Application for 2017 Clipsal 500 employment

Please attach copies of

- **Tax Declaration completed** (available from recruitment session or local post office)
- **Current resume** (no longer than 3 pages)
- **Copies of Responsible Person Badge, Responsible Service of Alcohol or Hygiene Certificates**
- **Copies of evidence for right to work in Australia/Australian Citizen** (see page 2 of for evidence required)

Personal details

Surname		**First Name**	
Address			
Suburb		**State**	**Postcode**
Phone		**Mobile**	
Email			
Date of Birth		**Due to Liquor Licensing Laws you must be over the age of 18 years to provide service in a retail bar or corporate box.**	

POSITION APPLIED FOR *– Please number boxes in order of preference – only if you have relevant/proven experience*

Corporate Boxes	Retail *Cash Handling Required*	Kitchens	Stores, Event Staff & Cleaners
☐ Supervisor 40+ guests ☐ Supervisor up to 40 guests ☐ Waiting Staff – Advanced ☐ Waiting Staff – Basic/Inter. ☐ Waiting Staff – Carry 3 plates ☐ Barista (coffee) **RSA CERTIFICATE REQUIRED**	☐ Bar Supervisor 10+ Staff ☐ Bar/Beer Van Supervisor **RP BADGE REQUIRED** ☐ Bar Assistant **RSA CERTIFICATE REQUIRED** ☐ Counter Assistant ☐ Table Cleaner	☐ Head Chef ☐ Sous 2nd Chef ☐ Production Chef ☐ Qualified Cook ☐ BBQ/Grill Cook ☐ Kitchen Hand Supervisor ☐ Kitchen Hand	☐ Stores Manager ☐ Stores General Hand/Runner ☐ Stores Night Fill Runner ☐ Usher/Event Staff ☐ Cleaning staff **Other Licences** ☐ Drivers ☐ Forklift ☐ Scissor Lift ☐ Truck Licence

☐ I am school student with limited hospitality experience or employment history

I am aware my application is limited to those positions that do not require the service of alcohol, and I have parent/guardian permission to apply for work

Please state the minimum shift you will accept ☐ 3 hrs ☐ 4 hrs ☐ 5 hrs ☐ 6 hrs ☐ 8 hrs ☐ Any shift available

AVAILABILITY *- Please enter your available times – shifts are between 7am – 10pm*

Are you a university student? ☐ No ☐ Full-time ☐ Part-time ☐ External – will this effect your work availability ☐ No ☐ Yes

Do you have any sporting commitments that will affect your work availability? ☐ Yes ☐ No If YES please state in your availability below

Pre Event Setup February 2017	*limited positions*
Race Day 1 Thursday 2 March 2017	
Race Day 2 Friday 3 March 2017	
Race Day 3 Saturday 4 March 2017	
Race Day 4 Sunday 5 March 2017	
Post Event Packup March 2017	*limited positions*

TRAINING *- Please ATTACH COPY OF CERTIFICATE*

Name of Qualification		Date	Where? - Training Institution/Organisation Name
Responsible Person Badge (Alcohol)	☐ Yes ☐ No		
Provide Responsible Service of Alcohol	☐ Yes ☐ No		
Follow Workplace Hygiene Procedures	☐ Yes ☐ No		
Security Certificate/Licence	☐ Yes ☐ No		

GENERAL

Pre-Employment Health Assessment - Do you currently have a health condition that could impact on your ability to carry out your duties

☐ Yes ☐ No - if yes provide details

Security Clearance, Drug and Alcohol Tests -*Some roles require testing for security and safety purposes either prior to commencing employment or during employment.* Are you prepared to undertake a Security, Drug or Alcohol test? ☐ Yes ☐ No

CONSENT – Please read carefully before signing

I understand that this form is an Application for Employment and its completion does not mean that I have been successful in the recruitment process, ie., it is no guarantee of employment. I certify that the information on this form is true and correct and I understand that the misrepresentation or omission of facts may be sufficient grounds for rejection of my application and/or termination of employment.

Candidate Full Name		**Sign:**	**Date:**	

New Employee Hire Form (AU)

SPOTLESS

Instructions

- For Employees
  - Please complete PART A of this form and return to your manager along with other employment paperwork provided, prior to your commencement.
- For Managers
  - Within PART B complete both generic information AND additional details relating to the type of employment and business area employee works in.
  - Please review and sign off on the DOCUMENT CHECKLIST at the end of this form.
  - This form and associated documentation in the DOCUMENT CHECKLIST must be received by Payroll **prior to commencement and no later than 24 hours** after the Employee's first day of employment.

On completion, Manager to send this form and other new employee paperwork to the Payroll Department:

POST	Spotless, Payroll Department, Level 2, 549 St Kilda Road, Melbourne VIC 3004	
FAX	03 9269 7642	
EMAIL	*Support Services / Cleaning Contracts*	*Managed Services / Food / Laundries / Cleanevent Contracts*
Monthly Paid	monthly.payroll@spotless.com.au	monthly.payroll@spotless.com.au
Weekly Paid	SAPWeeklyPayroll@spotless.com.au	vicpayroll@spotless.com.au nswpayroll@spotless.com.au qldpayroll@spotless.com.au

PART A –EMPLOYEE TO COMPLETE

Personal Details			
Title	☐MR ☐ MRS☐ MS ☐ MISS	Surname	
First Name		Middle Name	
Preferred Name		Date of Birth	
Email Address			
Have you worked for Spotless before?	☐ YES ☐ NO	If YES, in what position?	
Are you Aboriginal or Torres Strait Islander?	☐ YES ☐ NO		
Right to Work in Australia	**If you are an Australian Citizen, please provider either** ☐ Copy of your Australian Passport ID Page ☐ Copy of your Australian Citizenship Cert ☐ Copy of your Birth Certificate	**If you are a non-Australian Citizen, please provide all of the following** ☐ Copy of your Passport ID Page ☐ Copy of your Australian Visa Label	

Address & Phone Contact Details			
House Number & Street		Suburb	
State		Post Code	
Postal Address – *(where different from residential)*			
Home Phone Number		Mobile Phone Number	

Emergency Contact (must be completed)			
Emergency Contact Name		Relationship	
Contact Number 1		Contact Number 2	

New Employee Hire Form (AU)

SPOTLESS

PRIMARY Bank Account Details	
Account Payee*(Account Holder Name)*	
Bank & Branch*(eg: ANZ, Coburg VIC)*	
Bank Key*(BSB – 6 digits long)*	
Bank Account *(Account Number)*	
SECONDARY Bank Account Details – THIS SECTION IS OPTIONAL	
Account Payee*(Account Holder Name)*	
Bank & Branch*(eg: ANZ, Coburg VIC)*	
Bank Key*(BSB – 6 digits long)*	
Bank Account *(Account Number)*	
Amount Per Period*(for secondary account)*	

Deductions (per pay period) – THIS SECTION IS OPTIONAL				
Super Salary Sacrifice (before tax)	$	OR	%	per pay period
Voluntary Super Contribution (after tax)	$	OR	%	per pay period
Additional Tax (extra tax)	$	OR	%	per pay period
Union Membership	$	per pay period, to be paid to Union Name		

Portable Long Service Leave – THIS SECTION IS OPTIONAL			
Are you a member of a Portable Long Service Leave Fund?	☐ YES ☐ NO		
Fund Name/ID		Registration Number	

Employee Acceptance

I understand and acknowledge that to the best of my knowledge, the information I have supplied is true and correct. I understand that this form is an Application for Employment and its completion does not mean that I have been successful in the recruitment process, ie., it is no guarantee of employment. I certify that the information on this form is true and correct and I understand that the misrepresentation or omission of facts may be sufficient grounds for rejection of my application and/or termination of employment.

	Print Name	Signature	Date
Employee			

Australian Government
Australian Taxation Office

Standard choice form

Section A: **Employee to complete**

1 Choice of superannuation fund

I request that all my future superannuation contributions be paid to: (place an X in one of the boxes below)

my employer's superannuation fund named in 'Section B – Question 6' ☐

my own choice of superannuation fund ☐

> You only need to complete 'Section A' if you want to choose the superannuation fund that your employer's superannuation contributions are paid to.

2 Your details

Name

Employee identification number (if applicable)

Tax file number (TFN)

> Make sure your superannuation fund knows your TFN. You can check just by looking at your latest statement from them. It helps you keep track of your money, allows you to pay extra contributions, and makes sure the money gets taxed at the special low rate.

3 Details of my chosen superannuation fund:

Fund name

Fund address

Suburb/town | State/territory | Postcode

Member No. (if applicable)

Account name

Superannuation fund's Australian business number (ABN) (if applicable)

Superannuation product identification number (if applicable)

Daytime phone number

4 Appropriate documentation (Place an X in the box if you have attached the required information.)

☐ I have attached:

a. a letter from the trustee stating that this is a complying fund or retirement savings account (RSA) or, for a self managed superannuation fund, a copy of documentation from the ATO confirming the fund is regulated
b. written evidence from the fund stating that they will accept contributions from my employer, and
c. details about how my employer can make contributions to this fund.

Your employer is not required to accept your choice of fund if you have not provided the appropriate documents.

Signature

Date
Day / Month / Year

> If you have completed 'Section A', return this form to your employer and keep a copy for your own records.
> **Do not send this form to us at the ATO or your superannuation fund.**

Section B: **Employer to complete**

You must complete this section before giving the form to an employee who is eligible to choose the super fund into which you pay their super contributions.

Sign and date the form when you give it to your employee.

6 Your details

Business name

ABN

Signature

Date

Day / Month / Year

7 Your nominated super fund

If the employee does not choose their own super fund, you are required to pay super contributions on their behalf to the fund that you have nominated below:

Super fund name HOSTPLUS Superannuation Fund

Unique superannuation identifier (USI) H O S 0 1 0 0 A U

Phone (for the product disclosure statement for this fund) 1 3 0 0 4 6 7 8 7 5

Super fund website address www.hostplus.com.au

Section C: **Employer to complete**

Complete this section when your employee returns the form to you with section A completed.

8 Record of choice acceptance

In the two months after you receive the form from your employee you can make super contributions to either the fund you nominated or the fund the employee nominated. After the two-month period you must make payments to the fund chosen by the employee.

If you don't meet your obligations, including paying your employee superannuation contributions to the correct fund, you may face penalties.

Date employee's choice is received Day / Month / Year

Date you act on your employee's choice Day / Month / Year

Employers must keep the completed form for their own record for five years. **Do not send it to the Australian Taxation Office, the employer's nominated fund or the employee's nominated fund.**

PRIVACY STATEMENT

The ATO does not collect this information; we provide this form as a means for employees to identify and provide necessary information to their employer. An employer is authorised to collect an employee's TFN under the *Superannuation Industry (Supervision) Act 1993*. It is not an offence for an employee not to quote their TFN. However, quoting a TFN reduces the risk of administrative errors and if the employee does not quote their TFN their contributions may be taxed at a higher rate. An employee can get more details regarding their privacy rights by contacting their superannuation fund.

Australian Government

Fair Work OMBUDSMAN

Fair Work Information Statement

From 1 January 2010, this Fair Work Information Statement is to be provided to all new employees by their employer as soon as possible after the commencement of employment. The Statement provides basic information on matters that will affect your employment. If you require further information, you can contact the **Fair Work Infoline** on **13 13 94** or visit **www.fairwork.gov.au**.

The National Employment Standards

The *Fair Work Act 2009* provides you with a safety net of minimum terms and conditions of employment through the National Employment Standards (NES).

There are 10 minimum workplace entitlements in the NES:

1. A maximum standard working week of 38 hours for full-time employees, plus 'reasonable' additional hours.
2. A right to request flexible working arrangements.
3. Parental and adoption leave of 12 months (unpaid), with a right to request an additional 12 months.
4. Four weeks paid annual leave each year (pro rata).
5. Ten days paid personal/carer's leave each year (pro rata), two days paid compassionate leave for each permissible occasion, and two days unpaid carer's leave for each permissible occasion.
6. Community service leave for jury service or activities dealing with certain emergencies or natural disasters. This leave is unpaid except for jury service.
7. Long service leave.
8. Public holidays and the entitlement to be paid for ordinary hours on those days.
9. Notice of termination and redundancy pay.
10. The right for new employees to receive the Fair Work Information Statement.

A complete copy of the NES can be accessed at **www.fairwork.gov.au**. Please note that some conditions or limitations may apply to your entitlement to the NES. For instance, there are some exclusions for casual employees.

If you work for an employer who sells or transfers their business to a new owner, some of your NES entitlements may carry over to the new employer. Some NES entitlements which may carry over include personal/carer's leave, parental leave, and your right to request flexible working arrangements.

Right to request flexible working arrangements

Requests for flexible working arrangements form part of the NES. You may request a change in your working arrangements, including changes in hours, patterns or location of work from your employer if you require flexibility because you:

- are the parent, or have responsibility for the care, of a child who is of school age or younger
- are a carer (within the meaning of the *Carer Recognition Act 2010*)
- have a disability
- are 55 or older
- are experiencing violence from a member of your family or
- provide care or support to a member of your immediate family or household, who requires care or support because they are experiencing violence from their family.

If you are a parent of a child or have responsibility for the care of a child and are returning to work after taking parental or adoption leave you may request to return to work on a part-time basis to help you care for the child.

Modern awards

In addition to the NES, you may be covered by a modern award. These awards cover an industry or occupation and provide additional enforceable minimum employment standards. There is also a Miscellaneous Award that may cover employees who are not covered by any other modern award.

Modern awards may contain terms about minimum wages, penalty rates, types of employment, flexible working arrangements, hours of work, rest breaks, classifications, allowances, leave and leave loading, superannuation, and procedures for consultation, representation, and dispute settlement. They may also contain terms about industry specific redundancy entitlements.

If you are a manager or a high income employee, the modern award that covers your industry or occupation may not apply to you. For example, where your employer guarantees in writing that you will earn more than the high income threshold, currently set at $138,900 per annum and indexed annually, a modern award will not apply, but the NES will.

Agreement making

You may be involved in an enterprise bargaining process where your employer, you or your representative (such as a union or other bargaining representative) negotiate for an enterprise agreement. Once approved by the Fair Work Commission, an enterprise agreement is enforceable and provides for changes in the terms and conditions of employment that apply at your workplace.

There are specific rules relating to the enterprise bargaining process. These rules are about negotiation, voting, matters that can and cannot be included in an enterprise agreement, and how the agreement can be approved by the Fair Work Commission.

You and your employer have the right to be represented by a bargaining representative and must bargain in good faith when negotiating an enterprise agreement. There are also strict rules for taking industrial action. For information about making, varying, or terminating enterprise agreements visit the Fair Work Commission website, **www.fwc.gov.au**.

Individual flexibility arrangements

Your modern award or enterprise agreement must include a flexibility term. This term allows you and your employer to agree to an Individual Flexibility Arrangement (IFA), which varies the effect of certain terms of your modern award or enterprise agreement. IFAs are designed to meet the needs of both you and your employer. You cannot be forced to make an IFA, however, if you choose to make an IFA, you must be better off overall. IFAs are to be in writing, and if you are under 18 years of age, your IFA must also be signed by your parent or guardian.

Freedom of association and workplace rights (general protections)

The law not only provides you with rights, it ensures you can enforce them. It is unlawful for your employer to take adverse action against you because you have a workplace right. Adverse action could include dismissing you, refusing to employ you, negatively altering your position, or treating you differently for discriminatory reasons. Some of your workplace rights include the right to freedom of association (including the right to become or not to become a member of a union), and the right to be free from unlawful discrimination, undue influence and pressure.

If you have experienced adverse action by your employer, you can seek assistance from the Fair Work Ombudsman or the Fair Work Commission (applications relating to general protections where you have been dismissed must be lodged with the Fair Work Commission within 21 days).

Termination of employment

Termination of employment can occur for a number of reasons, including redundancy, resignation and dismissal. When your employment relationship ends, you are entitled to receive any outstanding employment entitlements. This may include outstanding wages, payment in lieu of notice, payment for accrued annual leave and long service leave, and any applicable redundancy payments.

Your employer should not dismiss you in a manner that is 'harsh, unjust or unreasonable'. If this occurs, this may constitute unfair dismissal and you may be eligible to make an application to the Fair Work Commission for assistance. It is important to note that applications must be lodged within 21 days of dismissal. Special provisions apply to small businesses, including the Small Business Fair Dismissal Code. For further information on this code, please visit **www.fairwork.gov.au**.

Right of entry

Right of entry refers to the rights and obligations of permit holders (generally a union official) to enter work premises. A permit holder must have a valid and current entry permit from the Fair Work Commission and, generally, must provide 24 hours notice of their intention to enter the premises. Entry may be for discussion purposes, or to investigate suspected contraventions of workplace laws that affect a member of the permit holder's organisation or occupational health and safety matters. A permit holder can inspect or copy certain documents, however, strict privacy restrictions apply to the permit holder, their organisation, and your employer.

The Fair Work Ombudsman and the Fair Work Commission

The **Fair Work Ombudsman** is an independent statutory agency created under the *Fair Work Act 2009*, and is responsible for promoting harmonious, productive and cooperative Australian workplaces. The Fair Work Ombudsman educates employers and employees about workplace rights and obligations to ensure compliance with workplace laws. Where appropriate, the Fair Work Ombudsman will commence proceedings against employers, employees, and/or their representatives who breach workplace laws.

If you require further information from the Fair Work Ombudsman, you can contact the **Fair Work Infoline** on **13 13 94** or visit **www.fairwork.gov.au**.

The Fair Work Commission is the national workplace relations tribunal established under the *Fair Work Act 2009*. The Fair Work Commission is an independent body with the authority to carry out a range of functions relating to the safety net of minimum wages and employment conditions, enterprise bargaining, industrial action, dispute resolution, termination of employment, and other workplace matters.

If you require further information, you can visit the Fair Work Commission website, **www.fwc.gov.au**.

The Fair Work Information Statement is prepared and published by the Fair Work Ombudsman in accordance with section 124 of the *Fair Work Act 2009*.

© Copyright Fair Work Ombudsman. Last updated: July 2016.

www.fairwork.gov.au
Fair Work Infoline **13 13 94**

Australian Government

Fair Work OMBUDSMAN