

## Section 1: Personal Details

<b>Title:</b> Mr/Mrs/Miss/Ms		<b>Last Name:</b>	
<b>Given Names:</b>		<b>Preferred name:</b>	
<b>Date of birth:</b> (Day/Month/Year)		<b>Indigenous status:</b> Aboriginal /Torres Strait Islander	
Are you an <b>Australian Citizen?</b> (yes or no)	Yes <input type="checkbox"/> No <input type="checkbox"/>	If NO, are you a <b>permanent resident?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Rate your <b>language and communication skills</b> in both <b>written and spoken English:</b>	Very good... <input type="checkbox"/>	What is your <b>country of birth?</b>	
	Good..... <input type="checkbox"/>		
	Average.... <input type="checkbox"/>	What is your <b>home language?</b>	
Poor..... <input type="checkbox"/>			
Please state any <b>medical conditions or disability</b> that First Door should be aware of, such as diabetes, epilepsy			

## Section 2: Communication contacts

<b>Street address:</b>					
Suburb:		State:		Postcode:	
<b>Postal Address</b> (if different)					
Suburb:		State:		Postcode:	
<b>Home Phone:</b>		<b>Mobile:</b>			
<b>Email:</b>					
Skype name:					
My best time of day for First Door contact is:					
<b>Emergency contact</b> Name of relative or friend					
<b>Their address:</b>					
Suburb:		State:		Postcode	
<b>Their home phone:</b>		<b>Mobile:</b>			

## Section 3: Employment information

<b>Current employer:</b>					
<b>Street address:</b>					
Suburb:		State:		Postcode:	
<b>Work Phone:</b>		<b>Work email:</b>			
Name of workplace <b>supervisor/mentor:</b>		Name of ECEC <b>centre Director:</b>			
<b>Current position held:</b>		<b>Year commenced:</b>			
<b>Employment status:</b> Full time OR part time?		Unemployed: Seeking, OR not seeking work?			
Contract OR casual?		Self-employed?			

## SECTION 4: Education and Training

<b>Highest level of post school qualification:</b>		<b>Year completed:</b>	
<b>Highest level of high school education:</b>		<b>Year completed:</b>	
<b>Other relevant training:</b> e.g. First Aid training		<b>Year completed:</b>	
<b>Do you hold any previous credits</b> of units towards this course	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Please attach a certified copy of attained units</b> <input type="checkbox"/>	

## SECTION 5: About my learning

<b>Diploma course or qualification name:</b> (title of qualification I have chosen to study from)		
<b>I wish to enrol in the following units:</b> (please list unit code/s and unit name/s)	<b>Unit code</b>	<b>Unit name</b>
<b>My particular learning needs are:</b> (please state any area of difficulty in learning or learning disability)		
<b>How did I learn about First Door?</b> e.g.: workplace/internet/recommended by		
<b>What made studying with First Door appealing to me?</b>		

## SECTION 6: Student fees

I agree to pay <b>by internet banking</b> prior to commencing the unit Your first unit fee is \$235 to include a one-off \$40 enrolment fee. Second and further units are charged at \$195 each.	<b>Internet payment</b> <input type="checkbox"/>
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## SECTION 7: Declaration and checklist

<b>I have read and accept all the policies, procedures and guidelines contained within the First Door Student Handbook and Course Guide.</b> In particular, I understand the student standards and fees policy. I shall abide by these for the duration of my training with First Door Training and Development.	<b>Initial as read and understood</b> X
<b>I understand the course timeline and assessment requirements.</b> I am required to complete a training plan with agreed assessment due dates. My assignments are to be received by First Door by 4pm on due date unless an extension has been requested and granted. To complete these units, I also understand that I am required to achieve the necessary workplace experience, activities and assessment. I give First Door staff permission to discuss my progress with my workplace supervisor and/or Centre Director.	<b>Initial as read and understood</b> X
<b>I give First Door Training and Development Pty Ltd permission to indefinitely use my image and quotes</b> in a respectful and positive manner for use in First Door training resources and in other media (e.g. First Door website).	<b>Initial as read and understood</b> X
Please note that <b>the information you provide on this form is private and confidential.</b> All student records are kept for thirty years by First Door Training and Development, as required by law. You are entitled to view your records upon written request to First Door Training and Development.	<b>Initial as read and understood</b> X
<b>Checklist:</b> Please ensure that you have: <input type="checkbox"/> completed all sections of this application form <input type="checkbox"/> attached all relevant supporting documentation <input type="checkbox"/> paid the one-off \$40 non-refundable enrolment fee and \$195 first course unit fee	<b>Initial as read and actioned</b> X
I declare that the information contained in this application is true and correct to the best of my knowledge. <b>Signed by enrolling student</b> (over 18 years of age): X	<b>Enrolling student's full name:</b>  <b>Dated:</b>
I declare that the information contained in this application is true and correct to the best of my knowledge. <b>Signed by parent/guardian</b> (if the student is under 18 years of age) X	<b>Parent/guardian's full name</b>  <b>Dated:</b>

First Door Admin Use Only:				Initial
Enrolment received	Date:	Enrolment fee and first unit fee received and entered	Date:	
Info/interview required?	Date:			
Training Plan				
Individual needs				
Payment plan				
RPL information/interview	Date:			
Introduction: face to face	Date:			
Welcome pack sent	Date:			
Entered student information to WiseNet	Date:			
First mentor meeting and drink bottle	Date:			
Notes:				