

Please use BLOCK LETTERS when filling out this form, and ensure that all sections are completed and appropriate tick boxes marked as applicable. Information collected on this enrolment form is confidential and will not affect you as an individual in your studies.

## 1. Personal Details

Title (Mr, Miss, Ms, Mrs, Other):  Male  Female

Surname: (if Single Name only, enter here)

First Name: Middle Name(s):

Date of Birth: / / Current Age: Town/City of Birth:

## 2. Your Contact Details

Home Phone: Mobile Phone:

Email Address: Work Phone:

Preferred Contact Method:  via Mobile Phone  via Email  via Post (address below) (please tick one)

## 3. Your Emergency Contact

Name: Relationship:

Home Phone: Mobile Phone: Work Phone:

## 4. Your Address Details

### RESIDENTIAL ADDRESS (Not a PO Box)

Street Address:

City/Town: State: Postcode:

### POSTAL ADDRESS (please tick if same as usual Residential Address)

Address:

City/Town: State: Postcode:

## 5. Language and Cultural Diversity

Are you of Aboriginal/Torres Strait Islander origin?  No  Yes, Aboriginal  Yes, Torres Strait Islander  Yes, Aboriginal & T.S. Islander

In which country were you born?  Australia  Other (please specify below)

Do you speak a language other than English at home?  No  Yes (please specify below)

If you speak a language other than English at home, how well do you speak English?  Very Well  Well  Not Well  Not at all

## 6. Education Details

Are you still attending secondary school?  No  Yes

What is your highest **COMPLETED** school level?  Completed Year 12  Completed Yr. 9 or equivalent

**Tick one box only**  Completed Year 11  Completed Yr. 8 or lower

Completed Year 10  Never attended school

In which year did you complete this school level? If still attending school, name of school:

## 7. Employment Status

- Of the following categories, which **BEST** describes you current employment status?  
**Tick one box only**
- |  |   |
|--|---|
| <input type="checkbox"/> Employed – unpaid worker in a family business | <input type="checkbox"/> Full time employee |
| <input type="checkbox"/> Self-employed – not employing others          | <input type="checkbox"/> Part time employee |
| <input type="checkbox"/> Not employed – not seeking employment         | <input type="checkbox"/> Employer           |
| <input type="checkbox"/> Unemployed – seeking full time work           |   |
| <input type="checkbox"/> Unemployed – seeking part time work           |   |

Where are you employed?

How many employees are at your current employer?  Up to 20  Over 20

## 8. Disability

- Do you consider yourself to have a disability, impairment or long term condition?  Yes  No
- If yes, please tick **ALL** areas of disability, impairment or long term condition.
- |  |                                       |   |
|--|---------------------------------------|---|
| <input type="checkbox"/> Hearing/deaf              | <input type="checkbox"/> Intellectual | <input type="checkbox"/> Medical condition              |
| <input type="checkbox"/> Mental illness            | <input type="checkbox"/> Physical     | <input type="checkbox"/> Vision                         |
| <input type="checkbox"/> Acquired brain impairment | <input type="checkbox"/> Learning     | <input type="checkbox"/> Other (please provide details) |

## 9. Study Reason

- Of the following reasons, which **BEST** describes your main reason for undertaking this course / traineeship / apprenticeship?  
**Tick one box only**
- |   |  |
|---|--|
| <input type="checkbox"/> To get a job                     | <input type="checkbox"/> It was a requirement of my job            |
| <input type="checkbox"/> To develop my existing business  | <input type="checkbox"/> I wanted extra skills for my job          |
| <input type="checkbox"/> To start my own business         | <input type="checkbox"/> To get into another course of study       |
| <input type="checkbox"/> To try for a different career    | <input type="checkbox"/> For personal interest or self-development |
| <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> Other Reasons                             |

- How did you find out about the course you are enrolling in?  
**Tick one box only**
- |   |  |   |
|---|--|---|
| Westvic Staffing Solutions (WSS)                    | <input type="checkbox"/> WSS - Flyer                 | <input type="checkbox"/> Social Media (e.g. Facebook) |
| <input type="checkbox"/> WSS - Job Services         | <input type="checkbox"/> WSS - Website               | <input type="checkbox"/> Apprentice Centre            |
| <input type="checkbox"/> WSS - Group Training       | <input type="checkbox"/> Radio advertising           | <input type="checkbox"/> Newspapers                   |
| <input type="checkbox"/> WSS - Staff Member         | <input type="checkbox"/> School supplied information | <input type="checkbox"/> Workplace                    |
| <input type="checkbox"/> WSS - Current/Past Student | <input type="checkbox"/> Word of mouth               | <input type="checkbox"/> Other (please specify)       |

## 10. Short Course to be enrolled in

Enrolment Date:                    /                    / 2015

Course Code:

Course Title:

## 11. Student Declaration

I (students full name) \_\_\_\_\_ in seeking to enrol in:

Short Course: \_\_\_\_\_

Declare the information provided in this form to be true and accurate:

Signed (Student): \_\_\_\_\_

Date: \_\_\_\_\_

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## 12. STUDENT EVIDENCE OF ID

## OFFICE USE ONLY

I confirm that in relation to (students full name):

I have sighted **one** of the following original documents (or a certified photocopy of the original):

- |   |   |
|---|---|
| <input type="checkbox"/> an Australian Birth Certificate (not Birth Extract)  | <input type="checkbox"/> a current Australian Passport              |
| <input type="checkbox"/> a current New Zealand Passport   | <input type="checkbox"/> a Naturalisation Certificate               |
| <input type="checkbox"/> a current green Medicare Card  | <input type="checkbox"/> a signed Declaration by a relevant referee |
| <input type="checkbox"/> a current drivers licence  | <input type="checkbox"/> a current learner permit                   |
| <input type="checkbox"/> a Proof of Age card  | <input type="checkbox"/> a "Keypass" card                           |
| <input type="checkbox"/> a Student ID card  | <input type="checkbox"/> other form of photo ID:                    |
| <input type="checkbox"/> formal documentation issued by the Australian Department of Immigration and Citizenship confirming permanent residence |   |

## 13. ADMINISTRATION CHECKS

## OFFICE USE ONLY

Internal Checking		
Westvic Staffing Solutions – ID Confirmation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Westvic Staffing Solutions -	<input type="checkbox"/> SMS record	SMS No.: _____

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