OnlineCivil

Registration Form

Personal Details:

Family Name: é é é é é é é é é é é é é é .... Given Name: é ..é .

Address: é ....

Phone: é é é é é é é é é é é é Mobile: é é é é é é é é é é é é Email: é é é é é é é é é é é ....é é é .

Do you give permission for OnlineCivil to contact you via SMS? Yes ☐ No ☐

Licences / Experience:

A Construction Induction card (formally red card) is a mandatory requirement for all employees with OnlineCivil.
Have you attached a copy of your CI card to this application?

Yes ☐ No ☐ (If NO, please supply copy for your application to proceed)

Issued By: é é é é é é é é .... Training Organisation : é é é é é é é é ....

Do you have your own transport? Yes ☐ No ☐

Licences Held (Car, Truck, Backhoe, Dogman, Electrical Spotter etc) (Please attach copies)
é é
é é
é é

Please list any Trade Qualification you hold.
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é é

Please list the type of construction experience you have had? i.e. road ways, buildings, concreting, plant & machinery, truck driving, labouring, brick laying, carpentry, pipe laying etc.
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é é
é é

Please answer the following questions:

Do you have a pair of steel capped, lace up, above ankle safety boots? Yes ☐ No ☐

Do you have a special purpose orange reflective vest? (Hi Vis Workwear) Yes ☐ No ☐

Are you able to work:
Outdoors involving hot/cold temperatures Yes ☐ No ☐

Shift work ï (10 days on, 4 days off) Yes ☐ No ☐

Away from home for extended periods Yes ☐ No ☐

In a highly physical, demanding job Yes ☐ No ☐

Are you able to work (please tick): Dayshift ☐ Nightshift ☐ Weekends ☐ All Shifts ☐

Occupational Health and Safety:

OnlineCivil is committed to OH&S. In the interest of your safety, it is important to have the following information.

Have you incurred any previous injury, (workplace or otherwise) that may prevent you from carrying out any specific duties with OnlineCivil?

Yes ☐ No ☐

Please Specifiy:

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é é

Do you have any medical conditions that would restrict you from working in certain environments, eg. Noise, Dust, Heavy Lifting?

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é é

Do you wear prescription glasses? Yes ☐ No ☐

Do you have any allergies? Yes ☐ No ☐

Employment Details:

Are you currently employed? Yes ☐ No ☐ Employerӧs Name: é é é é é é é é é é é é é é é é .

Please give full details of three (3) most recent employment positions:

Company Name: .... Employment Period from..............................to...........................

Duties: ....é é é é .

Company Name: .... Employment Period from..............................to........................

Duties: ....é é é

Company Name: .... Employment Period from...............................to.........................

Duties: ....é é é

Referees:

It is our policy to contact referees prior to any offer of employment. Please supply names and phone numbers of three referees that Online Rail can contact (if not on resume)

Name:... Ph: No.:..

Name:... Ph: No.:..

Name:... Ph: No.:..

Right To Work:

As from 1st August, 2007, Australian employers who knowingly or recklessly allow an illegal worker to work or refer an illegal worker for work will face severe penalties under changes to the Migration Act 1958.

Please indicate if you are an Australia Citizen Yes ☐ No ☐

Should OnlineCivil source casual or full-time work for you and you have indicated NO to the above question, a copy of your passport and Visa with work rights listed, will have to be provided.

Declaration:

I declare the information contained in this registration form and on my resume is true and correct. I give OnlineCivil permission to keep my resume on file.

Signature: ____________________________ **Date**: ________________

OnlineCivil

COLLECTION STATEMENT – NATIONAL PRIVACY PRINCIPLES

Online Personnel operates under National Privacy Principles as set out in Federal Privacy Legislation. The following collection statement details how information which you provide for Online Personnel will be used, who will handle that information and what you can do if you wish to access that information in the future.

Who will be collecting your personal and sensitive information

Any of your personal and sensitive information collected by Online Personnel is only accessed by Online Personnel for employment or legal purposes. All information will be treated in the strictest confidence.

How to contact us

If you wish to contact us about your personal or sensitive information you should contact our Privacy Coordinator:

How your information will be collected

Personal and sensitive information will be collected from you directly when you fill out and submit one of our registration forms or any other information in connection with your application to us for registration.

Some of the situations in which we may collect/receive Personal and sensitive information include:

- we receive any reference about you;
- we receive results of inquiries that we may make of your former employers, work colleagues, professional associations or registration body;
- we receive the results of any competency or medical test;
- we receive performance feedback (whether positive or negative);
- we receive any complaint from or about you in the workplace;
- we receive any information about a workplace accident in which you are involved;
- we receive any information about any insurance investigation, litigation, registration or professional disciplinary matter, criminal matter, inquest or inquiry in which you are involved;
- you provide us with any additional information about you.

How your information may be used

Your personal and sensitive information may be used in connection with:

- your actual or possible work placement;
- your performance appraisals;
- our assessment of your ongoing performance and prospects;
- any test or assessment (including medical tests and assessments) that you may be required to undergo;
- our identification of your training needs;
- any workplace rehabilitation;
- our management of any complaint, investigation or inquiry in which you are involved;
- any insurance claim or proposal that requires disclosure of your personal or sensitive information.

Your personal and sensitive information may be disclosed to…

- potential and actual employers and clients of Online Personnel
- referees;
- other members of the Online Personnel Group
- our insurers;
- a professional association or registration body that has a proper interest in the disclosure of your personal and sensitive information;
- a Workers Compensation body;
- our contractors and suppliers ï e.g. our I.T. contractors and database designers
- any person or organization with a lawful entitlement to obtain the information.

If you do not give us the information we seek

If you do not give us the information we seek:

- we may be limited in our ability to locate suitable work for you;
- we may be limited in our ability to place you in work;

You can gain access to your information to correct it if it is wrong

Subject to some exceptions which are set out in the *National Privacy Principles* (Principle 6 ï Access and Correction), you have a right to see and have a copy of personal and sensitive information about you that we hold. If you are able to establish that personal or sensitive information that we hold about you is not accurate, complete and up-to-date, we will take reasonable steps to correct it so that it is accurate, complete and up-to-date. If we are unable to agree that personal or sensitive information that we hold about you is accurate, complete and up-to-date, you may ask us to place with the information a statement by you that claims that particular information is not accurate, complete and up-to-date. If you wish to exercise your rights of access and correction you should contact our Privacy Coordinator whose details are shown above. In some cases we may impose a moderate charge for providing access to personal or sensitive information. We will not charge you simply because you lodge a request for access. Where possible, we will action your request as soon as possible, but all requests will be actioned within 7 to 14 days of the receipt of that request.

PLEASE COMPLETE AND SIGN THE SECTION BELOW You consent to collection use and storage of your personal and sensitive information

I é (FULL NAME)

of é (ADDRESS)

have read and understood each of the statements in this Collection Statement and voluntarily consent to:

- personal and sensitive information about me being collected by you as indicated above;
- personal and sensitive information about me being used as indicated above;
- personal and sensitive information about me being disclosed as indicated above.

SIGNEDé é é é é é é é é é é é é WITNESSé é é é é é é é é é é é DATE:é é é é é é é é