



Jobs Australia Membership Application Form 2014-15

STEP 1: Is your organisation a nonprofit organisation engaged in the delivery of programs and services to assist unemployed people to gain and retain employment?

Yes → You are eligible for Jobs Australia membership -fill out this form

Don't know → Contact Al Parmeter at Jobs Australia on 03 9349 3699 or aparmeter@ja.com.au

No → You are not eligible for Jobs Australia membership - but as a nonprofit organisation, you are eligible for our Community Sector Industrial Relations service. Find out more and download an application form at www.ja.com.au/csir

ORGANISATIONAL INFORMATION:

Legal Name of Organisation			
Trading Name (if different to above)			
ABN			
Main Office Postal Address			Postcode
Main Office Street Address			Postcode
Telephone No		Fax No	
Website			
Number of Equivalent Full-time Employees (EFTs) employed by the organisation		(To calculate your EFTs, add together the total hours worked by all full-time, part-time and long term casual employees in a week and divide by 38. Round to one decimal place)	
Industrial Awards (please tick those that apply to your organisation)	WORKPLACE AGREEMENTS		
	<input type="checkbox"/> Collective Agreement Details: (If this applies to your organisation please send us a hard and electronic copy of any registered agreement which currently apply in your workplace)		
Do you require more information about (please tick)	MODERN AWARDS (operating from 1 January, 2010)		
	<input type="checkbox"/> Labour Market Assistance Industry Award 2010 <input type="checkbox"/> Social, Community, Home Care and Disability Services Industry Award 2010 <input type="checkbox"/> Supported Employment Service Award 2010 <input type="checkbox"/> Educational Services (Post-Secondary Education) Award 2010		
	<input type="checkbox"/> Jobs Australia Blanket Cover Program (for Insurance information) <input type="checkbox"/> Indigenous Network (for Indigenous organisations engaged in skills and training programs)		

CONTACT INFORMATION:

<p>Primary Contact: (ONE PERSON ONLY) This is the person who we'll first contact regarding membership including billing and adding more staff to our web portal and email list</p>	<p>Name Role Title Email</p>	<p>Y / N</p>
<p>Board Contact: (ONE PERSON ONLY) A contact from your Board who has fiduciary responsibility for your organisation, so we can send Board communications and invitations</p>	<p>Name Role Title Email</p>	<p>Y / N</p>
<p>CEO: To direct communication and send invitations to important meetings, briefings and conferences we organise</p>	<p>Name Role Title Email</p>	<p>Y / N</p>
<p>Employment Services Contact: To direct communication about key policy and other employment services related issues.</p>	<p>Name Role Title Email</p>	<p>Y / N</p>
<p>Industrial Relations Contact: To direct communication about IR and HR news and events as well as direct award and pay table information and updates</p>	<p>Name Role Title Email</p>	<p>Y / N</p>
<p>Finance Contact: To direct communication about financial management issues such as changes to taxation arrangements</p>	<p>Name Role Title Email</p>	<p>Y / N</p>
<p>Insurance Contact: To direct communication about our Blanket Cover Insurance Program</p>	<p>Name Role Title Email</p>	<p>Y / N</p>

PROGRAMS & SERVICES INFORMATION: (Please tick the programs and services you deliver)

Federal Programs:

- | | |
|-----------------------------------------------------------------|------------------------------------------------------------------------------------|
| <input type="checkbox"/> Job Services Australia (JSA) | <input type="checkbox"/> Remote Jobs and Communities Program (RJCP) |
| <input type="checkbox"/> Disability Employment Service (DES) | <input type="checkbox"/> Indigenous Employment Program |
| <input type="checkbox"/> DES-DMS | <input type="checkbox"/> Youth Connections |
| <input type="checkbox"/> DES-ESS | <input type="checkbox"/> Skills for Education and Employment (SEE) (formally LLNP) |
| <input type="checkbox"/> Australian Disability Enterprise (ADE) | <input type="checkbox"/> New Enterprise Incentive Scheme (NEIS) |
| <input type="checkbox"/> Other (PLEASE SPECIFY) _____ | |

Training:

- | | |
|-----------------------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> Registered Training Organisation (RTO) | <input type="checkbox"/> AACs (Australian Apprenticeships Centres) |
| <input type="checkbox"/> Group Training Organisation (GTO) | <input type="checkbox"/> Australian Apprenticeships Access |
| <input type="checkbox"/> Non-accredited Training | |

State Programs: Please specify: _____

Activities

- | | | |
|--------------------------------------------|--------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Social Enterprise | <input type="checkbox"/> Labour Hire | <input type="checkbox"/> Career Development |
|--------------------------------------------|--------------------------------------|---------------------------------------------|

Please select other areas your organisation holds interest in or provides services of some kind for:

(this will assist in us targeting communications)

- | | | |
|-------------------------------------------------|----------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Youth | <input type="checkbox"/> Indigenous | <input type="checkbox"/> Other (PLEASE SPECIFY) _____ |
| <input type="checkbox"/> Disability | <input type="checkbox"/> Mature Age | |
| <input type="checkbox"/> Migrants/CALD/Refugees | <input type="checkbox"/> Mental Health | |

AGREEMENT:

I, (name) _____ being duly authorised to do so, hereby apply for membership of Jobs Australia Limited on behalf of

(Insert Legal Name of Organisation)

Upon acceptance of our organisation as a member, this organisation agrees to be bound by the terms and conditions of Jobs Australia membership as set out in the Jobs Australia Membership Agreement (overleaf).

Upon confirmation of membership, this organisation agrees to pay the annual membership fee which is based on the schedule below. These prices are GST-inclusive.

Signed: _____ Dated: ____/____/____

Application procedure

1. Applications **must be** accompanied by a copy of your Articles of Association or Constitution;
2. If your organisation is covered by a Collective Agreement please include **a hard and electronic copy** of any registered agreement which currently apply in your workplace;
3. Return this completed application form to PO Box 299, Carlton South, VIC 3053 or fax to 03 9349 3655.

PLEASE NOTE: Your annual subscription will date from 1st July each year. An invoice will be forwarded for the period up to the 30th June on receipt of your application. Please DO NOT forward a cheque with this application.

Jobs Australia members will be notified of your application and confirmation of membership will be sent following a 21 day approval process.

Membership Fees

The annual membership subscription is based on the number of equivalent full-time employees. Membership fees will not exceed \$6,250 (for members with 61+ equivalent full-time employees).

Number of Equivalent Full-time Employees (EFTs)	Amount (incl. GST)
0 - 1.9 EFT	\$625.00
2 - 2.9 EFT	\$800.00
3 - 4.9 EFT	\$950.00
5 - 5.9 EFT	\$1,150.00
6 - 10.9 EFT	\$1,500.00
11 - 15.9 EFT	\$2,000.00
16 - 20.9 EFT	\$2,350.00

Number of Equivalent Full-time Employees (EFTs)	Amount (incl. GST)
21 - 25.9 EFT	\$2,900.00
26 - 30.9 EFT	\$3,300.00
31 - 35.9 EFT	\$3,750.00
36 - 40.9 EFT	\$4,350.00
41 - 50.9 EFT	\$4,800.00
51 - 60.9 EFT	\$5,400.00
61+ EFT	\$6,250.00

Privacy Policy

Jobs Australia is committed to protecting the privacy of your personal information.

Go to: www.ja.com.au to view our Privacy Policy.

Jobs Australia Limited ABN: 17 007 263 916

708 Elizabeth Street, Melbourne, VIC 3000, PO Box 299, Carlton South, VIC 3053,

Tel: 03 9349 3699 Free Call: 1800 331 915 Fax: 03 9349 3655 email: ja@ja.com.au Internet: www.ja.com.au



Jobs Australia Website Member Portal: JA-net

Your staff members are invited to access JAnet, the members' only Jobs Australia website. JAnet is our key means of communication and enables us to consult with you about key program and policy initiatives and understand your emerging needs.

JAnet is constantly updated and includes postings about government policies and programs, social and economic research, labour market information, tenders, key events, resources and press coverage of interest to Jobs Australia members.

Jobs Australia members also have access to the Community Sector Industrial Relations CSIR online services which include news and updates, access to resources, links to awards and pay tables.

JAnet users will automatically be sent the Jobs Australia Weekly Email Alert.

How to access JAnet

To access JAnet you will need a username and password. **In the table of Contact information provided on page 2, you can indicate which contacts should be given access to JAnet.** In addition to those contacts, you can add other staff by either:

1. Filling in their details below and returning with your application form. You can request access for any number of your staff, and they will be assigned their own username and password.
2. At any stage your staff may also register for a username and password online. Simply go to www.ja.com.au, click on "Register for Access" and complete the registration form.

Title (Mr/Ms/Miss /Mrs/Dr)	Name	Job Title	Email Address	Telephone Number

MEMBERSHIP AGREEMENT

Application for membership

Any not-for-profit organisation (however incorporated) which is engaged in the delivery of programs and services to assist unemployed people and other disadvantaged people to gain and retain employment may apply for membership of the Company.

An application for membership of the Company:

- shall be made in writing in a form approved by the Board from time to time; and
- shall be lodged at the registered office of the Company

Applications for Membership shall be posted on the Jobs Australia Website with an invitation to Members to advise whether such application should be refused. Any such communication shall be treated as confidential for the exclusive use of the Board.

In the event of any written objection by a member to acceptance of any application being received by the secretary within 21 days of the posting of such application on the Website that application shall be referred to the next meeting of the Board for a decision as to whether or not the application should be accepted or rejected.

In the event that there is no objection to an application pursuant to clause 9.6 within the time stipulated therein or in the event that the Board resolves to accept such application the secretary shall, with as little delay as possible, notify the applicant in writing that it is approved for membership of the Company and request payment within the period of 28 days after the receipt of the notification of the amount payable under this Constitution as the annual subscription.

The secretary shall, upon payment of the amount referred to in clause 9.5 within the stipulated period, enter the applicant's name in the register of members kept by him and upon the name being so registered, the applicant shall become a member of the Company.

Conditions of Membership

The Board shall have power to make, alter and repeal from time to time all such rules it may think fit relating to the eligibility and/or conditions of membership of the Company, subject only to the Code and this Constitution of the Company.

Cessation of Membership

A Member shall cease to be a Member:

- a) If it is dissolved or enters into an arrangement with creditors or appoints a liquidator or administrator.
- b) If it shall not have paid any fine payable by it within three months of it being called upon the Secretary so to do and if the Board shall resolve that such a Member be no longer a member of the Company.
- c) If it shall not have paid any membership subscription before the expiration of the three months following the due date.
- d) If it shall not have paid any fees for services rendered to it by the association within three months following a written demand for payment.

Please see the Jobs Australia Constitution for full conditions of membership:

<http://ja.com.au/news/constitution-jobs-australia> or request a hard copy ja@ja.com.au

Intellectual Property

Jobs Australia members may be in a number of contractual and/or other partnership arrangements with non-member organisations. Members are required to ensure the Intellectual Property of Jobs Australia is not made available to non-members including but not limited to: News and Announcements, Industrial Relations Advice, Publications, Tender Advice and Policy Submissions unless these documents have otherwise been made publicly available.