



Smart Employment Solutions

(ABN 68 067 508 338)
 2 Palings Crt Nerang QLD 4211
 PO Box 950 Nerang Post Shop QLD 4211
 Telephone: 07 3299 4122 Fax: 07 5502 2368
 National: 13 30 24

NEW APPRENTICE ORDER FORM

Order #: _____

Company Name:- _____

Client Contact:- _____ Position:- _____

Tel:- _____ Fax:- _____ Mob:- _____

Email:- _____ Website:- _____

Work/Interview Address:- _____

Postal Address:- _____

Total Number of Employees in organisation:- _____

Number of Qualified Tradespersons:- _____ No of Employees Req:- _____

Apprentice / Trainee Job Title:- _____

Qual:- _____ Certificate Level:- _____ Code: _____

(Please Circle) Apprentice / Trainee (Please Circle) Full Time / Part-Time / School Based

Min Education Level:- _____ Senior / Junior:- _____

Year Level(s) Required:- _____ Will RDO's be accrued: - _____ Y / N

Preferred Start Date:- _____ Salary Cap (max \$) :- _____

No of Days Req:- _____ (School Based Apprentices / Trainees only)

Hours per week:- _____ Earliest Start:- _____ Latest Finish:- _____

Split Shifts/ Other:- Y / N Please specify:- _____

Licence Req:- Y / N Licence Type:- _____ Vehicle Req:- Y / N

Public Transport Available:- Y / N Closest Transport: _____

Best Interview Days:- _____ Best I/V Times:- _____

Office Use Only

Source (Circle) Mail Out Referral Repeat Business Yellow Pages Personal Call Walk Up Newspaper Other _____			Advertising <input type="checkbox"/> Job search <input type="checkbox"/> Website / Seek <input type="checkbox"/> No Ads
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Description Of Business:- _____

Essential Requirements and Skills of Trainee / Apprentice:- _____

Duties and Tasks Performed by Trainee / Apprentice:- _____

Additional Comments:- _____

Charge Rate Quoted (Excl. GST) (\$):- _____

Oncost Code Quoted:- _____

The Client agrees that they will not attempt to employ a prospective GTA Trainee or Apprentice directly during the term of the vacancy.

RECRUITMENT ACTIVITY WILL NOT COMMENCE UNTIL ORDER FORM HAS BEEN SIGNED AND RETURNED TO GTA AND A CURRENT CLIENT AGREEMENT IS ON FILE – THANK YOU

Client Signature: _____ Date: _____

Print Name: _____

Order taken by: _____ Date: _____

Print Name: _____