



Incolink Job Support

If you register as seeking work with Incolink Member Wellbeing & Support you can:

- Look for and apply directly to jobs seeking your qualifications and skills
- Be matched with employers who are looking for workers of your qualifications, skills and experience
- Extend period of cover for basic insurances Incolink provides to member whilst seeking work (Conditions Apply)
- Obtain information and advice on industry related training.

What we need to know

Incolink **Job Support** will need to have personal contact details, trade qualifications, licences, tickets and skills as well as a description of your experience relevant to the work you are seeking.

Many trade qualifications, licences, tickets and skills can be indicated on the form just by ticking a box. For the employer to make the right choice it is essential to be able show supporting information. This can be done by providing a good description of work done.

Remember: what you consider simply “part of the job” may not be known or understood by an employer, particularly if they are not familiar with work skills required in construction or engineering. Include some detail in this area – e.g. Did you manage any other workers? Get any tickets/qualifications just for that job?

Ways to register



1. On line through your WorkerLink account
2. By calling an Employment Advisor on **(03) 9668 3061**
3. Through the form attached which you can complete and return to -

**Job Support
Incolink
Reply Paid 61561
CARLTON VIC 3053**

Maintaining Contact:

- Keep in contact with us so that we are always aware of your availability
- Regularly check WorkerLink Job Search - see if there are any jobs which you have not seen before
- Let us know as soon as you find work, even if it is a casual job - we can keep you in mind for other work
- Contact Incolink Job Support at least every 3-4 weeks to make sure your name is kept active in our system
- Always provide your Incolink member number to ensure we access your record

Contact us: Telephone: 03 9668 3061 or 1800 337 789 Email: wellbeing@incolink.org.au



This list is not exhaustive - other companies also working in engineering or construction industries may not be listed – Please feel free to conduct your own search.

Labour Hire Companies in Construction

Direct Skills www.directskills.com.au	1300 130 053
HAYS www.hays.com.au	03 8616 8491
KPI Labour Hire and KPI Traffic www.kpiconstruction.com.au	03 9326 7795
MC Labour Services www.mclabour.com.au	1300 101 214
OCC www.occbuildingservices.com.au	03 9873 4044
Speedpro Industries Pty Ltd Formwork Carpenters, Steel Fixer, Concreters should email resume to: info@speedproindustries.com.au	03 9388 2511

Other Labour Hire Companies

Adecco – Various locations www.adecco.com.au	
Human Resources World Wide (HRW)	1300 661 772
Concept Engineering www.conceptengineering.com.au	03 8360 0429
Zoom Recruitment & Training www.zoomrecruitment.com.au	1300 762 208 03 8769 1300

Major Formwork Companies:

Caelli Group of Companies 320 Hume Hwy, Craigieburn 3064 Email your application to info@caelli.com.au www.caelli.com.au	I & D Construction Pty Ltd U4/ 3 Faigh St, Mulgrave 3170 T: (03) 9560 1812 www.id-group.net.au
Eltrax Pty Ltd U7/ 650a Nicholson Street, Fitzroy North 3068 T: (03) 9486 2205 F: (03) 9499 2266 Yard: 1476 Sydney Rd, Campbellfield 3061 Phone: (03) 9357 4343	Form 700 Pty Ltd 68-76 Drake Boulevard, Altona 3018 T: (03) 8331 7100 www.form700.com.au

EMPLOYMENT REGISTRATION FORM

If you need assistance to complete this form please call for help on **(03) 9668 3061**.

Return by mail to: Incolink, Reply Paid 61561, 1 Pelham Street, Carlton VIC 3053.

Fax to: **(03) 9662 9266** or email to: memserv@incolink.org.au

This form may be completed on line at: www.incolink.org.au.

It is accessible from the Member Services, Employment and Training page.

PART A. PERSONAL DETAILS

Incolink Member Number

First Name _____ Surname _____

Address _____

Suburb _____

Postcode

Date of birth / /

Phone Number

Mobile

Email Address _____

PART B. OTHER INFORMATION (Mark your choice with X)

What is the most number of staff you have supervised?

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

Do you have cards for?

- Union
 Cbus
 ColInvest
 Own Tools

First Aid Certificate:

Level 2 Current to? / / 20

Level 3 Current to? / / 20

CPR Current to? / / 20

Do you have your own vehicle?

- Yes
 No

Are you willing to work for a labour hire company?

- Yes
 No

Are you willing to travel?

- Local
 Country
 Interstate

Are you available and looking for:

- Full Time Work
 Casual Work
 Sub-Contract Work

What type of work are you looking for? (preferences)

1. _____

2. _____

3. _____

PART C. WORK SECTOR (Please indicate which work sectors you have worked in with an **X**)

- | | | |
|---|--|---|
| <input type="checkbox"/> Civil (Roads & Bridges etc.) | <input type="checkbox"/> Industrial (Site) | <input type="checkbox"/> Petro/Chemical |
| <input type="checkbox"/> Commercial (Site) | <input type="checkbox"/> Maintenance/Workshop | <input type="checkbox"/> Rail |
| <input type="checkbox"/> Domestic (Housing etc.) | <input type="checkbox"/> Mining/Tunnelling | <input type="checkbox"/> Staff/Professional |
| <input type="checkbox"/> Factory | <input type="checkbox"/> Multi Storey (Highrise) | |

PART D. TICKETS & LICENCES

(Please indicate ALL current qualifications with an **X** and include any lesser qualification leading to the highest level you hold))

- | | | |
|---|--|--|
| <input type="checkbox"/> Abseiler (twin rope) | <input type="checkbox"/> Engineer | <input type="checkbox"/> Plumber |
| <input type="checkbox"/> Architect | <input type="checkbox"/> Excavator | <input type="checkbox"/> Rail Safe Awareness |
| <input type="checkbox"/> Asbestos Removal Certificate | <input type="checkbox"/> Explosive Power tools | Current to: <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> / 20 <input type="checkbox"/> <input type="checkbox"/> |
| <input type="checkbox"/> Austel Licence | <input type="checkbox"/> First Aid Level 2 | <input type="checkbox"/> Refrigeration Mechanic |
| <input type="checkbox"/> Backhoe | <input type="checkbox"/> First Aid Level 3 | <input type="checkbox"/> Rigging Basic |
| <input type="checkbox"/> Bobcat | <input type="checkbox"/> Fitter & Turner | <input type="checkbox"/> Rigging Intermediate |
| <input type="checkbox"/> Boilermaker | <input type="checkbox"/> Forklift Trucks | <input type="checkbox"/> Rigging Advanced |
| <input type="checkbox"/> Bricklayer | <input type="checkbox"/> Front End Loader | <input type="checkbox"/> Roller |
| <input type="checkbox"/> Bulldozer | <input type="checkbox"/> Glazier | <input type="checkbox"/> Scaffolding Advanced |
| <input type="checkbox"/> Cabinetmaker | <input type="checkbox"/> Grader | <input type="checkbox"/> Scaffolding Basic |
| <input type="checkbox"/> Carpenter | <input type="checkbox"/> Graduate Builder | <input type="checkbox"/> Scaffolding Intermediate |
| <input type="checkbox"/> Concrete Placing Boom | <input type="checkbox"/> Hoist Materials | <input type="checkbox"/> Scaffolding Limited Height |
| <input type="checkbox"/> Confined Space Entry | <input type="checkbox"/> Hoist Personnel | <input type="checkbox"/> Scraper |
| <input type="checkbox"/> Construction Induction Card (red/white card) | <input type="checkbox"/> Joiner | <input type="checkbox"/> Sheetmetal Worker (Class 1) |
| <input type="checkbox"/> Construction Manager | <input type="checkbox"/> Landscaper | <input type="checkbox"/> Sign writer |
| <input type="checkbox"/> Contract Administrator | <input type="checkbox"/> Laser Level Certificate | <input type="checkbox"/> Skills Assessor |
| <input type="checkbox"/> Crane Bridge-Gantry | <input type="checkbox"/> Licence Bike | <input type="checkbox"/> Spotter - Electrical |
| <input type="checkbox"/> Crane Derrick | <input type="checkbox"/> Licence Car | <input type="checkbox"/> Sprinkler Fitter |
| <input type="checkbox"/> Crane Non Slewing | <input type="checkbox"/> Licence Heavy Combination | <input type="checkbox"/> Stonemason |
| <input type="checkbox"/> Crane Portal Boom | <input type="checkbox"/> Licence Heavy Rigid | <input type="checkbox"/> Tiler – Floor and Wall |
| <input type="checkbox"/> Crane Slew Mob 100 ton | <input type="checkbox"/> Licence Light Rigid | <input type="checkbox"/> Tiler – Roofing |
| <input type="checkbox"/> Crane Slew Mob 100 ton + | <input type="checkbox"/> Licence Medium Rigid | <input type="checkbox"/> Traffic Controller |
| <input type="checkbox"/> Crane Slew Mob 20 ton | <input type="checkbox"/> Licence Multi-Combination | <input type="checkbox"/> Traffic Management |
| <input type="checkbox"/> Crane Slew Mob 60 ton | <input type="checkbox"/> Lift Mechanic | <input type="checkbox"/> Trench Shoring |
| <input type="checkbox"/> Crane Tower | <input type="checkbox"/> Locksmith | <input type="checkbox"/> Water Sprayer |
| <input type="checkbox"/> Crane Self Erecting | <input type="checkbox"/> Miners Licence | <input type="checkbox"/> Welder (Ticketed) |
| <input type="checkbox"/> Crane Vehicle Loading | <input type="checkbox"/> OH&S Health & Safety Rep | <input type="checkbox"/> Winch Operator |
| <input type="checkbox"/> Disconnect/Reconnect (S Permit) | <input type="checkbox"/> Painter & Decorator | Others: |
| <input type="checkbox"/> Dogging | <input type="checkbox"/> Plasterer (Board) | _____ |
| <input type="checkbox"/> Draftsperson | <input type="checkbox"/> Plasterer (Solid) | _____ |
| <input type="checkbox"/> Elevated Work Platform | | _____ |

PART E. SKILLS & EXPERIENCE

(Please indicate the skills you have gained and are still prepared to use at work with an X)

Apprentice

- Looking
- Pre App
- 2nd
- 3rd
- 4th

Asphalter

Boilermaking

- Apprentice
- Light Gauge
- Pressure Vessel
- Structural
- Workshop

Bricklaying

- Apprentice
- Chimneys/Arches
- Glass Block
- Labourer
- Skills
- Tuck Pointer

Cabinetmaker

- Apprentice
- Machinist
- Polisher
- Skills

Carpentry

- Apprentice
- Curtain Walls
- Aluminium Window
- Door Fitter
- Fixout/Fitout
- Formwork (Basic)
- Formwork (Domestic)
- Formwork (Experienced)
- Framing/Roofing
- Partitions/Ceilings
- Set Out
- Shopfitter/Joiner
- Skills
- Steel Stud

Cleaner

- Commercial/Industrial

Draftsperson

- Architectural
- Mechanical
- Structural

Duct Fixer

- Fabrication
- Installation

Engineer

- Civil
- Mechanical
- Structural
- Estimator

Fitter

- Maintenance
- Mechanical
- Pipefitter

Floor Layer

- Carpet
- Cork/Vinyl
- Other

Foreman

Glazier

- Apprentice
- Glazing Skills

Labouring

- Asbestos Removal
- Asphaltting
- Caulker
- Concrete Finisher
- Con-Kerb & Channel
- Concrete Patcher
- Concrete Placing
- Cutter Driller (Concrete)
- Demolition
- Drainer
- Duct Fixer
- Lagger
- Landscaping
- Leading Hand (Labourer)
- Oxy Cutting
- Paver
- Peggy
- Pre Stressing
- Skills (Labouring)
- Steel Fixer (Basic)

- Steel Fixer (Experienced)
- Waterproofing

Leading Hand

Painting

- Applied Finishes
- Apprentice
- Brush Hand
- Decorative Finishes
- Spray (Airless)
- Wall Paper Hanger

Plastering

- Board/Fibrous
- Solid (Wet)
- Applied Finishes
- Apprentice
- Hang and Stop
- Labourer
- Ornamental Cornice
- Steel Stud
- Suspended Ceilings

Plumbing

- Air Conditioning
- Apprentice
- Drainage
- Gasfitter
- Mechanical
- Roofing
- Sanitary
- Water Supply

Programmer/Scheduler

Project Manager

Purchasing Officer

Quality Assurance Officer

Refrigeration Mechanic

Sheetmetal Worker

Shop Steward

Sign Worker

Site Manager

Spotter - Electrical

Store

- Storeperson - Computer Skills
- Storeperson

Surveyor

Survey Assistant

Tiling

- Floor and Wall
- Floor and Wall Apprentice
- Roof

Toolmaking

Trades Assistant

- General
- to Fitter
- to Boilermaker
- to Pipefitter

Training Officer

Waterblaster

Welding

- Arc or Stick
- Basic Skills
- MIG
- Oxy
- TIG
- Flux Core
- Other:

Welding Tickets or Australian Code/s tested to:

(Please show numbers or code/s)

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:

1

Employer Name _____ Job Title _____

Task/Duties _____

Site/s Worked on _____ Months Employed _____

2

Employer Name _____ Job Title _____

Task/Duties _____

Site/s Worked on _____ Months Employed _____

Summary of experiences relevant to work sought – include any relevant qualifications or tickets not able to be shown in Part D

Referees 1. _____ Telephone No.
(Please include position title and company name)

2. _____ Telephone No.
(Please include position title and company name)

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.

Incolink operates in accordance with the Privacy Act. Information on our privacy policy is available on our web site.

Signature _____ Date / /

Email _____

The Redundancy Payment Central Fund Ltd (trading as Incolink)

1 Pelham Street Carlton Victoria 3053
Telephone: (03) 9668 3061
Fax: (03) 9639 1366

Freecall: 1800 337 789 (regional areas only)
Email: memserv@incolink.org.au
Web: www.incolink.org.au
ACN 007 133 833 ABN 39 665 640 229

incolink.org.au