



APPLICATION FOR EMPLOYMENT

PLEASE NOTE:

By submitting your application you acknowledge that; If your application is successful;

- you will be required to undergo an MJE Medical at your own cost prior to induction, and authorise the medical centre to provide MJE administration with a copy of the medical results. The MJE Medical forms can be emailed or faxed to the medical centre of your choice.
- you will be required to renew your medical as stated above every 2 years.
- truck drivers 50 and over will be required to renew their medical as stated above every 12 months.
- employment includes a probationary period of 3 months in which employment may be terminated without notice.
- The current roster is 14 on 7 off. Single accommodation only is available.

Additional information may be requested (for example a current Police check, referee checks or documentation to support competency).

Only proceed with your application if you fully acknowledge and agree to the above.
*Applications submitted without this form completed in full will **NOT** be considered further.*
Submit Application, Resume and Copies of Licences and Tickets to: info@mje53.com.au

GENERAL DETAILS

First Name:			
Middle Names:			
Surname:			
D.O.B:			
Postal Address:			
Residential Address:			
Home Phone:		Mobile:	
Email:			
<input type="checkbox"/> VEHICLE LICENCE	LICENCE#	EXPIRY:	
<input type="checkbox"/> HR/HC LICENCE	<input type="checkbox"/> PLANT OPERATOR TICKETS (Provide brief details)	<input type="checkbox"/> MECHANICAL SKILLS Provide brief details)	
<input type="checkbox"/> FIRST AID CERT	Is it current? YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> WELDING EXP	
<input type="checkbox"/> SUPERVISER EXP	<input type="checkbox"/> HSSE	<input type="checkbox"/> OTHER (Provide brief details)	



CURRENT OPERATOR TICKETS/ STATEMENTS OF ATTAINMENT

EQUIPMENT	DATE GAINED	ISSUED BY	EXPERIENCE DETAILS
DOZER			
GRADER			
ROLLER			
LOADER			
EXCAVATOR			
POSI TRAC			
BACKHOE			
OTHER			

WORKPLACE HEALTH AND SAFETY and MJE REQUIREMENTS

Mike Jones Earthmoving is required under the Work Health and Safety Act 2011 (the Act) to provide a workplace that is safe and without risks to health. Its "Duty of Care" under the Act is to minimise the risks to health and safety in the workplace. Workers have a reciprocal obligation to take reasonable care for their own, and others safety, and to cooperate with Mike Jones Earthmoving P/L in respect to actions taken to protect their own and others health and safety. Accordingly the Mike Jones Earthmoving P/L recruitment policy has been developed to proactively minimise the risks to health and safety in the workplace.

Mike Jones Earthmoving P/L maintains a smoke free workplace (this includes in machinery, vehicles, workshop and accommodation). Random drug and alcohol testing is conducted on a regular basis.

Medical Fitness Declaration

The following questions are designed to assist in ensuring a safe and healthy workplace.

Please answer the following questions and read through the Job Demand Checklist below. You will need to indicate your capacity to meet the demands of the role. You have a duty of disclosure to answer these questions correctly, and failure to do so could negate any application you make for workers compensation, and/or, could result in disciplinary action which may include termination for non-disclosure.

NOTE: If you answered "yes" to any of the questions below you will be required to provide a current medical report certifying your fitness for the role based upon the Job Demands Checklist provided.

Do you have, or have you had, any medical, including physical condition, surgeries, injury or psychiatric condition which may affect your capacity to carry out the Job Demands of the position being applied for, or if by carrying out the duties of the position your medical condition or health could be adversely affected?

- NO
- YES (Provide brief details) _____



Are you taking any medication, including prescribed medication, herbal products or vitamins or other substances not prescribed by your doctor? If yes, please provide full details including the name of the product, dosage and frequency of use?

NO

YES (Provide details) _____

PREVIOUS WORKCOVER CLAIMS?

YES NO

Nature of Claim: _____

Have you received clearance for work?

YES NO

Evidence will need to be provided.

HEIGHT (CM)

WEIGHT (KG)

AVAILABILITY

IMMEDIATE

OTHER (Please detail)

WORK HISTORY

ROLE	FROM	TO	DUTIES

DECLARATION

I certify that to the best of my knowledge, the information given in this application form is accurate and correct.

I understand that providing false or misleading information on this form could negate any application made for workers compensation and/or could lead to disciplinary action which could include termination of employment.

I have read and understood the information in the Job Demand Checklist and certify that I have a legal right to work in Australia.

Signature:..... Date: / /

Job Demand Checklist

MOBILE PLANT OPERATOR

FREQUENCY:

C = constant (> 66% day), F = frequent (33 – 66% day), O = occasional (0 – 33% day)

Activity	C	F	O	Details
Lifting - floor to waist			✓	May be required to move a range of equipment eg tools, and/or carry equipment up to 40kgs from ground to vehicles and return, and fit to machine. Can request assistance from co-workers
Lifting - waist to eye level			✓	As above
Lifting - waist to waist			✓	As above
Carrying – bilateral (two handed)			✓	Required to carry range of equipment up to 30kgs, from depot to vehicle, then from vehicle to machine and fit to machine, may perform 2 person lift.
Carrying – unilateral (one handed)			✓	Required to carry equipment from vehicle to machine. Load and unload materials, equipment from workshop to vehicle.
Pushing			✓	To open/close doors of machine,
Pulling			✓	To open/close doors of machine, pulling of ropes and chains
Sitting	✓			To undertake driving to a range of locations up to 1 hour drive intervals. Sitting in vehicle or machine may vary (up to 10 hours in one day). Sitting when driving over rough terrain.
Walking			✓	From vehicle to machine and around site, up to 200 metres.
Walking – sloping/ uneven terrain			✓	As above, may be required to mobilise on sloping and uneven/rough terrain.
Climbing ladders/steps		✓		To negotiate vertical ladders/ramp/steps from ground to machine cabin.
Balancing		✓		Required to perform static and dynamic balance to negotiate ladder/ramp into machine
Overhead reaching - work with arms over shoulder			✓	Occasional bilateral overhead reaching required, with significant force required with arms at full stretch.
Forward reaching – work with arms away from body		✓		Repetitive bilateral forward reaching required when driving machines, with occasional significant force required with arms at full stretch.
Kneeling			✓	When performing Resuscitation training When accessing lower parts of machine, changing tyres and/or performing maintenance
Squatting/ crouching			✓	To be performed when changing tyres to avoid sustained trunk flexion.



Trunk Bending - trunk flexion			✓	Occasional flexion occurs when accessing machine and a modified stoop lift is occasionally required.
Trunk Twisting - repetitive trunk rotation			✓	Trunk rotation may be required when driving
Neck postures – cervical rotation		✓		Twisting of neck when driving required
Activity	C	F	O	Details
Controls - hand/arm	✓			To drive vehicles and machines, using tools to remove/replace parts, communicating with team.
Controls - foot/leg	✓			To drive vehicles and machines
Handling	✓			Frequent handling of equipment and tools to perform tasks. Frequent grasping when climbing up stairs into machines.
Fine Motor	✓			Fine motor skills required to drive machines, set up equipment, use of tools.

In Summary

Main Postures Observed:

A worker undertaking this type of work needs to be very strong with no joint dysfunction or work limitations.

They are required to perform:

- Climbing into and onto machines at heights up to 2 metres;
- Repetitive standing/walking;
- Static and dynamic balance;
- Occasional overhead reaching;
- Repetitive and sustained forward reaching;
- Occasional bending/stooping;
- Sustained neck extension;
- Handling of equipment and tools – good eye-hand co-ordination required;
- Perform lifting/carrying from overhead to ground height, up to 40kg.
- Tasks in a hot environment;

Pre-Employment Functional Screening:

Each employee should be able to safely perform the above tasks before commencing this position. MJE medical testing requirements reflect the above information to assist the doctor in determining whether the worker can perform the inherent critical physical job demands safely.

Submission Checklist

1. You acknowledge and agree to the application submission requirements.
2. Pre-Employment Application completed in full.
3. Resume
4. Copy of Licences held
5. Copy of Tickets held