

Welcome Pack

I MILLIONS MANANGEMENT56 PTY LTD

WELCOME PACK FOR CANDIDATES



I MILLIONS MANAGEMENT56 PTY LTD

ABN:26651856325 ACN: 652 713 212

VICLHLO6988

Email : hr@imillionsmanagement56.com.au

Contact: 0421 505 708

Mailing Address: P O BOX 87, Noble Park, 3174 VIC

Welcome Letter

We would like to welcome you to I **MILLIONS MANAGEMENT56 PTY LTD (IMM56)**

Further into this welcome pack, you will have the Candidate Application Form on page 6.

We require you fill this form in, insert your signature and return the document to company IMM56 by emailing it to hr@imillionsmanagement56.com.au We are excited to work with you side by side in relation to your employment.

To stay up to date with IMM56, please follow us on [Instagram](#) or [Facebook](#).

We understand that the COVID-19 crisis will be impacting your employment, our number one priority is to protect the health of our staff, our candidates, and our clients.

Again, welcome to IMM56, please feel free to send us an email for any questions and we will be happy to assist with further information.

We look forward to having you come on board.

Your Sincerely,

JELITA
(HR RECRUITMENT)
Office :0421 505 708
I MILLIONS MANAGEMENT56 PTY LTD



About IMM 56

IMM56 is an online recruitment agency. Our purpose is to help people live more fulfilling and productive working lives and help organizations succeed.

Our mission is to connect the world's people to allow them to be more productive as an online recruitment agency who provides easier services for candidates and clients.

Information

Communication

We will contact you through email mostly with the occasional mobile phone messages. Instagram and Facebook messages will only be used for generic information. IMM56 may also provide you with selected information about job placement in email communications and / or in phone messages. From time-to-time IMM56 may also contact you by phone call. When we speak to you over the phone we may record the calls for training, verification, and quality assurance purposes. Any Personal Information collected on those calls is used in accordance with our Privacy Policy. Please note it will be your responsibility to keep your contact information up to date with IMM56 to allow sufficient communication between yourself and our employees.

Work Placement - *Your safety matters to IMM56*

As IMM56 is an online recruitment agency, we don't have a physical location where you can enter to discuss with us, there we'll be Zoom or Microsoft teams meeting that you need to organize with one of our employees.

When you have been provided with a work placement with the information of location, you will be sent to our trusted clients to work on behalf of IMM56. Each client has their own company policy and requires you to follow their policies when you are contracted to work on their premises. All communications would be via IMM56.

Hours of Work, Timesheet & Payment Terms

You will be required to work the hours requested from our client, this will be outlined in the details of the contract between yourself and IMM56 prior to commencing responsibilities with IMM56 Clients.

To ensure accuracy of our candidates pay, an authorized timesheet must be sent to IMM56 by close of business every Monday for the previous week's work. When receipt of the timesheet has been approved and signed, IMM56 will make payment weekly every Friday at the contracted rate agreement between yourself and IMM56 specified in the agreement prior to commencing the work with IMM56 clients.

The payment will be direct credited weekly to your nominated bank account that you have completed in the Candidate Application Form and returned to IMM56.

Feedback / Complaints

IMM56 welcomes ideas and feedback about all aspects of the business and the site. IMM56 stores all feedback that is sent to us. This feedback may be used to administer and refine the service we provide. If you have any complaints about your dealings with IMM56, their clients or any concerns please email to [To us](#). Any complaints received by us will be referred to our compliance team for prompt investigation and a written IMM56 Response will be provided to you as soon as possible.



Candidate Application Form

Please fill in the following information, sign and return it to hr@imillionsmanagement56.com.au

Personal Details

Given Name: _____ Surname: _____
Middle Name: _____ Preferred Name: _____
☐ ☐
Gender: Male Female (Please Circle) Date of Birth: ____/____/____
Height: _____ CMS Weight: _____ kgs

Contact Information:

Home Number: _____ Mobile Number: _____
Address: _____
Suburb: _____ State: _____ Postcode: _____
Email Address: _____

Emergency Contact Information:

Name: _____
Contact Number: _____ Relationship: _____

Payroll Details

Tax File Number: _____ ABN Number: _____

Bank Information:

Name of Bank: _____ Bank Location: _____
Account Name: _____
BSB Number: ____/____ (Must be 6 digits) Account Number: _____

Superannuation Information:

Super Fund: _____ Fund Name: _____
SPIN / USI: _____ Member No.: _____



Work Rights

Please select one of the below. Are you; *(Please Circle)?*

Australia Citizen ☐

Permanent Resident ☐

Aboriginal or Torres Strait Islander ☐

Current Visa ☐

Other: _____

Please provide your current passport details:

(Copy of Passport Required)

Passport Number: _____

Passport Expiry: _____

Country of Passport: _____



Availability

Please provide your availability from the hours you are available to the time you are not available:

(Write N/A if you are not available for the whole day)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From:	e.g., 6AM						
To:	e.g., 3PM						
Overnight?	e.g., YES						

Skills Library

Please tick any skill that you have a minimum of 3 months experience in:

Administration Duties	☐	Forklift – Side/Long/Reach	☐	Order Picking – RF Scanners	☐
Accounting Duties	☐	Forklift – Double Deep	☐	Packing / Pallet Stacking	☐
Electronic Pallet Jack	☐	Forklift – Stock Picker (LO)	☐	Warehousing	☐
Forklift – Electric CB	☐	Truck License	☐	A Meat of factory	☐
Forklift – Gas CB	☐	Labouring	☐	Farm	☐

Health Details

Whilst under the employment with IMM56 Pty Ltd, you may be required to work in various environments and undertake task such as:

- Operating Machinery
- Bending
- High Pressure Situations
- Carrying Heavy Loads
- Standing for long periods
- Twisting
- Reaching
- Squatting
- Repetitive Movements

At IMM56, we care about your wellbeing, it is important that we know whether your duties, as listed above, may cause any risk to your health or safety or that of others. We need to know if you are suffering from any of the following ailments, which may affect your ability to carry out your duties. Please circle:

Recurring Illness:	YES/NO	Heart Conditions:	YES/NO	Anxiety:	YES/NO
Back / Shoulder Pain:	YES/NO	Hearing Problems:	YES/NO	Epilepsy:	YES/NO
Wrist / Elbow / Arm Pain:	YES/NO	Vision Impairment:	YES/NO	Diabetes:	YES/NO
Leg / Knee Pain:	YES/NO	Arthritis / Joint Pain:	YES/NO	Asthma:	YES/NO

Skin Conditions: _____

Allergies: _____

Have you suffered a work-related injury or illness in the past 10 years? ☐ YES ☐ NO

If yes, give details: _____

Are you aware of any pre-existing injuries, conditions, or disease that you can foresee will be affected by the nature of your employment with IMM56 Pty Ltd ☐ YES ☐ NO?

If yes, give details: _____



Have you had your Covid Vaccination? ☐ YES ☐ NO

Please advise the date you have received your vaccination:

First Vaccine: ____/____/____

Second Vaccines: ____/____/____

Comments: _____

CHECKLIST

I have attached the following documents with my application:

☐

Superannuation Standard Choice form

☐

Current Visa / Working Rights

☐

Tax File Number Declaration (if applicable)

☐

Current Police Check

I have attached the following Identification documents with my application:

☐

Driver's License and / or Key pass Card

☐

Australian or Foreign Passport

I have attached a copy of License or Certifications:

☐

Forklift License

☐

First Aid Certificate

☐

Truck License

☐

Construction Card

Other, Please List: _____

Employment Authorization

☐

I acknowledge that all information is true and correct, and any deliberate falsification will result in my immediate termination of employment with IMM56 Pty Ltd.

☐

I confirm the information I have given in the Health section of this form is correct, and I acknowledge that if I have failed to make a disclosure, then any recurrence, aggravation, acceleration, exacerbation or deterioration of the pre-existing injury, condition or disease arising out of or in the course of or due to the nature of employment with IMM56 Pty Ltd may entitle me to compensation under the relevant State Workers'/Accident Compensation Act.

Signature: _____

Name: _____

Date: ____/____/____

Office Use Only

Candidate Number: I-_____

Application Received Date: ____/____/____

Terminate Date: ____/____/____

IMM56 Representative / DIRECTOR Signature: _____

Date: ____/____/____