



**TABMA Workforce & Career Development Pty Ltd
(TABMA WCD)**

Participation Application

Apprenticeship/traineeship Scheme

Company Details

Company Name ACN

Trading Name ABN

Address

Postal Address

Contact Person Position

Telephone Fax

Mobile Email

Number of Staff Number of Qualified Trade Staff (able to supervise Apprentice/Trainee)

Employment Request Details

Number of Apprentice/Trainee Sought Level/Year

APPRENTICESHIP	TRAINEESHIP
<input type="checkbox"/> Bricklaying	<input type="checkbox"/> Business Administration
<input type="checkbox"/> Cabinet Making	<input type="checkbox"/> Estimator / Detailer (Timber Industry)
<input type="checkbox"/> Carpentry	<input type="checkbox"/> Floor Covering & Finishing
<input type="checkbox"/> Furniture Finishing	<input type="checkbox"/> Horticulture
<input type="checkbox"/> Floor Covering & Finishing	<input type="checkbox"/> Information Technology
<input type="checkbox"/> Glazing	<input type="checkbox"/> Nursery
<input type="checkbox"/> Horticulture	<input type="checkbox"/> Retail (Hardware) Operations
• Greenkeeping	<input type="checkbox"/> Retail
• Landscaping	<input type="checkbox"/> Timber Manufacturing
• Nursery	<input type="checkbox"/> Timber Merchandising
• Parks & Gardens	<input type="checkbox"/> Timber Wholesaling
<input type="checkbox"/> Metal Fabrication	<input type="checkbox"/> Warehousing
<input type="checkbox"/> Plumbing & Gas fitting	<input type="checkbox"/> Wood Panel Products
<input type="checkbox"/> Plumbing & Gas fitting	
<input type="checkbox"/> Roof Plumbing	
<input type="checkbox"/> Roof Tiling	
<input type="checkbox"/> Saw Doctoring	
<input type="checkbox"/> Shop Fitting	
<input type="checkbox"/> Upholstery	
<input type="checkbox"/> Wood Machining	

TABMA is covered by 10 National Privacy Principles, the NPPs, as set out in the Privacy Act 1988 (as amended by the privacy Amendment (Private Sector) Act 2000). To comply with our obligations under the NPPs we have a Privacy Policy, which sets out how we manage privacy in our organisation. You are welcome to receive more information about the Policy.



TRAINEE / APPRENTICE PROFILE REQUEST

Please indicate the normal amount of hours of work to be undertaken

- Monday to Friday – 38 hour week
- Monday to Thursday – 8 hours per day and 6 hours on Friday
- Monday to Friday - 8 hours per day accruing 2 hours for an RDO
- Other (please specify)

Specifications (Please Tick)

Age Group: 16-18 18-21 21-25+ Sex: Male Female

Education Level (qualifications/experience required):

Year 10 Year 11 Year 12

Knowledge (work-history-life skills)

Drivers licence Own vehicle

Specific requirements for this position

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Brief Description of Duties

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Start Day/Date

Agreement

I hereby understand that TABMA WCD will employ the Trainee/Apprentice for the duration of the Traineeship/Apprenticeship and that TABMA WCD will charge the company a weekly charge out rate. I also understand that prior to my company's participation in traineeship/apprenticeship an agreement between the "Host Employer" and TABMA WCD will have to be signed by a director/proprietor of my company/business. Conditional approval may be granted in lieu of the credit application, profile request and specification form and a direct debit authority which is required to be completed and lodged for approval with TABMA WCD within 14 days.

Print Name

Signature **Date**

If any candidate is presented by TABMA WCD and wish to employ him/her in my company, then I understand a negotiated recruitment fee will be payable within 7 days of commencement of the person.



CREDIT APPLICATION

I/We hereby apply for an account in accordance with your Terms and Conditions and submit the following confidential information for this purpose only.

Registered Company Name:
Trading Name (if applicable):
Trading Address:

1. Nature of Business (please tick one)

- Individual/Sole Trader Partnership Company Other (please specify)

Date Business Commenced: .ABN:
Nature of Operations:

2. Trade References (Excludes finance companies, credit companies or banks)

a. Company Name Telephone ()
Company Address: Facsimile ()
b. Company Name: Telephone ()
Company Address: Facsimile ()

3. Sole Trader/Partners/Directors Names & Address

1. Full Name: Telephone: ()
Address: Suburb: State: Postcode:
2. Full Name: Telephone: ()
Address: Suburb: State: Postcode:

4. Privacy – to be completed by all sole traders, partnerships

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I hereby consent to the use of information as described and certify that the information given is true and to be accurate to the best of my knowledge.

Print Full Name Signature Date

i)
ii)

5. Acceptance of Terms and Conditions to be signed by authorised officer of the company

I/we hereby state that the above information is true and correct and agree to be bound by the Terms and Conditions attached.

Print Full Name Signature Date

i)
ii)
iii)



Date: / /

DIRECT DEBIT REQUEST – USER ID 100256

TABMA Workforce & Career Development ABN 15 003 968 465
(PO Box 518 St Leonards 1590. Phone 02 9277 3100 Fax 02 9437 1222)

Insert full name I/We: _____
(Surname, company name or business name)

(Give names, ACN or ABN)
Request you, until further notice in writing, to debit my/our account described in the Client Service Agreement below.

Customer signatures: _____
(if joint accounts all signatures may be required)

Customer's address: _____

Financial inst name: _____

Account name: _____

BSB Number _ _ _ - _ _ _

Account Number _ _ _ _ _ _ _ _ _

Note: Direct Debiting is not available on the full range of accounts. If in doubt please refer to your Financial Institution.

CLIENT SERVICE AGREEMENT

Privacy (for individuals only)

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Our commitment to you, Drawing arrangements:

We will draw each invoice amount from the nominated account 14 days after the invoice date. Where the due date falls on a non business day, we will draw the amount on the next business day. We will not change the frequency of drawings arrangements without your prior approval. We reserve the right to cancel these drawing arrangements if one or more drawings are returned unpaid by your nominated Financial Institution and to arrange with you an alternate payment method. This may result in removal of the trainee/apprentice from your site. We will keep all information pertaining to your nominated account at the Financial Institution, private and confidential

Your rights:

You may terminate the drawing arrangements at any time by giving written notice to us or through your nominated financial institution. Such notice should be received by us at least 7 business days prior to the due date. You may stop payment of a drawing by giving written notice to us or through your nominated financial institution. Such notice should be received by us at least 7 business days prior to the due date. You may request change to the drawing amount and/or frequency of drawings by contacting us and advising your requirements no less than 7 business days prior to the due date. Where you consider that a drawing has been initiated incorrectly you should take the matter up directly with us, or lodge a Direct Debit claim through your nominated Financial Institution.

Your commitment to us, Your responsibilities:

It is your responsibility to ensure that sufficient funds are available in the nominated account to meet a drawing on its due date. It is your responsibility to ensure that the authorisation given to draw on the nominated account, is identical to the account signing instruction held by the Financial Institution where the account is based. It is your responsibility to advise us if the account nominated by you to receive the drawings is transferred or closed. It is your responsibility to arrange with us a suitable alternate payment method if the drawing arrangements are cancelled either by yourselves or the nominated Financial Institution.

Terms and Conditions – Schedule "A"

1. PAYMENT
 - a. The "Host Employer" shall reimburse TABMA for wages paid to the trainee/apprentice and the applicable statutory on-costs and service fee in accordance with the standard.
 - b. The "Host Employer" may in writing request TABMA to pay to the trainee/apprentice an amount in addition to the gross trainee/apprentice wage component of the rates. The "Host Employer" agrees to reimburse TABMA at the recalculated to take into account such additional wage component. On receipt of such request in writing TABMA shall furnish the "Host Employer" with a statement showing the recalculated rates.
2. PAYMENT METHOD
The "Host Employer" will pay the charge out rate by: Direct Debit System
3. OVERTIME RATES
For overtime (time worked in excess of 38 ordinary hours per week), a trainee/apprentice shall receive the appropriate rate of pay in accordance with the applicable Award.