

## **Initial Registration Pack Checklist**

### **Compulsory Handouts (ALL Participants):**

- Ostara Australia Job Seeker Handbook (Please use printed brochure provided to sites)
- Ostara Australia Social Media Postcard (Please use printed brochure provided to sites)
- Disability Employment Services Programs - Your Service Guarantee
- Employment Services Code of Practice
- Job Search Records Evidence Sheet
- Job Search Websites Reference Sheet
- How to Link your Job Seeker account with myGov handout
- How to add External Job Applications to your My Job Search Effort handout

### **Compulsory Forms to be filled in, signed and copies provided (ALL Participants):**

- Initial Appointment Checklist Form
- Disability Employment Services Privacy Consent Form
- Permission to Disclose and Verify Information Form
- Pre-Registration Assessment Tool (P.A.T.)
- Resume Summary Form - *to use if Jsk does not have/has not provided their current resume at initial appointment (Resume to be uploaded to ESSweb and iCase)*
- Job Plan
- JSCI
- Direct Registration Form (Direct Registration ONLY)
- Authority to Obtain Information from Centrelink Form (MIDL ONLY, if required)