

CANDIDATE REGISTRATION FORM

(Please Print Neatly)

Today's date:		CANDIDATE ID #			
PERSONAL DETAILS					
Surname	First:	Middle:	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs.	<input type="checkbox"/> Miss <input type="checkbox"/> Ms.	Date of Birth: / /
Street address:		City:		Post Code:	
Home phone no.:	Mobile:	Resume/CV Provided? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Email:					
Have you had a Police Check conducted in the last 12 months?			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have a working with Children's Check?			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have any pre- existing injuries and / or diseases which might be affected by the nature of the proposed employment sought?			<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes Please Specify:		
PRE Existing Injury Declaration - Accident Compensation Act 1985 Section 82 (7-9). I acknowledge that any non disclosure or false or misleading information on my part may result in Section 82(8) of the Accident Compensation Act being applied which would disentitle me or my dependants from receiving benefits relating to any recurrence, aggravation, acceleration, exacerbation or deterioration of any pre-existing injury or disease which I may have.					
Current Drivers Licence:	<input type="checkbox"/> Car (Probationary/Full)	Licence #:	Expiry date:		
Are you willing to travel?:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have your own transport?:	<input type="checkbox"/> Yes <input type="checkbox"/> No		

EMPLOYMENT PREFERENCES			
<input type="checkbox"/> Temporary		<input type="checkbox"/> Permanent	
<input type="checkbox"/> Full Time		<input type="checkbox"/> Part Time _____ Hours	
Current Salary:	Desired Salary:	Temp Hourly Rate:	
PLEASE LIST TYPE OF EMPLOYMENT YOU ARE INTERESTED IN			
<input type="checkbox"/> Administration	<input type="checkbox"/> Bookkeeping	<input type="checkbox"/> Management	<input type="checkbox"/> Truck / Forklift Driver
<input type="checkbox"/> Accounting	<input type="checkbox"/> Customer Service	<input type="checkbox"/> Payroll	<input type="checkbox"/> Warehousing
<input type="checkbox"/> Accounts Payable/Receivable	<input type="checkbox"/> Labourer	<input type="checkbox"/> Reception	<input type="checkbox"/> Other _____

Notes:

ACKNOWLEDGEMENT- DECLARATION AND PRIVACY ACT CONSENT	
<p>If you have not found a job in six months after you register with Monarch Personnel, you will need to confirm with our office that you are still available. Failure to do so may result in your data being removed from our database and information destroyed.</p> <p>I declare that the information above, including my résumé, is true and accurate and I agree that the referees listed may be contacted by Monarch Personnel, and I further agree to provide a Disclaimer of Liability for all parties involved in the reference checking process. I have read and understood Monarch Personnel's Privacy Policy, Collection Statement and Consent to Electronic Transactions. I consent to Monarch Personnel using my personal information for the purposes described in the policy and statement. I consent to my personal information being disclosed to individuals or organisation listed in these statements.</p> <p>Applicants with a working visa or who have become an Australian Citizen: I give Monarch Personnel permission to verify with the Department of Immigration and Citizenship, my legal entitlement to work in Australia.</p>	
Signature:	Date:

SKILLS
PLEASE TICK WHICH IS APPLICABLE:

TRANSPORT & LICENCE DETAILS			
<input type="checkbox"/> Back Hoe	<input type="checkbox"/> Dogman	<input type="checkbox"/> Grader	<input type="checkbox"/> Medium Rigid
<input type="checkbox"/> Bobcat	<input type="checkbox"/> Excavator	<input type="checkbox"/> Heavy Combination	<input type="checkbox"/> Motor Vehicles
<input type="checkbox"/> CI Card (White)	<input type="checkbox"/> Forklift	<input type="checkbox"/> Heavy Rigid	<input type="checkbox"/> Multi Combination
<input type="checkbox"/> Dangerous Goods	<input type="checkbox"/> Front End Loader	<input type="checkbox"/> Light Rigid	<input type="checkbox"/> Other:
SKILLS			
<input type="checkbox"/> Accounting	<input type="checkbox"/> Credit Control	<input type="checkbox"/> Invoicing	<input type="checkbox"/> Purchasing
<input type="checkbox"/> Accounts Payable	<input type="checkbox"/> Data Entry	<input type="checkbox"/> Minute Taking	<input type="checkbox"/> Reconciliation
<input type="checkbox"/> Accounts Receivable	<input type="checkbox"/> Dictaphone / Audio Typing	<input type="checkbox"/> Payroll	<input type="checkbox"/> Reporting
<input type="checkbox"/> Budgets	<input type="checkbox"/> General Ledger	<input type="checkbox"/> Petty Cash	<input type="checkbox"/> Switchboard
<input type="checkbox"/> Cashbook	<input type="checkbox"/> GST / BAS preparation	<input type="checkbox"/> Profit & Loss	<input type="checkbox"/> Technical Writing
<input type="checkbox"/> Costing	<input type="checkbox"/> Internet / Email	<input type="checkbox"/> Project Management	<input type="checkbox"/> Trial Balance
<input type="checkbox"/> Builder	<input type="checkbox"/> Driver	<input type="checkbox"/> Fitter & Turner	<input type="checkbox"/> Spray Painting
<input type="checkbox"/> Carpenter	<input type="checkbox"/> Electrician	<input type="checkbox"/> Mechanic	<input type="checkbox"/> Plumber
		<input type="checkbox"/> Tiling	<input type="checkbox"/> Welder
			<input type="checkbox"/> Other:

SYSTEMS & PACKAGES			
<input type="checkbox"/> Arrow	<input type="checkbox"/> MFG Pro	<input type="checkbox"/> MS Word	<input type="checkbox"/> Solution 6
<input type="checkbox"/> AutoCAD	<input type="checkbox"/> MS Access	<input type="checkbox"/> MYOB	<input type="checkbox"/> Systems Apple Mac
<input type="checkbox"/> CBA	<input type="checkbox"/> MS Excel	<input type="checkbox"/> Oracle	<input type="checkbox"/> Tracker
<input type="checkbox"/> Chris 21	<input type="checkbox"/> MS Outlook	<input type="checkbox"/> Photoshop	<input type="checkbox"/> Trim
<input type="checkbox"/> Civia	<input type="checkbox"/> MS PowerPoint	<input type="checkbox"/> QuickBooks	
<input type="checkbox"/> In House Database	<input type="checkbox"/> MS Publisher	<input type="checkbox"/> SAP	<input type="checkbox"/> Other:

INDUSTRY BACKGROUND			
<input type="checkbox"/> Accounting	<input type="checkbox"/> Engineering	<input type="checkbox"/> Local Government	<input type="checkbox"/> Real Estate
<input type="checkbox"/> Advertising	<input type="checkbox"/> Farm	<input type="checkbox"/> Logistics	<input type="checkbox"/> Retail
<input type="checkbox"/> Architectural	<input type="checkbox"/> Financial	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Sales
<input type="checkbox"/> Automotive	<input type="checkbox"/> Government	<input type="checkbox"/> Marketing	<input type="checkbox"/> Stores
<input type="checkbox"/> Banking	<input type="checkbox"/> Health System	<input type="checkbox"/> Media	<input type="checkbox"/> Telecommunications
<input type="checkbox"/> Bitumen	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Medical	<input type="checkbox"/> Textiles
<input type="checkbox"/> Building	<input type="checkbox"/> Human Resources	<input type="checkbox"/> Mining	<input type="checkbox"/> Tourism
<input type="checkbox"/> Construction	<input type="checkbox"/> Industrial Services	<input type="checkbox"/> Printing	<input type="checkbox"/> Traffic Control
<input type="checkbox"/> Conveyancing	<input type="checkbox"/> Insurance	<input type="checkbox"/> Public Relations	<input type="checkbox"/> Transport
<input type="checkbox"/> Drafting	<input type="checkbox"/> IT / Computer	<input type="checkbox"/> Public Service	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Education	<input type="checkbox"/> Legal	<input type="checkbox"/> Other – please specify:	

OFFICE USE ONLY			
<i>Loaded By:</i>		<i>Loaded Date:</i> / /	
<i>Interviewed Scheduled:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Consultant:</i>	<i>Interview Date:</i> / /	
<i>General Pre Interview Notes:</i>			