

Electric Pallet Jack Training

Fax to 07 3907 0294 or email reception@onestopgroup.com.au – Tel 1300 556 387

Trainee to complete this section neatly

First name:		Surname:	
Address:			
Phone 1:		Phone 2:	
Email:			
Minimum of 18 years of age	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Language or literacy problems	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Read, write and speak English	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Photographic identification	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Any disabilities that may affect learning	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Job Services Australia consultant to complete this section (where relevant)

JSA provider:			
JSA contact:		Phone:	
JSA email:			
JSID:		PO #:	

Purchase orders are required at the time of booking. Please email or fax your PO with this form to the details above.

Business representatives to complete this section (where relevant)

Company:			
Address:			
Contact:		Phone:	
Email:			
Payment	Cash <input type="checkbox"/>	Cheque <input type="checkbox"/>	Credit Card (Visa or MC) <input type="checkbox"/>
	Account <input type="checkbox"/> SEE BELOW		

Business Customers wishing to place purchases on account complete this section

I authorise that course costs shall be met by the company listed in line with One Stop Group trading terms.

Name:		Position:	
PO #:		Signature:	
Date:		Phone:	

Jobs will only be put on account for business customers who have completed and returned a credit application. Please call 07 3907 0211 for a copy to be sent to you or visit www.onestopgroup.com.au to download. Account trading terms are strictly 14 days.

Complete this section if training is to take place on YOUR site.

<input type="checkbox"/> Access to a training/assessment area / room	<input type="checkbox"/> Employer aware the training could take 2-3 hours
<input type="checkbox"/> Seating / tables for the required number of trainees	<input type="checkbox"/> Trainee has the time available to complete the course
<input type="checkbox"/> Trainee has the time available to complete the course	
<input type="checkbox"/> Site induction/entry information before entering: (details including time required)	

One Stop Training Use Only

Equipment required:	Notes on entry:	Other Notes:
<input type="checkbox"/> Enrolment and medical form	<input type="checkbox"/> Copy SOA and AS1	<input type="checkbox"/> Invoice number
<input type="checkbox"/> ID Attached	<input type="checkbox"/> Proof of payment	Quoted price:
<input type="checkbox"/> Workbook completed	<input type="checkbox"/> Purchase order received	Date received: / /
<input type="checkbox"/> Assessment tool	<input type="checkbox"/> Payment received	Booked by: DB / JL / SP / CB / CW / AS