

1. DETAILS OF PERSON MAKING THIS APPLICATION

First name:	Last name:	D.O.B	/	/
Phone:	Mobile:	E-mail:		
Address:				
City:		State:	Postcode:	

2. NEXT OF KIN

Name:				
Address:				
Phone:	Mobile:	E-mail:		
City:	State:	Postcode:		
Relationship				

3. BANK DETAILS

Bank:	Branch:	
Account Name:		
BSB:	Account No:	

4. TAX & SUPERANNUATION INFORMATION

Host Plus is the superannuation fund we use, unless you choose your own;

I am happy to be set up with Host Plus

I would like to choose my own Superannuation Fund (details must be provided)

Refer to '**Choosing a superfund**', **Standard Choice Form** provided to you by Teamwork Oz.

Refer to '**Tax file number declaration**' provided to you by Teamwork Oz.

4. EXISTING INJURIES INFORMATION

Do you have any pre-existing injury and/or disease that could reasonably be expected could be affected by the nature of the proposed employment?

No Yes - Provide details _____

REFER TO POINTS 2 AND 3 BELOW FOR MORE DETAIL REGARDING DISCLOSURE.

5. OTHER INFORMATION

All payslips, newsletters and other correspondence is communicated via email only. If you have not provided an email address please do so as soon as possible.

I have provided a copy of my Forklift License Yes

I am on a working visa and can work up to ___ hours per week.

1. I certify that my answers are true and complete to the best of my knowledge.

2. Pursuant to sections 82(7) and (8) of the Accident Compensation Act 1985 ("Act"), you are requested to disclose to Teamwork Oz Pty Ltd any pre-existing injury, disease and/or illness that you have suffered or suffer from, of which you are aware, that could reasonably be expected to be affected by the nature of your proposed employment.

3. If you fail to make such a disclosure, or make a false or misleading disclosure, any recurrence, aggravation, acceleration, exacerbation or deterioration of the pre-existing injury or disease arising out of or in the course of, or due to the nature of, or due to your employment with Teamwork Oz Pty Ltd does not entitle you to compensation under the Act.

4. I understand that Teamwork Oz may at any time perform a Police check on me.

5. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

6. I have read the Code of conduct document provided to me by Teamwork Oz and acknowledge that I understand and accept the requirements outlined in the document. If at any time it is deemed I do not comply with any of these requirements Teamwork Oz reserves the right to refuse entry to the site or to immediately escort me from the site.

Signature:	Date: dd / mm / yyyy
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Safety procedures

For your own safety and the safety of those around you, it is your responsibility to carry out your work instructions and act in a safe manner at all times.

Warehouse :

No person is to enter the warehouse without being inducted or being escorted by Teamwork Oz personnel.

At all times you must keep to designated walkways and work areas within the warehouse and packing areas.

Process Workers are not permitted in the Warehouse and are to keep to designated work areas at all times. Warehouse workers are not permitted in the processing areas.

Always use pedestrian doors, never use vehicle access doors.

Only designated operators may use fork trucks, pallet lifters or any other machinery.

Personal Safety:

All personnel must wear footwear that is clean, free of breakages or cracks, is fully enclosed, has slip resistant soles and heels less than 2.5cm.

All personnel will be supplied with a safety vest by their employer (agency) and this must be worn at all times on site.

If you feel unwell when on site at any time please immediately notify your supervisor.

Some lifting and repetitive processes may be required during the normal performance of work

instructions. You must ensure this is always carried out in a safe manner.

Emergency Evacuation:

In case of an emergency: please immediately leave work area via the closest exit and make your way to the assembly area in an orderly manner. Do not stop to collect belongings. Please follow all directions given to you by supervisors, management and emergency service personnel. You must remain in the assembly area until clearance is given to either return to work or leave the site.

The Emergency Assembly Area is marked with a green sign and is in front of the building (William Angliss Drive), on the south side of the car access drive way into the car park. Do not congregate on the road or footpath. Do not block the driveway.

REMEMBER : Safety is the responsibility of every employee. If you see something you believe to be unsafe please immediately report it to your supervisor

Traffic Management Plan

External Traffic:

All heavy vehicles (i.e. trucks) must enter the site via the entry gate (south side) and leave via the exit gate.

All process and warehouse workers cars must be parked in designated parking bays

Vehicles are parked on site at your own risk.

Warehouse Traffic:

Keep to designated walkways and work areas within the warehouse.

Be AWARE and look around the store for forklifts and pallet movers before proceeding. Please ensure forklift and machinery operators have seen you / are aware of your close proximity.

All personnel must keep at least 2 meters away from cardboard bailers, pallet wrappers, mini skips and other machinery unless you are a designated operator.

Forklift procedures:

All forklift drivers must have an Australian recognised certification. That certification must be presented for copying. Copies will be filed by Teamwork Oz before the commencement of work.

Forklift drivers must be AWARE that the work place is a shared environment and always keep watch for pedestrians, other forklifts and other equipment or machinery.

Forklifts must always give way to pedestrians on site.

In case of an emergency forklifts are to be turned off. Drivers are to leave the building on foot and proceed to the Emergency Assembly Area in an orderly manner.

Security and Surveillance on Site

Security Cameras:

A series of cameras constantly monitor internal areas of the site. The cameras cover, but are not limited to, site entrances, lunchroom and work areas. These cameras are operative and recordings are kept of all activities within their scope.

Dangerous Objects:

The possession and/or use of any object or weapon that could endanger another person. Teamwork Oz Staff and Host Employer Staff have the final determination as to any item or items that will/can be considered a dangerous object.

Objects that have been pre-determined as dangerous include, but are not limited to: explosive devices, guns, replicas, hazardous material, fireworks, firearms, BB guns, knives, sling shots and pepper spray.

Personal Belongings :

No personal belongings are to be taken into any work area, kept under the workbenches or in the warehouse. This includes mobile phones.

Leave your belongings in the lunchroom or locked in the boot of your vehicle.

Anything left in your vehicle or the lunchroom is at your own risk.

Cash or valuables are not stored on site

Instant Dismissal reasons

Instant dismissal may occur for any of the following behaviors.

- Theft
- Vandalism
- Assault
- Threatening or abusive behavior toward others
- Malicious breach of health and safety regulations
- Any act that is a potential threat against Teamwork Oz's reputation or financial standing.
- Deliberate falsification of time sheets or other documentation
- Matters may also be referred to law enforcement and/or legal advice.

Teamwork Oz Warehouse Hygiene Requirements

Smoking:

No Smoking anywhere on site, except within designated smoking areas.

Smoking during breaks is to be only in the designated smoking area, in the courtyard outside the lunchroom. Please dispose of rubbish and butts in receptacles supplied.

Do not smoke or loiter at the front of the offices or in the car park immediately in front of the building.

Clothing:

Clothing and footwear must be clean, appropriate and suitable for carrying out your work instructions (e.g. does not restrict movement)

When working in clean rooms, Hairnets and Beard Guards must be worn in the clean room at all times.

When working in containers or warehouses, steel cap footwear and safety vests must be worn at all times

Food & Drink:

Eating and drinking is NOT permitted inside a warehouse and shall be confined within the allocated lunchroom. This includes no chewing of gum / eating lollies.

General Housekeeping and Hygiene:

EVERY employee is required to clean up after themselves in the lunchroom and toilets. You must dispose of all rubbish in the appropriate bins provided.

Hands are to be washed before commencing work, after all breaks, going to the toilet and each time you re-enter a clean room.

Please immediately alert your supervisor if there has been an incident that requires urgent attention (e.g. spill or glass breakage)

Work times:

Normally between 7am and 6 pm. There is a 30 min unpaid lunch break for shifts of more than 5 hours

Start, finish and break times may vary.

The supervisor will set start, finish and break times.

Personnel must be ready to work when they are designated to commence. Late start times will be deducted. This will affect ongoing employment and shift allocations.

No person shall work more than 5 hours without a lunch break.

Employees are responsible to check that their work times have been entered correctly on the timesheets on a daily basis. If timesheets are filled out incorrectly payment of wages will be delayed.

All employees must sign the time sheets at the end of each pay period to verify that they have checked it and all details are correct.

General:

Please sign this document to acknowledge that you understand and accept the requirements

If at any time it is deemed you do not comply with any of these requirements Teamwork Oz reserves

the right to refuse you entry to the site or to immediately escort you from the site.

Please refer all pay queries to your employer – Teamwork Oz.

Your considerate and polite working manner makes life at Teamwork Oz pleasant for everybody!

If you do not clearly understand any instruction at any time please ask your supervisor or the Operations Manager.