

# General - Temporary Registration

Miss Mrs  
Mr Ms \_\_\_\_\_  
Surname First Name

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

Current Address: \_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(if different from above)  
\_\_\_\_\_  
Postcode: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Nationality: \_\_\_\_\_

Level of Education: \_\_\_\_\_

Tax File Number: \_\_\_\_\_

Name of Bank: \_\_\_\_\_

Branch (BSB): \_\_\_\_\_ Account #: \_\_\_\_\_

Date: \_\_\_\_\_ Resume Saved:

**OFFICE USE ONLY**

Position desired \_\_\_\_\_

Profession \_\_\_\_\_

Special Skills \_\_\_\_\_

Presentation \_\_\_\_\_

Length of Stay \_\_\_\_\_ Visa Expiry: \_\_\_\_\_

Minimum Rate \_\_\_\_\_

Resident  Non Resident  Student

How did you find out about Bligh?  
\_\_\_\_\_

Typing Speed \_\_\_\_\_ wpm \_\_\_\_\_ %

Alpha/Numeric \_\_\_\_\_ k/s \_\_\_\_\_ %

W4W \_\_\_\_\_

Excel \_\_\_\_\_

PowerPoint \_\_\_\_\_

Access \_\_\_\_\_

**MOST RECENT EMPLOYMENT HISTORY**

Company / Type of Business	Dates	Position & Duties
.....	.....	.....
.....	.....	.....

**SUMMARY OF EXPERIENCE**

<input type="checkbox"/> Filing	<input type="checkbox"/> Bank Reconciliation	<input type="checkbox"/> Shorthand
<input type="checkbox"/> Calculator	<input type="checkbox"/> Posting Ledger	<input type="checkbox"/> Dictaphone / Audio
<input type="checkbox"/> Customer Enquiries	<input type="checkbox"/> Trial Balance	<input type="checkbox"/> Draft Own Letters
<input type="checkbox"/> Data Entry	<input type="checkbox"/> Profit and Loss	<input type="checkbox"/> PA Secretary
<input type="checkbox"/> Purchasing	<input type="checkbox"/> Computer Records	<input type="checkbox"/> Legal Exp
<input type="checkbox"/> Cash Handling	<input type="checkbox"/> Accounts Payable	<input type="checkbox"/> Medical Exp
<input type="checkbox"/> Fax	<input type="checkbox"/> Accounts Receivable	<input type="checkbox"/> Government Exp
<input type="checkbox"/> Photocopy	<input type="checkbox"/> Manual Payroll	<input type="checkbox"/> Switchboard Incoming
<input type="checkbox"/> Numeric Typing	<input type="checkbox"/> Computer Payroll	.....
<input type="checkbox"/> General Books	<input type="checkbox"/> Balance Sheet	

**COMPUTER EXPERIENCE**

<input type="checkbox"/> Windows 95/98/2000	<input type="checkbox"/> Apple Mac
<input type="checkbox"/> Windows NT	<input type="checkbox"/> WordPerfect
<input type="checkbox"/> Word for Windows	<input type="checkbox"/> Lotus
<input type="checkbox"/> Excel	<input type="checkbox"/> Filemaker Pro
<input type="checkbox"/> PowerPoint	<input type="checkbox"/> ACT
<input type="checkbox"/> Access	<input type="checkbox"/> MYOB
<input type="checkbox"/> MS Project	<input type="checkbox"/> DTP
<input type="checkbox"/> MS Publisher	<input type="checkbox"/> Email
<input type="checkbox"/> MS Outlook	<input type="checkbox"/> Internet
<input type="checkbox"/> MS PageMaker	<input type="checkbox"/> .....

**Special Remarks:** Any information that could be useful regarding your experience and abilities or duties and responsibilities

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**Temporary Declaration:** I apply for temporary work and request any holiday pay be included in my hourly/weekly rate. I agree to be paid for actual hours worked and not for sickness or public holidays. You may check references with previous employers.

**SIGNATURE:** .....

**WORK RIGHTS STATUS**

	Tick	Initial
Original Visa Sighted		
Authority to Obtain Form Attached		
Students – Proof from Educational Institution Attached		

**REFERENCE CONTACT DETAILS**

Company	Name	Phone	Fax	Email

**REFERENCE CHECK** – Ask about performance, strengths / weaknesses and reason for leaving

Employer	Person Spoken to	Quality of work	Punctuality	Other Comments	Re-employ?

**GENERAL COMMENTS**

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**INTERVIEWING COMMENTS**

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Interviewed by: .....