

QF202	EMPLOYEE DETAILS UPDATE
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EMPLOYEE CONTACT DETAILS			
Name			
Address			
Suburb	State	Postcode	
Email address			
Home Phone			
Mobile Number			
EMERGENCY CONTACT DETAILS (please provide two):			
Emergency Contact 1			
Name			
Phone Number	Relationship to you:		
Emergency Contact 2			
Name			
Phone Number	Relationship to you:		
BANKING DETAILS			
Account Name			
Bank			
BSB	Account Number		



Working together to build a better future

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CITIZENSHIP	
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Are you an Australian Citizen?	Yes or No (please circle)
If no:	
Are you a permanent resident?	Yes or No (please circle)
Do you have a Working Visa? What is the expiry date? (Please attach a photocopy of your Working Visa)	Yes or No (please circle) ____/____/____
Are there any restrictions?	

QUALIFICATIONS	
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First Aid	Yes or No (please circle) Expiry: ____/____/____
Manual Handling	Yes or No (please circle) Expiry: ____/____/____
DSCI Clearance (Please specify type of clearance)	Yes or No (please circle) Clearance Type: _____ Expiry: ____/____/____
Certificate III in Disability Services/Community Services	Yes or No (please circle) Please provide details regarding your qualification(s): _____ _____ _____
Other qualifications	_____ _____



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LANGUAGES

Primary Language	
Secondary Language	

AVAILABILITY (Please tick in the boxes the shifts you are available to work & are not already rostered on for)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am - 8am							
8am - 9am							
9am - 10am							
10am - 11am							
11am - 12pm							
12pm - 3pm							
3pm - 6pm							
6pm - 9pm							
9pm - 11pm							
Overnight							

How far are you willing to travel for shifts? (Please specify in kilometres)	
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LICENCES

Do you have a current drivers licence?	Yes or No (please circle)
Do you have access to your own vehicle which is reliable?	Yes or No (please circle)
Are you currently transporting one or more of your clients? (Please attach a copy of your current driver's licence, registration papers and insurance documents)	Yes or No (please circle)

All information I have provided is true and correct

Signed	
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