



Application for Enrolment

We welcome your application to enrol your child/ren. On receipt of a completed application form and administration fee, we will contact you to arrange an enrolment interview.

During the enrolment interview, we will discuss our school's mission and the shared values and ethos of our school community. We will also talk about the information you provide in this form and your reasons for wanting your child/ren to be a member of our school community. Therefore, it is important that you provide as much information as possible so that we can discuss all of your child/ren's educational and pastoral care needs.

Following the enrolment interview, we will be in contact with you to inform you if we can offer your child/ren a place at the school.

Need help? If you need help or an interpreter to complete this Application for Enrolment form, please contact the school.

| Student details | | | |
|---|--|--|--|
| Surname | | | |
| First name | | Middle name(s) | |
| Preferred name | | Gender | <input type="checkbox"/> male <input type="checkbox"/> female <input type="checkbox"/> other |
| Date of birth | | Religion | |
| Child's current school | | | Current year level |
| Reason for transfer (for children moving schools only) | | | |
| Proposed year level at entry to this school | | | Proposed year of entry |
| Place of birth | | Country of birth | 20 |
| Nationality | | Australian citizen | <input type="checkbox"/> yes <input type="checkbox"/> no |
| Main language spoken at home | | Other language/s spoken at home | |
| Has your child spent two (2) years or more in a non-English speaking country? | <input type="checkbox"/> yes <input type="checkbox"/> no | | |
| | If yes, in which country? | | |
| | Date of departure from Australia | | Date of return to Australia |
| | If yes, in which country? | | |
| | Date of departure from Australia | | Date of return to Australia |
| Indigenous identifier | | | |
| Is your child | <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> both Aboriginal and Torres Strait Islander <input type="checkbox"/> none of these | | |
| Does your family speak any Indigenous home language? | <input type="checkbox"/> yes <input type="checkbox"/> no | | |
| | If yes, which language? | | |
| If your child was born overseas, please provide the following details | | | |
| Date your child arrived in Australia | | Date your child first attended school in Australia | |
| Students who are present in Australia on a visa | | | |
| Is your child residing in Australia on a visa? | <input type="checkbox"/> yes <input type="checkbox"/> no If yes, please provide the following information | | |
| Visa subclass (3 digits) | | Visa type | <input type="checkbox"/> permanent <input type="checkbox"/> temporary |
| Visa number | | Passport number | |
| Passport expiry date | | Passport issued by (country) | |
| Does your child's passport expire before the visa? | <input type="checkbox"/> yes <input type="checkbox"/> no If yes, please renew the passport at least six (6) months before the expiry date via your consulate/embassy. | | |

| Fee paying overseas students | | | | |
|---|--|---|--|------------------|
| Is your child a full fee paying overseas student (FFPOS)? | | <input type="checkbox"/> yes <input type="checkbox"/> no If yes, please provide the following information. | | |
| Confirmation of enrolment – course code | | | | |
| Course description | | | | |
| Confirmation of enrolment date | | | | |
| Course start date | | Course end date | | |
| OSHC provider | | Membership number | | OSHC expiry date |
| Parish/Sacramental details | | | | |
| Current parish | | | | |
| Please provide details of the sacraments your child has received | | | | |
| Sacrament | Date received | Parish | Copy of certificate attached | |
| Baptism | | | <input type="checkbox"/> yes <input type="checkbox"/> no | |
| Reconciliation | | | <input type="checkbox"/> yes <input type="checkbox"/> no | |
| Eucharist | | | <input type="checkbox"/> yes <input type="checkbox"/> no | |
| Confirmation | | | <input type="checkbox"/> yes <input type="checkbox"/> no | |
| Additional needs <i>Please indicate if your child requires additional support for any of the following by ticking all that are relevant</i> | | | | |
| Physical needs | <input type="checkbox"/> yes <input type="checkbox"/> no | Sensory needs (vision or hearing impairment) | <input type="checkbox"/> yes <input type="checkbox"/> no | |
| Medical needs | <input type="checkbox"/> yes <input type="checkbox"/> no | Social/Emotional needs | <input type="checkbox"/> yes <input type="checkbox"/> no | |
| Educational needs | <input type="checkbox"/> yes <input type="checkbox"/> no | Any other special needs | <input type="checkbox"/> yes <input type="checkbox"/> no | |
| Behavioural needs | <input type="checkbox"/> yes <input type="checkbox"/> no | Other, please specify | | |
| If you answered yes to any of the above, please provide full details of the needs of your child and any assessment, intervention or support he/she may be currently receiving or has received within the last two years (this may include speech/language pathology reports, medical specialist reports, Educational Adjustment Program (EAP) documents). Copies of reports must be provided with this Application for Enrolment form. | | | | |
| | | | | |
| Does your child access support through the National Disability Insurance Scheme (NDIS)? | | <input type="checkbox"/> yes <input type="checkbox"/> no If yes, please provide details. | | |

| Medical details | | | | |
|---|--|---|--|-----------------------------|
| Doctor/Medical centre name | | Phone number | | |
| Student's Medicare number | | | | |
| Student's Medicare card reference number | | Medicare expiry date | | |
| Health care card no. (if applicable) | | | | |
| Health fund (if applicable) | | Health fund number | | |
| Private hospital cover | <input type="checkbox"/> yes <input type="checkbox"/> no | | | |
| Does your child suffer from asthma? | <input type="checkbox"/> yes <input type="checkbox"/> no | Does your child have an Asthma Management Plan? | <input type="checkbox"/> yes <input type="checkbox"/> no | |
| Other medical conditions and allergies: <i>Please specify any allergies/medical alerts and conditions, particularly ANAPHYLAXIS, relating to your child eg allergy to nuts, penicillin, bee stings, diabetes, epilepsy, etc</i> | | | | |
| | | | | |
| Date of last tetanus injection/booster | | Do you have your child's immunisation certificate? <i>If yes, please attach copy to application.</i> | <input type="checkbox"/> yes <input type="checkbox"/> no | |
| Media consent | | | | |
| Do you give consent for your child's image and/or name being used by Catholic education for the purpose of external promotion, marketing and internal use, including but without limitation, electronic media, year books, newsletters, school photos, advertising or promotional materials and/or media releases and statements whilst enrolled at the school and after they leave the school. | | | <input type="checkbox"/> yes <input type="checkbox"/> no | |
| Children in your family (Please list all the children in your family.) | | | | |
| Full name | Gender | Year level eg Year 5 | Birth order eg eldest | Current school/kindergarten |
| | <input type="checkbox"/> male <input type="checkbox"/> female <input type="checkbox"/> other | | | |
| | <input type="checkbox"/> male <input type="checkbox"/> female <input type="checkbox"/> other | | | |
| | <input type="checkbox"/> male <input type="checkbox"/> female <input type="checkbox"/> other | | | |
| | <input type="checkbox"/> male <input type="checkbox"/> female <input type="checkbox"/> other | | | |
| | <input type="checkbox"/> male <input type="checkbox"/> female <input type="checkbox"/> other | | | |

| Family details | | |
|--|--|--|
| Parent/carer residing at same home address as child | | |
| Details | Parent/carer 1 | Parent/carer 2 |
| Title | | |
| Surname | | |
| Given name/s | | |
| Relationship to child eg father, aunty | | |
| Gender | <input type="checkbox"/> male <input type="checkbox"/> female <input type="checkbox"/> other | <input type="checkbox"/> male <input type="checkbox"/> female <input type="checkbox"/> other |
| Marital status | <input type="checkbox"/> married <input type="checkbox"/> separated <input type="checkbox"/> divorced <input type="checkbox"/> single <input type="checkbox"/> other | <input type="checkbox"/> married <input type="checkbox"/> separated <input type="checkbox"/> divorced <input type="checkbox"/> single <input type="checkbox"/> other |
| Home address | | |
| Postal address (if different to home address) | | |
| Home phone number | | |
| Work phone number | | |
| Mobile phone number | | |
| Email address | | |
| Country of birth | | |
| Nationality | | |
| Religion | | |
| Main language spoken at home | | |
| Do you need an interpreter? | <input type="checkbox"/> yes <input type="checkbox"/> no If yes, which language? | <input type="checkbox"/> yes <input type="checkbox"/> no If yes, which language? |
| Highest year of school education | <input type="checkbox"/> Yr 12 or equivalent <input type="checkbox"/> Yr 11 or equivalent <input type="checkbox"/> Yr 10 or equivalent <input type="checkbox"/> Yr 9 or equivalent or below | <input type="checkbox"/> Yr 12 or equivalent <input type="checkbox"/> Yr 11 or equivalent <input type="checkbox"/> Yr 10 or equivalent <input type="checkbox"/> Yr 9 or equivalent or below |
| Level of highest qualification | <input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Diploma/Advanced Diploma <input type="checkbox"/> Certificate I to IV (includes trade cert) <input type="checkbox"/> no non-school qualification | <input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Diploma/Advanced Diploma <input type="checkbox"/> Certificate I to IV (includes trade cert) <input type="checkbox"/> no non-school qualification |
| Occupation | | |
| Occupational group (please refer to list of occupations on the final page of this form) | <input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Group 8 | <input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Group 8 |
| Employer | | |
| Employer address | | |

| Parent/carer <i>NOT</i> residing at same home address as child | | |
|---|--|--|
| Details | Parent/carer 3 | Parent/carer 4 |
| Title | | |
| Surname | | |
| Given name/s | | |
| Relationship to child/ren eg father, aunty | | |
| Gender | <input type="checkbox"/> male <input type="checkbox"/> female <input type="checkbox"/> other | <input type="checkbox"/> male <input type="checkbox"/> female <input type="checkbox"/> other |
| Marital status | <input type="checkbox"/> married <input type="checkbox"/> separated <input type="checkbox"/> divorced <input type="checkbox"/> single <input type="checkbox"/> other | <input type="checkbox"/> married <input type="checkbox"/> separated <input type="checkbox"/> divorced <input type="checkbox"/> single <input type="checkbox"/> other |
| Home address | | |
| Postal address (if different to home address) | | |
| Home phone number | | |
| Work phone number | | |
| Mobile phone number | | |
| Email address | | |
| Country of birth | | |
| Nationality | | |
| Religion | | |
| Main language spoken at home | | |
| Do you need an interpreter? | <input type="checkbox"/> yes <input type="checkbox"/> no If yes, which language? | <input type="checkbox"/> yes <input type="checkbox"/> no If yes, which language? |
| Highest year of school education | <input type="checkbox"/> Yr 12 or equivalent <input type="checkbox"/> Yr 11 or equivalent <input type="checkbox"/> Yr 10 or equivalent <input type="checkbox"/> Yr 9 or equivalent or below | <input type="checkbox"/> Yr 12 or equivalent <input type="checkbox"/> Yr 11 or equivalent <input type="checkbox"/> Yr 10 or equivalent <input type="checkbox"/> Yr 9 or equivalent or below |
| Level of highest qualification | <input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Diploma/Advanced Diploma <input type="checkbox"/> Certificate I to IV (includes trade cert) <input type="checkbox"/> no non-school qualification | <input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Diploma/Advanced Diploma <input type="checkbox"/> Certificate I to IV (includes trade cert) <input type="checkbox"/> no non-school qualification |
| Occupation | | |
| Occupational group (please refer to list of occupations on the final page of this form) | <input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Group 8 | <input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Group 8 |
| Employer | | |
| Employer address | | |

| Legal guardian (if different to the above) | | | | | |
|---|--|--------------------------|--------------------------|--------------------------|--------------------------|
| Name | | Contact number | | | |
| Organisation name (if applicable) | | | | | |
| Postal address | | | | | |
| Email address | | | | | |
| Additional emergency contacts | | | | | |
| Additional emergency contact 1 | | | | | |
| Name | | Contact number | | | |
| Relationship to child eg grandparent | | | | | |
| Additional emergency contact 2 | | | | | |
| Name | | Contact number | | | |
| Relationship to child eg grandparent | | | | | |
| Communication | | | | | |
| From details on page 4, 5 and 6 | Parent/ carer 1 | Parent/ carer 2 | Parent/ carer 3 | Parent/ carer 4 | Legal guardian |
| With whom should the school provide correspondence eg newsletter, letters, notices? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| With whom should the school communicate regarding absences from school? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| To whom should the school send a copy of academic reports? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Travel | | | | | |
| Who is authorised to pick up the child during school hours? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| How will your child travel to and from school eg bus, walk? | | | | | |
| Who does the child live with? | | | | | |
| <input type="checkbox"/> both Parents <input type="checkbox"/> Parent/carers 1 only <input type="checkbox"/> Parent/carers 2 only <input type="checkbox"/> Parent/carers 3 only <input type="checkbox"/> Parent/carers 4 only <input type="checkbox"/> Legal guardian <input type="checkbox"/> shared arrangement (please provide details) | | | | | |
| Access restrictions, family court orders, parenting plans | | | | | |
| Are there any family court orders or parenting plans that have been issued in relation to the child you are applying to enrol? (If yes, support documents must be provided with the Application for Enrolment form) | <input type="checkbox"/> yes <input type="checkbox"/> no | | | | |
| Are there any apprehended violence orders or domestic violence orders in place in relation to the child you are applying to enrol? (If yes, support documents must be provided with the Application for Enrolment form.) | <input type="checkbox"/> yes <input type="checkbox"/> no | | | | |
| Is there a child protection order in place for the child you are applying to enrol? (If yes, support documents must be provided with the Application for Enrolment form.) | <input type="checkbox"/> yes <input type="checkbox"/> no | | | | |
| How did you hear about the school? | | | | | |
| <input type="checkbox"/> current family <input type="checkbox"/> relative in school <input type="checkbox"/> recommendation <input type="checkbox"/> family of previous students <input type="checkbox"/> internet search <input type="checkbox"/> local knowledge <input type="checkbox"/> school promotional material or advertising <input type="checkbox"/> school event <input type="checkbox"/> other _____ | | | | | |
| Why did you choose the school? | | | | | |
| <input type="checkbox"/> academic standards <input type="checkbox"/> community involvement <input type="checkbox"/> Catholic school option <input type="checkbox"/> facilities/resources/services <input type="checkbox"/> pastoral care <input type="checkbox"/> curriculum <input type="checkbox"/> information on website <input type="checkbox"/> sport programs <input type="checkbox"/> vision, mission, values <input type="checkbox"/> location <input type="checkbox"/> parent information <input type="checkbox"/> atmosphere <input type="checkbox"/> reputation <input type="checkbox"/> co-curricular opportunities <input type="checkbox"/> heritage and traditional <input type="checkbox"/> other (please provide details) | | | | | |

Application for Enrolment - Parent/Legal guardian Agreement

Please tick all relevant boxes below.

Policies and procedures

I/we have read and agree to support and follow the policies and procedures as listed below as an essential condition of this Enrolment Agreement. I/we understand that these policies and procedures will be updated from time to time and I/we will be notified through the school's usual communication channels.

[Diocese of Toowoomba Catholic Schools policies, procedures and guidelines](#)

[TCS Privacy Statement](#)

[TCS Acceptable Use of ICT Systems and Resources policy](#)

[TCS Student Protection processes and guidelines](#)

School policies and procedures – Please visit the school's website to read these policies and procedures.

Religious life of the school

If this enrolment is successful, I/we agree to support the Catholic ethos and our child's participation in the religious life of the school eg liturgies, retreats.

Supporting documents

I/we have attached copies of the following supporting documents to this Application for Enrolment.

Birth certificate

Baptismal certificate

Passport and visa (where applicable)

Evidence of time out of the country eg passport, exit and entry stamps, overseas school reports (where applicable)

Most recent previous school reports and external assessment results (where applicable)

Relevant family court orders (where applicable)

Immunisation certificate (primary school applications only)

Court orders (if applicable)

Financial commitment

If this enrolment application is successful, I/we understand that we are responsible for payment of Fees. The Application for Enrolment form, combined with the Letter of Offer and Acceptance, binds the signatories to fee responsibility unless a new Application for Enrolment form and/or Revised Parenting/Legal guardian and Fees Agreement is completed and forms a variation to this contract.

I/we have read the Fee schedule and the [School fees policy](#) and I/we understand and agree to accept them in full in relation to the enrolment of the child named herein.

Where more than one parent/legal guardian is a party to this Agreement and regardless of who has been nominated to receive invoices, each parent/legal guardian is jointly and severally liable for payment of all Fees levied by the school. Fees will be issued in their entirety and not split to separate accounts.

I/we will pay punctually, as they fall due, all Fees in accordance with the terms set forth in the School fees policy and Fee schedule issued by the school. Appropriate recovery action will commence immediately after the due date for Fees has passed.

I/we are not aware of any outstanding fees or charges, in relation to the child/ren applying to enrol, that I/we are responsible for at another Catholic school, or I/we have an approved payment arrangement in place.

I agree to comply with the hire and return of school owned equipment during the enrolment of the child applying to enrol at the school and to cover any costs incurred in the loss of or damage to this equipment by me or this child. I also agree to return any school owned equipment if this child is no longer enrolled in the school and to cover any costs incurred in the loss of or damage to this equipment by me or this child.

I/we have included the enrolment application administration fee of \$ _____ with this Application for Enrolment and I/we understand that this money will not be refundable if the application is not successful.

Privacy, information collection and updating information

In processing this application, it may be necessary for the school or Catholic Schools Office to look at documents held by previous educational institutions, health care professionals or other agencies. This information will be collected, used and stored consistent with legislative requirements. The consent of the owner of the information, whilst not always necessary, is appreciated and will aid in the efficient assessment of the application.

I/we give consent for the school and Catholic Schools Office to gain access to relevant information about the child we wish to enrol that is held by previous educational institutions, health care professionals or other agencies by approaching these bodies directly. I understand that the information that is requested may relate to the answers that I have given to any part of this Application for Enrolment form.

For students on a visa, I/we give consent to the Catholic Schools Office to check visa entitlements electronically via the Department of Immigration's Visa Entitlement Verification Online (VEVO) web tool for the duration of enrolment.

I/we understand that the information that I/we provide will be kept by the school if the application for enrolment is successful.

I/we understand that we must notify the school of any changes to the information that is contained within this Application for Enrolment, throughout the period of enrolment.

Default

I/we understand that I/we are agreeing to all aspects of this Enrolment Agreement.

I/we understand that if we do not meet our obligations, we will be in breach of this Agreement. As a result, the school may terminate the Enrolment Agreement by written notice to me/us. (This is without prejudice to any other rights of the school.)

Definitions

- Enrolment Agreement – means
 - (a) this Application for Enrolment form
 - (b) any Revised Parenting/Legal guardian and Fees Agreement (if acceptable to the school)
 - (c) the policies and procedures as updated from time to time
 - (d) the Acceptance/Declining of Offer form, and the letter from the school enclosing it and
 - (e) any other variations to the Agreement as notified through the schools usual communication methods with parents/guardians.
- Fees include all tuition and boarding fees (if applicable), levies, other charges and expenses incurred by the school in collecting any outstanding debts.
- Policies and procedures include those policies and procedures noted in the Application for Enrolment and available at the Diocese of Toowoomba Catholic Schools website and the school website.

Declaration

The signature of both parents or legal guardians is required.

If only one parent/legal guardian is completing this form and/or signing the declaration below, and no court order is in place, a statement describing the parenting and fee responsibility of each parent or legal guardian, in relation to the child's enrolment at the school, MUST be attached to this application.

I/we declare the information provided in this application to enrol is, to the best of my/our knowledge and belief, accurate and complete. I/we understand that if any misleading information has been provided, or any omission of significant, relevant information made in this Application for Enrolment, acceptance will not be granted, or if discovered after acceptance, the enrolment may be withdrawn.

All adults responsible for the PARENTING of the student are required to sign here.

| | | | |
|------------------------------|------|-----------|------|
| Parent 1 or Legal guardian 1 | Name | Signature | Date |
| Parent 2 or Legal guardian 2 | Name | Signature | Date |

Please note: If submitting this form electronically, you will be required to sign this form during the enrolment interview.

All adults responsible for the PAYMENT OF FEES of the student are required to sign here.

| | | | |
|------------------------------|------|-----------|------|
| Parent 1 or Legal guardian 1 | Name | Signature | Date |
| Parent 2 or Legal guardian 2 | Name | Signature | Date |

Please note: If submitting this form electronically, you will be required to sign this form during the enrolment interview.

If there are additional person/s responsible for the PAYMENT OF FEES to the above, please complete the following.

| | |
|-----------------------|-----------------------|
| Name | Name |
| Postal address | Postal address |
| Email address | Email address |
| Relationship to child | Relationship to child |
| Signature | Signature |
| Date | Date |

Please note: Acceptance of this application for enrolment is subject to approval by the principal. Acceptance to this school does not constitute acceptance into any other Catholic school (primary or secondary).

Office use only

Application and offer

| | | | | | |
|----------------------------------|--|------------------|----|-------------------|--|
| Date application received | | Admin fee paid | \$ | Receipt number | |
| Enrolment interview date | | Interviewed by | | Date offer issued | |
| Acceptance of enrolment received | | School fees paid | \$ | Receipt number | |

Student enrolment details

| | | | | | |
|-----------------------|---|----------------------------|--|-------|--|
| Class | | PC teacher | | House | |
| Date commenced | | Family key contact details | | | |
| Special circumstances | <input type="checkbox"/> yes <input type="checkbox"/> no If yes, please specify. | | | | |

Occupational groups

Parent occupation definition

Parent occupation is defined as the main work undertaken by the parent/carer. If a parent/carer has more than one job, report their main job.

Group 1 Senior management in large business organisation, government administration and defence, and qualified professionals

- **Senior executive/manager/department head** in industry, commerce, media or other large organisation
- **Public service manager (section head or above)** - regional director, health/education/police/fire service administrator
- **Other administrator** – school principal, faculty head/dean, library/museum/gallery director, research facility director
- **Defence forces** – commissioned officer
- **Professionals** – generally have a degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others
- **Health, education, law, social welfare, engineering, science, computing** professional
- **Business** – management consultant, business analyst, accountant, policy analyst, actuary, valuer
- **Air/Sea transport** – aircraft/ship's captain, officer, pilot, flight officer, flying instructor, air traffic controller

Group 2 Other business managers, arts/media/sportsperson and associate professionals

- **Owner/manager** – farm, construction, import/export, wholesale, manufacturing, transport, real estate business
- **Specialist manager** – finance, engineering, production, personnel, industrial relations, sales, marketing
- **Financial services manager** – bank branch manager, finance/investment/insurance broker, credit/loans officer
- **Retail sales/services manager** – shop, petrol station, restaurant, club, motel/hotel, cinema, theatre, agency
- **Arts/media/sports** – musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proofreader, sportsman/woman, coach, trainer, sports official
- **Associate professional** – generally have diploma/technical qualifications and support managers and professionals
- **Health, education, law, social welfare, engineering, science, computing** – technician/associate professional
- **Business/administration** – recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager
- **Defence forces** – non-commissioned officer

Group 3 Tradesmen/women, clerks and skilled office, sales and service staff

- **Tradesmen/women** – generally have completed four (4) year Trade Certificate, usually by apprenticeship; all tradesmen/women are included in this group
- **Clerks** - bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer service clerk, admissions clerk
- **Skilled office, sales and service staff** – office: secretary, personal assistant, desktop publishing operator, switchboard operator; sales: company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher; service: aged/disabled/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor

Group 4 Machine operators, hospitality staff, assistants, labourers and related workers

- **Drivers, mobile plant, production/processing machinery and other machinery operators**
- **Hospitality staff** – hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper
- **Office assistants, sales assistants and other assistants** – office: typist, word processing/data entry/business machine operator, receptionist, office assistant; sales: sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker; assistant/aide: trade's assistant, school/teacher's aide; dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant
- **Labourers and related workers** – Defence Forces ranks below NCO not included above; agriculture, horticulture, forestry, fishing, mining work: farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand; other worker: labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor

Group 8 Currently not in paid work

If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation. If the person has not been in paid work in the last 12 months, tick Group 8.