

Sign Up Request Form - GTO Host (AAN-FO001-16)

GTO DETAILS

Legal Name:			
Trading Name:			
ABN:			
Postal Address:			
Business Address:			
Email Address:			
Authorised Representative:			
Phone:		Email:	
Employment Specialist Name:			
Phone:		Email:	

HOST DETAILS

Legal Name:			
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**Please note if Legal Name is a Trust, Trustee documentation will be required at sign-up*

Trading Name:			
ABN:			
Postal Address:			
Business Address:			
Email Address:			
Authorised Representative:			
Phone:		Email:	

APPRENTICESHIP/TRAINEESHIP DETAILS

Qualification Code:		Qualification Name :	
Employment Status:	F/T <input type="checkbox"/> P/T <input type="checkbox"/> SB <input type="checkbox"/>	<i>*Please note there is no provision for Casual employment in the Apprenticeship/Traineeship system</i>	
Commence Date:			

APPRENTICE/TRAINEE PERSONAL DETAILS

Apprentice/Trainee Name:			
Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of Birth:	
Australian Citizen or Permanent Resident <input type="checkbox"/> - Yes <input type="checkbox"/> - No			
<i>If No, please provide AA's VISA Grant Notice and a copy of Passport to be assessed for approval prior to the sign up</i>			
New Zealand Passport Holder <i>who has resided in Aus for 6 months or more</i> <input type="checkbox"/> - Yes <input type="checkbox"/> - No			

REGISTERED TRAINING ORGANISATION

RTO Name (Optional):			
Contact Person:		Contact Phone:	

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SIGN-UP PREPARATION CHECKLIST FOR EMPLOYER

- If the legal name is a Trust, Trustee documentation will be required to be provided to AANNT at the sign up. ****Please note the Training Contract cannot proceed without this documentation.***
- If the Apprentice/Trainee has undertaken any prior qualifications the Apprentice/Trainee will need to provide the qualification name and commencement and completion dates Month & Year
- Has the Apprentice/Trainee previously worked as an Apprentice/Trainee, If yes, the Apprentice/Trainee will need to provide the Employer Name, Qualification Title, Commencement Year.
- The Apprentice/Trainee will be required to present photo ID at the sign-up, or a Bank Card and Medicare Card. ****Please note the Training Contract cannot be registered until the ID is provided.***
- Apprentice/Trainee Bank Account Details will be required.

EMPLOYER DECLARATION

As the authorised representative I confirm that the information provided is true and correct and approve for the sign-up to proceed.

Employer Representative _____ Signature _____
Date _____

OFFICE USE ONLY

- Gateway Officer to check TYIMS for client entry, if yes, enter Commence Apprenticeship Entry
- Record Entry on Commence Apprenticeship Spreadsheet