eg. A Workplace Health and Safety Officer).
- To comply with the minimum personal clothing safety requirements, I will wear to work quality clothing including long sleeve shirts/pants and steel cap boots when presenting myself to work.
- I will present myself in a fit state (physically, mentally and emotionally) for my duties. I will comply with the De Goey Contractors Fitness for Work Policy, including being under the prescribed alcohol and drug limits applicable to the place of work and advise my supervisor if I am required to take any form of medication.

- I understand that all injuries, near misses, environmental incidents and equipment damage must be reported to the relevant supervisor immediately.
- I will participate in the De Goey Contractors Rehabilitation Process if I am injured in the workplace.
- I understand that if I don't complete the minimum employment period (3 months) with De Goey Contractors, any induction/training costs and clothing supplied costs that have been paid for by the company will be reimbursed by me to the company by way of a signed deduction form from any termination pay owing. If termination is due to lack of work and done by the company the above does not apply.
- I understand that De Goey Contractors has a disciplinary procedure that needs to be followed and they will follow guidelines such as verbal warnings, written warnings, retraining, counselling and termination if required.
- I understand that if employed by De Goey Contractors, the first three months of employment will be a probationary period in which my suitability for the position is assessed. Employment can be terminated at any time during this period.
- I acknowledge that the De Goey Contractors pay week is a Monday to Sunday.
- I am fully aware that De Goey Contractors has Australian Workplace Agreements.

Declaration

Before signing the declaration below, please check to ensure all details provided are true and correct.

I acknowledge that by signing this declaration, I am accepting the conditions of employment outlined above.

SIGNATURE _____

DATE ____ / ____ / ____