



**PLEASE FAX BACK THIS APPLICATION
TO NSW 02 84565710 or QLD 07 3009 0071**

WELCOME – ECOPLANT PTY LTD

This application form consists of the following sections:

- 1.) Application Form**
- 2.) OH&S & Guideline Questionnaire**
- 3.) Onsite Safety Guide**
- 4.) Ecoplant Confidentiality Agreement**

You will also receive:

- 1.) Tax file Number Declaration onsite**
- 2.) Superannuation form onsite**
- 3.) Ecoplant Pty Ltd OH&S & Employment Guideline Handbook**
- 4.) Employee Time sheet: Must be signed daily by the site supervisor**

You Must:

- 1.) Fill in and read all sections and forms**
- 2.) Read the OH&S & Employment Guideline Handbook**
- 3.) Sign at the bottom of all pages**
- 4.) Ensure your banking details are correct**
- 5.) Supply a copy of your OH&S Construction Induction card**
- 6.) Supply a copy of your work visa if applicable**
- 7.) Ask if you have any questions**
- 8.) Ensure your time sheet is faxed to the Ecoplant office before Monday 10am or your pay may be delayed to the following week.**

Please sign below as a declaration that you understand the above information and will abide by it:

I _____ confirm the above details to be true and correct on this
Day _____ Month _____ Year _____. Signature _____

ECOPLANT PTY LTD
EMPLOYMENT APPLICATION – CASUAL EMPLOYEE

APPLICANT INFORMATION

FULL NAME:

PHONE:

MOBILE:

EMAIL:

CURRENT ADDRESS:

CITY:

STATE:

POST CODE:

DATE OF BIRTH:(optional)

OWN TRANSPORT:

YES NO (Please circle)

EMERGENCY CONTACT:

NAME:

RELATIONSHIP: :(optional)

PHONE:

TAX FILE NUMBER:

NUMBER:

(You must supply a tax file number)

OH&S CONSTRUCTION INDUCTION

DATE OBTAINED:

INDUCTION NUMBER:

***PLEASE ATTACH A COPY**

WORKING VISA (If applicable)

(please circle) YES NO

NUMBER:

***PLEASE ATTACH A COPY**

PREVIOUS EXPERIENCE

QUALIFICATIONS:

CERTIFICATES:

NUMBER:

FIRST AID CERTIFICATE:

NUMBER:

PREVIOUS EMPLOYMENT (OPTIONAL)

1.)

2.)

3.)

BANK ACCOUNT DETAILS

ACCOUNT NAME:

BRANCH:

BANK NAME:

ACC NO.:

BSB NO:

Please sign below:

I _____ confirm the above details to be true and correct on this
 Day_____Month_____Year_____. Signature_____

ECOPLANT PTY LTD
EMPLOYMENT APPLICATION – CASUAL EMPLOYEE

EMPLOYMENT INFORMATION CONTINUED

I understand that the relevant award or site agreement will determine my pay rate and terms of employment:

YES NO (please circle)

I understand that I may be required to work at different projects through out the state in which I reside:

YES NO (please circle)

Do you understand that you should not attend work or operate machinery whilst under the influence of alcohol or drugs:

YES NO (please circle)

Do you have any existing injuries that may prevent you from lifting or performing other duties?

YES NO (please circle)

Do you have a current, or have you had in the past any workers compensation claims?

YES NO (please circle)

I will notify Ecoplant Pty Ltd immediately if I am injured or feel that I may potentially be injured.

YES NO (please circle)

Do you have any medical conditions that may affect your ability to perform your duties?

YES NO (please circle)

All company information, work practices and materials provided to me by Ecoplant Pty Ltd is deemed to be private and confidential and I will not release any of this information to any other individual or company without the written permission of Ecoplant Pty Ltd management.

YES NO (please circle)

You acknowledge that you will have a \$50 (deposit) deduction made from your wages for PPE supplied to you, and is reimbursable on return of PPE in good order?

YES NO (please circle)

Please sign below:

I _____ confirm the above details to be true and correct on this

Day _____ Month _____ Year _____. Signature _____

OFFICE USE ONLY:

Has employee received the following

- Superannuation Application documents
- Tax file number declaration
- Onsite Safety Guide
- Ecoplant Pty Ltd OH&S & Employment Guideline Handbook

Date application processed: _____ Processed By: _____

OH&S and EMPLOYMENT GUIDELINE QUESTIONNAIRE

PLEASE READ THE ECOPLANT OH&S & EMPLOYMENT GUIDELINE HANBOOK BEFORE COMPLETING THIS SECTION

PLACE A CIRCLE AROUND THE MOST APPROPRIATE ANSWER:

As a general rule what time will I start work on most sites?

- a.) 08:30am
- b.) 07:00am
- c.) 09:00am

What must I do if I am sick or can not make it to work?

- a.) Don't phone anybody
- b.) Phone my foreman when he is on Smoko
- c.) Phone or text my foreman at least two hours before I am due to commence work

What shoes can I wear whilst working?

- a.) Steel Cap safety Boots – No laces
- b.) Trainers
- c.) None of the above

What must I do when at work:

- a.) Listen to and follow all safety instructions given to me
- b.) Engage in horseplay when my supervisor is not around
- c.) Sit around and hope nobody notices

What day will I get paid?

- a.) Sunday
- b.) Tuesday
- c.) Friday

How will I know where I am working the next day?

- a.) Ask my friends working with me
- b.) Text my supervisor before leaving site or before 5pm to ask where I will be working
- c.) Guess that I will be working at the same site

What kind of work method should I follow?

- a.) I should always follow the work method that I read in the Ecoplant OH&S & Employment Guideline Handbook
- b.) Try and get out of as much work as possible
- c.) See what other people are doing and follow them

What should I do in order to ensure that I am paid?

- a.) Ensure my foreman has placed me on the onsite worksheet each day and get him to sign my time sheet and I must fax it to the office.
- b.) Phone the Ecoplant Pty Ltd office and tell them to pay me
- c.) Don't do anything

What should I not do when at work?

- a.) Talk on my mobile phone
- b.) Engage in Sexual harassment
- c.) Consume drugs or alcohol at any time during work hours
- d.) All of the above

OH&S and EMPLOYMENT GUIDELINE QUESTIONNAIRE - CONTINUED

FILL IN THE MEANING OF EACH OF THE SIGNS BELOW IN THE SPACE PROVIDED

	
	
	
	
	
	
	

Please sign below:

I _____ confirm the above details to be true and correct on this

Day _____ Month _____ Year _____. Signature _____

ONSITE SAFETY GUIDE

The following is a guideline of the correct procedures to follow when working on any site

- **Always** wear hearing protection when operating machinery
- **Always** wear sun block, gloves and safety glasses when working
- **Always** take note of where the first aid shed and person are situated
- **Always** tell your supervisor should you be injured
- **Keep** aware of your surroundings and watch out for your work mates
- **Be aware** of any potential slips, falls, hazards, pits or excavations
- **Listen** and take note when attending a site specific induction
- **Watch out** for any plant or machinery operating in your area and ensure they know where you are at all times
- **Keep** loose clothing away from augers and machinery
- **At the end of each day pack all tools away and make sure the site is left clean and tidy**
- **DO NOT TAKE OFF YOUR SHIRT WHILST WORKING – You may not wear singlets or sleeveless vests**
- **Tell your foreman** should you feel faint or dehydrated
- **Always** follow the instruction of your supervisor or foreman
- **Keep a positive work ethic and take pride in the work you are doing**
- **Place only one plant in each hole drilled**
- **Drink at least two litres of water each day**

Please sign below:

I _____ confirm I have read the above information will abide by it.

Day _____ Month _____ Year _____. Signature _____

Confidentiality/Commercial agreement

During your employment with Ecoplant Pty Ltd, you will have access to the clients of Ecoplant, along with trade secrets, intellectual property and Trade practices etc. It is expected that you will develop a close professional relationship with many clients of Ecoplant and have information about their business affairs and that you will assist in marketing the services of Ecoplant and expanding its client base. The professional relationship between you and the clients of Ecoplant is therefore a result of your employment with Ecoplant. You will also know of aspects of the business affairs of Ecoplant which are not generally known by the public including confidential trade secrets and practices. As a result, on leaving the employment of Ecoplant you may be in a position to cause harm to the legitimate business interests of Ecoplant.

Accordingly, in entering into this agreement for your employment with Ecoplant you agree that on the termination of your employment for any reason whatsoever you will not approach or solicit the business of any person or company which is or has been a client of Ecoplant during your employment with Ecoplant for any purpose whatsoever which competes with the business of Ecoplant.

These restrictions will:

Continue for a period of 18 Months from the date of the termination of your employment with Ecoplant; and

Apply within the area of NSW, Queensland and all other states in which the company operates.

In entering into this agreement you agree that these restrictions are reasonable and that damages alone would be an insufficient remedy for any breach by you of these restrictions and you agree that Ecoplant will be entitled to obtain interim and final orders restraining you from any breach of these obligations in addition to any orders which any court may make for any other remedy.

OH&S and EMPLOYMENT GUIDELINE DECLARATION

BY SIGNING BELOW I CONFIRM THAT I HAVE READ AND UNDERSTOOD THE EMPLOYEE OH&S & GUIDELINE HANDBOOK, I HAVE READ THE SAFE WORK INSTRUCTIONS AND AGREE TO ABIDE BY THEM.

I also understand that under section 254 of the Workplace Injury Management and Workers Compensation Act 1998 states that neither compensation nor work injury damages are recoverable by myself if I am injured unless notice of the injury is given to Ecoplant Pty Ltd as soon as possible after the injury happened and before I have voluntarily left the employment in which I was employed at the time of the injury.

Please sign below:

I _____ confirm I have read the above information will abide by it.

Day _____ Month _____ Year _____. Signature _____