<u>All new staff joining *Qualitycare Nursing Agency* <u>need to</u></u>

1 Fill Application form with details of **two referees**

2 Fill **banking detail** form

3 Agree to and sign our Terms and Conditions of Employment

4 Sign our Employee Code of Conduct Agreement

5 Bring a copy of your **registration**(RNs and ENs only)

6 Copies of Cert 3/ Cert4 / Diploma/ Degree and other Qualifications

7 Bring **one** latest passport size **photos**

8 Fill ATO/TFN declaration, you need **TFN** for it

9 Provide **HESTA** membership **number** for existing member or fill forms for new membership. If different fund then we require a compliance cert.

10 Provide a copy of latest **RESUME if possible**

11 Provide details of their **WWCC** clearance.

12 Provide copy of **drivers license**, **passport** and/or **medicare** for **100 point ID**

13 Provide a copy of current **National Police Check**

14 **Provide a copy of First Aid Certificate (if got one)**

<u>Your contact </u>- **Office numbers** – 1300 QCARE1 or **(02) 8819 6636**

  Akhil Chaukra   Ph- 0421 088 351