

# ENROLMENT FORM

Please print all details in **BLOCK LETTERS**

## Applicant Details

Date	/ / 2008	Date of birth	/ /		
Job Seeker ID		CRN-Centrelink			
Surname					
Given name/s					
Address					
Phone (home)		Mobile phone			
Email					
Do you identify as Aboriginal?	YES	NO	Are you a Torres Strait Islander?	YES	NO
Will you need extra assistance with numeracy or literacy skills?				YES	NO
Will you be applying for RPL (recognition of prior learning)?				YES	NO

## Intended Course Enrolment Details

Certificate II in Asset Maintenance (Cleaning Operations)	<input type="checkbox"/>
Certificate III in Asset Maintenance (Cleaning Operations)	<input type="checkbox"/>

## Referral Details

Have you been referred by an employment service provider (ESP)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If Yes, Please provide contact details		
Name of ESP		
Contact person		
Address		
Phone	Mobile	
Fax	Email	

Declaration: I declare all information given on this form is true and correct. Parent/Guardian will also need to fill the following information and sign if the student is under 18 years old.

Full Name:	Student Signature:
Parent/Guardian Name:	Parent/Guardian Signature:
Relationship to student:	Contact Phone Number:

## OFFICE USE ONLY-

### Proof of Residency:

If the applicant has not been referred by an ESP proof of Australian residency must be confirmed, by one of the following documents. Tick appropriate identification and make a copy to put in the applicants file.

- Australian Birth Certificate
- Birth Certificate Extract
- Australian Passport
- Naturalisation Certificate
- Appropriate Visa issued by Australian Government
- Green Medicare Card + Drivers Licence or Proof of Age Card

### Proof of working age:

The applicant must be 15 years or above. Original evidence must be sighted and a copy put in the applicants file. Evidence will take the form of one of the following.

- Australian Birth Certificate
- Birth Certificate Extract
- Australian Passport
- Current Drivers Licence or Proof of age card

### Personal Circumstances:

An applicant must be a Job Seeker, that:

- Is registered with an ESP- Confirmed by documented correspondence between the ESP and the RTO and including the Job Seeker ID; or
- Is an income support recipient who is not required to meet the activity test or participation requirements- confirmed by providing an income statement with their Customer Reference Number (CRN)
- Is a community Development Employment Projects (CDEP) participant- confirmed by documented correspondence between the CDEP and the RTO the their (CRN)
- Is not currently working but is seeking or intending to seek paid employment or self employment after completing the qualification-Confirmed by completing a statutory declaration; or
- Was in one of the above categories before they entered in their Australian Apprenticeships arrangements- confirmed by providing a copy of their training contract.