

Manual Pre-Employment Survey

| Step 1 | | | |
|--|--|------------------------------|-----------------------------|
| Job seeker Name | | | |
| Job seeker ID | | Date of Birth | |
| Highest level of Education | | | |
| Languages Spoken | | | |
| Preferred Language | | | |
| Step 2 | | | |
| I am keen to find stable work | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I am usually able to find my own work | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I expect Employment Plus to find work for me | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I am open to unpaid work to become more employable (e.g. volunteering, work trial or unpaid internship) | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I am usually able to manage issues at work if they occur | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Step 3 | | | |
| I am currently in paid employment | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I am actively trying to look for work | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I feel that I am ready to work | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I know what sort of work I am looking for | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I have a clear plan on how to gain employment | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I have been unemployed for over 12 months | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Step 4 | | | |
| I currently experience mental health concerns (e.g. feeling anxious, depressed or stressed) | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I am currently receiving mental health support from a GP, Allied Health or Community Service (e.g. Psychologist or Counsellor) | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I currently experience issues with alcohol, drugs and/or gambling | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I do not feel supported by my family and/or community | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I lack stable accommodation | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I experience issues with literacy and/or numeracy | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I experience long-term physical health issues that impact my ability to find or return to work | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I am currently receiving physical health support from a GP, Allied Health or other medical provider (e.g. Physiotherapist, etc.) | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I have past or current legal issues that impact my ability to find or return to work | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I would like an Employment Plus Allied health Professional to support me in returning to work | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Step 5 | | | |
| I want help preparing a resume | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I want help to write cover letters | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I want help improving my interview skills | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I want help responding to key selection criteria | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I want help to market myself to employers directly | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I want help knowing what skills employers are looking for | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I want help understanding Australian business culture | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I want help improving my job search techniques | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I want to learn what I need to do when I start a new job | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I want help to learn how to use a computer | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I want help on how to use the internet to search for work | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I want help to develop workplace skills | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I would like to know more about how I can use social medial to look for work | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Step 6

What licences and tickets do you currently possess (these must be valid)?

Tickets

| | | |
|---|--|--|
| <input type="checkbox"/> None <input type="checkbox"/> ASCO <input type="checkbox"/> Santos Induction <input type="checkbox"/> Elevated Work Platform (EWP) <input type="checkbox"/> QLD – White Card <input type="checkbox"/> QLD – Traffic Control <input type="checkbox"/> Bob Cat <input type="checkbox"/> Confined Spaces <input type="checkbox"/> Crane and Hoist <input type="checkbox"/> Forklift Licence <input type="checkbox"/> Load Shifting <input type="checkbox"/> Pressure Equipment <input type="checkbox"/> Scaffolding | <input type="checkbox"/> Security Licence <input type="checkbox"/> Front End Loader <input type="checkbox"/> Excavator <input type="checkbox"/> Back Hoe <input type="checkbox"/> QLD – Blue Card <input type="checkbox"/> NSW – Green Card (White) <input type="checkbox"/> NSW – Blue Card <input type="checkbox"/> NSW – Red Card <input type="checkbox"/> NSW – Yellow Card <input type="checkbox"/> WA – Blue card <input type="checkbox"/> SA – White Card (Green) <input type="checkbox"/> SA – Traffic Management <input type="checkbox"/> TAS – Traffic Control | <input type="checkbox"/> VIC – Red Card <input type="checkbox"/> VIC – Traffic Control <input type="checkbox"/> Working with Children <input type="checkbox"/> Police Clearance <input type="checkbox"/> Responsible Service of Alcohol (RSA) <input type="checkbox"/> Responsibility Gaming Services/Responsibility Conduct of Gambling (RGS/RCG) <input type="checkbox"/> TAS – White Card <input type="checkbox"/> Work Safety at Heights Card – TAS <input type="checkbox"/> First Aid (Level 1) <input type="checkbox"/> First Aid (Level 2) <input type="checkbox"/> First Aid (Level 3) <input type="checkbox"/> Other (specify below) |
|---|--|--|

Other:

Licences

| | | |
|---|--|---|
| <input type="checkbox"/> None <input type="checkbox"/> Car – Auto <input type="checkbox"/> Car – Manual | <input type="checkbox"/> R – Motorcycle <input type="checkbox"/> LR – Light Rigid <input type="checkbox"/> MR – Medium Rigid | <input type="checkbox"/> HR – Heavy Rigid <input type="checkbox"/> HC – Heavy Combination <input type="checkbox"/> MC – Multi Combination <input type="checkbox"/> Other (specify below) |
|---|--|---|

Other:

Transportation

| | | |
|--|--|--|
| <input type="checkbox"/> None <input type="checkbox"/> Able to arrange a lift <input type="checkbox"/> Bicycle | <input type="checkbox"/> Own Car <input type="checkbox"/> Public Transport <input type="checkbox"/> Walk | <input type="checkbox"/> Taxi <input type="checkbox"/> Motorcycle <input type="checkbox"/> Scooter <input type="checkbox"/> Other (specify below) |
|--|--|--|

Other:

Step 7

What is the highest level of education you have completed or commenced?

| | |
|--|---|
| <input type="checkbox"/> High School Year 10 or less <input type="checkbox"/> High School Year 11 or 12 <input type="checkbox"/> Certificate I, II or III <input type="checkbox"/> Certificate IV | <input type="checkbox"/> Trade Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Degree |
|--|---|

Step 8

Please tell us what jobs you can do (Add up to 3 jobs)

| Job Title | Suitability |
|-----------|--|
| | <input type="checkbox"/> Experience in a same or similar role <input type="checkbox"/> Required qualifications and/or licences <input type="checkbox"/> Required skills transferable from different role <input type="checkbox"/> Relevant unpaid or voluntary work experience <input type="checkbox"/> Relevant attributes and willing to learn <input type="checkbox"/> Other |
| | <input type="checkbox"/> Experience in a same or similar role <input type="checkbox"/> Required qualifications and/or licences <input type="checkbox"/> Required skills transferable from different role <input type="checkbox"/> Relevant unpaid or voluntary work experience <input type="checkbox"/> Relevant attributes and willing to learn <input type="checkbox"/> Other |
| | <input type="checkbox"/> Experience in a same or similar role <input type="checkbox"/> Required qualifications and/or licences <input type="checkbox"/> Required skills transferable from different role <input type="checkbox"/> Relevant unpaid or voluntary work experience <input type="checkbox"/> Relevant attributes and willing to learn <input type="checkbox"/> Other |

Step 9

Do you need any help to obtain the jobs listed in Step 8?

Job Title:

Please mention your need:

Job Title:

Please mention your need:

Job Title:

Please mention your need:

Conducted by (Staff Name)

Date

Please ensure that the completed Manual Pre-Employment Survey is scanned and uploaded to JSM and the answers are recorded on <https://www.employmentplus.com.au/job-seekers/survey/> when available.