

KALSEC

Kalgoorlie Secretarial & Staff

Employment Registration Form

DATE: / /

PERSONAL INFORMATION

Full Name: _____

Residential Address: _____

Suburb / State / Postcode: _____

Contact Number: _____

Email Address: _____

Date of Birth: _____

Right to Work Status:
(PLEASE CHOOSE ONE)

- Citizen
- Permanent Resident
- Visa
Type: _____

Drivers Licence:

Current / Expired
State: _____
Class: _____

Police Clearance:

- <3 months old
- Over 3 months old
- No Police Clearance

Employment Status:

- Not currently working
- Employed FULL TIME / PART TIME / CASUAL

How long have you lived in Kalgoorlie? _____

Have you registered with us previously?

- No, this is my first time
- Yes
When: _____

Please review the attached Information Collection Statement for details on how your information will be held and used.

WHAT ARE YOU LOOKING FOR?

- Short-term (<1 month)
- Medium-term (1-3 months)
- Long-term (3-6 months)
- Permanent

Contact me about temp roles: YES / NO

- Full-time (37.5 hours/week)
- Part-time (20-30 hours/week)
- Casual* (>20 hours/week)

*Availability: _____

Roles you're looking for: _____

But not interested in: _____

YOUR EXPERIENCE

OFFICE DUTIES:

- Reception
- Data Entry
- Sales / Customer Service
- Filing / Archiving
- Petty Cash / Banking
- Document Production
- Document Control
- Switchboard Lines: _____
Extensions: _____
- Other: _____

MICROSOFT OFFICE:

- Outlook
- Word BASIC / INTERMEDIATE / ADVANCED
- Excel BASIC / INTERMEDIATE / ADVANCED
- PowerPoint BASIC / INTERMEDIATE / ADVANCED
- Access BASIC / INTERMEDIATE / ADVANCED
- Other: _____ BAS / INT / ADV

LEADERSHIP ROLES:

- Supervisory
Number Supervised: _____
- Office Management
- Project / Event Management
- Subcontractor Supervision/Coordinator
- Other: _____

ACCOUNTS PROCESSING:

- Payroll MANUAL / COMPUTERISED
- Superannuation
- BAS
- PAYG
- Invoicing
- Accounts Payable
- Accounts Receivable
- Bank Reconciliations
- Debt Collection
- COA Reconciliation
- Journal Entries / Transfers
- Other: _____

ACCOUNTS PACKAGES:

- MYOB BASIC / INTERMEDIATE / ADVANCED
- SAP BASIC / INTERMEDIATE / ADVANCED
- Pronto BASIC / INTERMEDIATE / ADVANCED
- Reckon BASIC / INTERMEDIATE / ADVANCED
- QuickBooks BASIC / INTERMEDIATE / ADVANCED
- Other: _____ BAS / INT / ADV

SECRETARIAL SKILLS:

- Touch Typing Words: _____ /min
Accuracy: _____ %
- Diary Management BAS / INT / ADV
- Shorthand BAS / INT / ADV
- Minute Taking BAS / INT / ADV
- Document Formatting BAS / INT / ADV

HOW WE USE YOUR INFORMATION

Please review the attached Information Collection Statement prior to signing the below consent.

I have read and understood each of the statements in the Information Collection Statement and voluntarily consent to personal and sensitive information about me being:

- ▶ collected by you as indicated in the Information Collection Statement;
- ▶ used as indicated in the Information Collection Statement; and
- ▶ disclosed as indicated in the Information Collection Statement.

Name: _____

Signature: _____

Date: _____

Would you like a copy of this Collection Statement?

YES / NO

HOW DID YOU HEAR ABOUT US?

- | | | |
|-------------------------------------|--|--|
| <input type="radio"/> Search Engine | <input type="radio"/> Kalgoorlie Miner | <input type="radio"/> KB CCI Directory |
| <input type="radio"/> Facebook | <input type="radio"/> Yellow Pages | <input type="radio"/> Event |
| <input type="radio"/> LinkedIn | <input type="radio"/> Goldfields Key | <input type="radio"/> Friends / Family |
| <input type="radio"/> Other: _____ | | |

Thank you!

PLEASE ATTACH A COPY OF YOUR CURRENT RESUME

OFFICE USE ONLY:

- VEVO Check Completed
- Documents Attached

Name: _____

Date: _____

INFORMATION COLLECTION STATEMENT

When you register with KalSec personal information about you will be collected and used. In accordance with the Privacy Amendment (Private Sector) Act 2000, it is important that you read the following Collection Statement and sign this, and have your signature witnessed by an employee of KalSec.

WHAT IS PERSONAL INFORMATION?

Personal information is any information or an opinion (whether true or not) about you. It may range from the very sensitive (eg. medical history or condition) to the everyday (eg. address and phone number). It would include the opinions of others about your work performance (whether true or not), your work experience and qualifications, aptitude test results and other information obtained by us in connection with your possible work placements. Personal information includes sensitive information.

WHAT IS SENSITIVE INFORMATION?

Sensitive information is a special category of personal information. It is information or opinion about, for example, your membership of a professional or trade association, criminal record, health or disability (at any time), racial or ethnic origin, or political opinion. Sensitive information can, in most cases, only be disclosed with your consent.

WHO WILL BE COLLECTING YOUR PERSONAL AND SENSITIVE INFORMATION?

Your personal and sensitive information will be collected by KalSec for its own use in connection with your work placements.

HOW WILL YOUR INFORMATION BE COLLECTED?

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

PERSONAL AND SENSITIVE INFORMATION WILL ALSO BE COLLECTED WHEN WE RECEIVE:

- ▶ Any reference about you
- ▶ Information as a result of inquiries that we might make of your former employers
- ▶ The results of any competency or medical test
- ▶ Performance feedback (whether positive or negative)
- ▶ Any complaint from or about you in the workplace
- ▶ Any information about a workplace accident in which you are involved
- ▶ Any information about any insurance investigation, litigation, registration or professional disciplinary matter, criminal matter, inquest or inquiry in which you are involved
- ▶ Any time that you provide us with additional information about you.

YOUR PERSONAL AND SENSITIVE INFORMATION MAY BE USED IN CONNECTION WITH:

- ▶ Your actual or possible work placement
- ▶ Your performance appraisals
- ▶ Any test or assessment that you might be required to undergo
- ▶ 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 Kalsec
- ▶ Referees
- ▶ 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
- ▶ Any person with a lawful entitlement to obtain the information.

If you do not give us the information we seek we may be limited in our ability to locate suitable work for you and we may be limited in our ability to place you in that 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 – 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 wish to contact us please call **(08) 9021 4555**.

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. 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 **(08) 9021 4555**. 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.