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HELPFUL HINTS FOR NURSES WANTING TO WORK WITH QMNS

TAX

All employees within Australia need to be issued with a Tax File Number (TFN) which can be obtained from the Taxation Office. Go to the Taxation office website at www.ato.gov.au. Your TFN must then be provided to **QMNS**.

SUPERANNUATION

All persons employed within Australia are entitled to what is known as Superannuation – this is a payment made on top of your weekly salary at a rate of 9.5% - in order for **QMNS** to make these payments all employees must have an account with a superannuation fund.

INSURANCE

If you work for our agency all your insurances are covered by **QMNS**.

POLICE CLEARANCE

NSW law requires a Police Clearance prior to you commencing work in Hospitals and Aged Care Facilities. These can be obtained online.

MOBILE PHONE

To be assured of getting the work that you want it is best to have access to a mobile phone so that you are contactable at all times.

UNIFORMS

QMNS are happy for you to wear a combination of navy or black trousers and a **QMNS** shirt. Shirts are available on interview for \$40 each. You will be given uniform allowances for every shift worked.

Specialist Medical Recruitments:	Join the QMNS team:
Private/Public Hospitals •	• Registered & Enrolled Nurses
Nursing Homes/Private Homes •	• Assistant in Nursing & Community Nursing
Community Care Nursing •	• Personal Care
	• Critical Care – RN's

WHAT DO I NEED TO PRESENT TO QMNS TO JOIN THE AGENCY?

There are eight important items you need to ensure you have available. Having these documents will allow **QMNS** to assess your skills for the best possible work placements, process your application efficiently and ensure that you are earning extra \$\$\$ as soon as possible.

1. Registration documents, post graduate certificates and aged care certificates
2. Up to date resume
3. 100 points of identification
 - a. One of which must be:
 - i. Passport (70points), or
 - ii. Birth Certificate (70points)
 - b. Remaining ID's may include:
 - i. Drivers Licence (40points)
 - ii. Registration (30 points)
 - iii. Bankcard/visa (20 points)
 - iv. Medicare card (10 points)
4. Statement of service
5. Bank Account Details, including your BSB and account number
6. Tax file number
7. Superannuation information including account number and name of fund
8. Referees x 2. These must be clinical referees that have worked with you within the past 1.5 years in a capacity senior to yourself. QMNS require your referees work contact number. We suggest you contact your referees to inform them that they may be contacted within the next few days