

"Western Australia's most experienced Rural Employment Agency"

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PLEASE RETAIN THIS FORM FOR YOUR USE.. DO NOT FAX BACK

Attention of Employee _____ **@ Fax** _____

Information for Employees within Australia and Overseas

Thankyou for your enquiry please find enclosed our registration forms which we ask you to complete and sign/date and fax back to us on the above number. We require these forms to be completed by you before we can act for you; we have many positions available which you may wish to consider. Your forms will advise us of your availability and preferences for work and we then look at positions which we believe would suit you and discuss this with you, usually by phone, so it is essential you have a contactable phone number, please ensure all phone numbers are clearly written.

Phone Referees: We ask that you advise your referees they may be contacted and ensure we have current phone numbers of referees. Please speak to your referees before they are contacted re your employment.

Air Fares: You are required to pay your own airfares.

Re Tax File Number: TFN can only be obtained after your arrival in Australia the simplest way is to apply online after your arrival, or collect a paper copy from a News Agent, or request a paper copy from us to be sent to your Employer. These forms are not available to download now. Most of our Employers will assist you with applying online. When you leave the Employer it is essential to supply your Employer with a forwarding address for your Group Tax Certificate, this can be an overseas address, you will then be able to apply for a tax refund after 30 June.

Communications with us must be given high priority, we ask you advise us as soon as you confirm a position in Australia and particularly arrival dates to that position. It is important that you remember to keep us updated with a current phone number or contact number particularly when you are traveling. If you are buying a Mobile - only purchase a G3 type from Telstra Dealers do not purchase digital mobiles, they do not have coverage in the Country. We offer a service of arranging for our Staff travel & accommodation in Western Australia, or alternatively we can give you the information to do your own bookings. We will send a fax/email outlining the steps you take from arrival at the Airport to the point where the employer meets you to drive to the farming property. Our instructions are easy to follow and we are also available 24/7 on the phone just leave a message and we will get back to you asap. (Weekends & Public Holidays included).

Remember to bring: Sleeping Bag, Drivers License, Work Clothes, **Work Boots**, and Sun Hat. Please feel free to phone us after your registration forms have been faxed to discuss your application further. If our lines are busy our message bank is available after hours, please leave a message with contact phone number and we will get back to you.

**Kelvin R Thompson – RANZA
Manager**