

Registering with the Incolink Employment Referral Service

Completing the form:

The purpose of the Employment Registration Form is to provide relevant information to any prospective employer seeking a worker for which your qualifications, skills and experience seem suited.

These include:

Personal contact details, (but not date of birth)

Trade Qualifications,

Licences and Tickets,

Experience and skills relevant to the work you are seeking.

Whilst many of the trade qualifications, licences, tickets and skills can be indicated by ticking a box, it is essential to be able to show supporting information.

This can be done by providing a good description of work done under employment history and/or in the additional information area of the form.

Keep in mind that what you consider simply “part of the job” and not give any information about, may not be known or understood by an employer, particularly if they are not familiar with work skills required in construction or engineering.

Maintaining Contact:

Keep in contact with us so that we are always aware of your availability.

Let us know as soon as you find work even of a casual nature,

(We can still keep you in mind for other work)

Contact an employment advisor at least every 3-4 weeks to ensure that whilst you are available your name is kept active on our system,

Always provide your Incolink membership number to ensure we access your record.

Contact us by:

Telephone: 03 9639 3000 or 1800 337 789 for non metropolitan members

Email: memserv@incolink.org.au

Text message to: 0427 042 684

(This mobile number cannot be telephoned and please always include your Incolink membership number in any message.)

EMPLOYMENT REGISTRATION FORM

IF YOU HAVE ANY PROBLEMS FILLING IN THIS FORM PLEASE ASK/ CALL US FOR HELP ON 9639 3000
IF YOU WISH, TAKE THE FORM AWAY AND GET SOMEONE TO HELP YOU FILL IT IN.
RETURN TO: INCOLINK, REPLY PAID 61561, 1 PELHAM STREET, CARLTON VIC 3053
ALTERNATIVELY FAX TO (03) 9662 9266

PART A – PERSONAL DETAILS

INCOLINK NUMBER _____

FIRST NAME: _____ LAST NAME: _____

ADDRESS: _____

SUBURB: _____

DATE OF BIRTH: _____

PHONE NUMBER: _____ MOBILE: _____

E-MAIL ADDRESS: _____

PART B – OTHER INFORMATION

What is the most number of staff you have supervised?

- None
- 1-5 workers
- 6-10 workers
- More than 10 workers

First Aid Certificate:

- Level 1 Expiry Date _____
- Level 2 Expiry Date _____
- Level 3 Expiry Date _____

Are you willing to work with a Labour Hire Company?

- Yes
- No

Are you available and looking for:

- Full Time Work
- Casual Work
- Sub Contract Work

TICK THE BOX

Do you have:

- Union Ticket
- C+Bus Ticket
- CoInvest Ticket
- Own Tools
- Construction Induction Card
(Formerly Red Card)

Do you have your own vehicle?

- Yes
- No

Are you willing to travel:

- Locally
- Country
- Interstate

Type of work you are looking for:

- Preferences: 1 _____
- 2 _____
- 3 _____

PART CTICK THE BOX

PLEASE INDICATE WHICH WORK SECTORS YOU HAVE WORKED IN:

Civil (Roads & Bridges etc)	Maintenance/Workshop	
Commercial (Site)	Mining/Tunnelling	
Domestic (Housing etc.)	Multi Storey (Highrise)	
Factory	Petro/Chemical	
Industrial (Site)	Staff/Professional	

PART DTICK THE BOX

PLEASE INDICATE YOUR CURRENT QUALIFICATIONS:

Abseiler (twin rope)	Elevated Work Platform	Plasterer (Board)
Architect	Engineer	Plasterer (Solid)
Asbestos Removal Certificate	Excavator	Plumber
Austel Licence	Explosive Power tools	Professional
Backhoe	First Aid Level 2	Refrigeration Mechanic
Bobcat	First Aid Level 3	Rigging Advanced
Boilermaker	Fitter & Turner	Rigging Basic
Bricklayer	Forklift Trucks	Rigging Intermediate
Bulldozer	Front End Loader	Roller
Cabinetmaker	Glazier	S Permit
Carpenter	Grader	Scaffolding Advanced
Concrete Placing Boom	Graduate Builder	Scaffolding Basic
Confined Space Entry	Hoist Materials	Scaffolding Intermediate
Construction Manager	Hoist Personnel	Scaffolding Limited Height
Contract Administrator	Joiner	Scraper
Crane Bridge-Gantry	Landscaper	Sheetmetal Worker (Class 1)
Crane Derrick	Laser Level Certificate	Signwriter
Crane Non Slewing	Licence Bike	Skills Assessor
Crane Portal Boom	Licence Car	Spotters
Crane Slew Mob 100 ton	Licence Heavy Combination	Sprinkler Fitter
Crane Slew Mob 100 ton +	Licence Heavy Rigid	Stonemason
Crane Slew Mob 20 ton	Licence Light Rigid	Tiler – Floor and Wall
Crane Slew Mob 60 ton+	Licence Medium Rigid	Tiler – Roofing
Crane Tower	Lift Mechanic	Traffic Controller
Crane Vehicle Loading	Locksmith	Trench Shoring
Dogging	Miners Licence	Water Sprayer
Draftsperson	OH&S Cert	Welder (Ticketed)
	Painter & Decorator	Winch Operator

PART E

TICK THE BOX

Please indicate the **SKILLS** you have gained and are still prepared to use at work

Apprentice	Fitter	Plumbing
Looking	Maintenance	Air Conditioning
Pre App	Mechanical	Apprentice
2 nd	Pipefitter	Drainage
3rd	Floor Layer	Gasfitter
4th	Carpet	Mechanical
Asphalter	Cork/Vinyl	Roofing
Boilermaking	Other	Sanitary
Apprentice	Foreman	Water Supply
Light Gauge	Glazier Apprentice	Programmer/Scheduler
Pressure Vessel	Labouring	Project Manager
Structural	Asbestos Removal	Purchasing Officer
Workshop	Asphalting	Quality Assurance Officer
Bricklaying	Caulker	Refrigeration Mechanic
Apprentice	Concrete Finisher	Sheetmetal Worker
Chimneys/Arches	Con-Kerb & Channel	Shop Steward
Glass Block	Concrete Patcher	Sign Worker
Labourer	Concrete Placing	Site Manager
Skills	Cutter Driller	Spotter
Tuck Pointer	Demolition	Storeperson Computer Skills
Cabinetmaker	Drainer	Storeperson
Apprentice	Duct Fixer	Surveyor
Machinist	Lagger	Technician
Polisher	Landscaping	Tiling
Skills	Leading Hand	Floor and Wall
Carpentry	Oxy Cutting	Floor and Wall Apprentice
Apprentice	Paver	Roof
Curtain Walls	Peggy	Toolmaker
Aluminium Window	Pre Stressing	Trades Assistant
Door Fitter	Skills	Fitter
Fixout/Fitout	Steel Fixer (Basic)	Boilermaker
Formwork (Basic)	Steel Fixer (Experienced)	Pipefitter
Formwork (Domestic)	Waterproofing	Surveying
Formwork (Experienced)		Trainee
Framing/Roofing	Leading Hand	Training Officer
Leading Hand		Waterblaster
Partitions/Ceilings	Painting	Welding
Set Out	Applied Finishes	Arc or Stick
Shopfitter/Joiner	Apprentice	Basic Skills
Skills	Brush Hand	MIG
Steel Stud	Decorative Finishes	Oxy
Cleaner Commercial/Industrial	Spray (Airless)	TIG
Draftsperson	Wall Paper Hanger	Flux Core
Architectural		Other:
Mechanical	Plastering	
Structural	Board/Fibrous	Welding Tickets:
Duct Fixer	Solid (Wet)	(Please show numbers eg 3e etc.)
Fabrication	Applied Finishes	
Installation	Apprentice	
Engineer	Hang and Stop	
Civil	Labourer	
Mechanical	Ornamental Cornice	
Structural	Steel Stud	
Estimator	Suspended Ceilings	

PART F - EMPLOYMENT HISTORY

Please note this section is important, as it forms the basis of information we give potential employers about your skills, experience and qualifications. Therefore, please provide as much information as possible.

Please complete the table below outlining your work history, with your most recent employer first:

Employer Name:	Job Title:	
Tasks/Duties:		Site/s:
		Months Employed

Employer Name:	Job Title:	
Tasks/Duties:		Site/s:
		Months Employed

Employer Name:	Job Title:	
Tasks/Duties:		Site/s:
		Months Employed

Please detail any additional skills, experience or relevant qualification not already covered:

Referees: 1. _____ Tel No: _____
(Please include position and company)

2. _____
(Please include position and company)

The information included on this registration form, as well as the name, period employed and phone numbers of the last 2 employers who paid Incolink on your behalf, will be provided to potential employers.

Under the Privacy Act, we need to tell you that we collect information about you to assist in performing our services. We do not disclose information about you to any person except as required in the course of providing employment services or for the ordinary administration of our business. You can request access to information we hold about you by making a written request to the Member Services Manager.

For more information about the privacy act please read our brochure available on request.

Signature: _____ Date: _____