

Shop 1, 637-641 Pittwater Road  
Dee Why NSW 2099  
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[www.qmns.com](http://www.qmns.com)  
ABN 81 098 499 024

## 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 Tax Office Go to the tax office website at [www.ato.gov.au](http://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% - in order for **QMNS** to make these payments all employees must have an account with a **superannuation fund**. For more information visit the Australian Tax Office superannuation website at: **Australian Tax Office**.

### OPENING A BANK ACCOUNT

Opening a bank account in Australia is simple providing you go to the bank, within 90 days of arriving taking your passport with you. If you wait any longer you will need to provide the bank with more detailed ID documentation. You will need to arrange a bank account in order for QMNS to deposit your wages. Until you have an Australian Bank Account, simply continue to use your plastic cards from home in the Automatic Teller Machines found all over Australia.

### INSURANCE

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

### CRIMINAL CHECKS

NSW law requires a Police Clearance prior to you commencing work in hospitals and Aged Care Facilities. These can be organized through local NSW Police Stations at minimal cost to you.

### 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.

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|----------------------------------|--|
| 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                     |

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## WHAT TO BRING TO THE INTERVIEW

- Written references with email addresses and phone numbers for verification,
- CV - resume
- You must provide 100 points of identification at the interview;
- Bank account details
- Tax File Number
- Superannuation details
- Hours of service records
- Contact details and next of kin contact details.
- \$30 deposit for uniform.
- Passport with current Visa.
- DIMIA documentation if applicable.
- Current Police clearance

## 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 a \$30 deposit. The first shirt is free with the deposit refunded in your first pay. So if you can pack your nursing shoes and a pair of navy/black trousers then you are right to start work on arrival.

## 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.

- Registration documents and post Graduate Certificates (RN's and EEN's)
- Up-to-date resume
- 100 points of identification, one of which must be:
  - Passport; 70 points each, or
  - Birth Certificate 70 points each, plus
    - Remaining ID may include:
      - Drivers Licence: 40 points
      - Registration: 30 points
      - Bankcard/visa: 20 points
      - Medicare card: 10 points
- Statement of Service;
- Bank Account Details, including your BSB and account number;
- Tax file number;
- Superannuation information including account number and name of fund;
- 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 phone number. We suggest you contact your referees to inform them that they may be contacted within the next few days.

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## **THERE ARE JUST A FEW THINGS THAT YOU WILL NEED TO BRING TO YOUR INTERVIEW**

### **REGISTERED NURSES AND ENROLLED NURSES:**

- Current NSW Nurses Registration
- Current CV/Resume
- Nursing Qualification/Certificate
- 100 points identification
- Banking Details - Branch number and account number
- Tax File number
- Superannuation fund and membership details
- Two clinical references that are senior to your position i.e. DON or ADON
- Other certificates that are relevant to nursing

### **NURSE ASSISTANTS AND STUDENT NURSES:**

- Certificate 3 in nursing - non student nurses
- Clinical appraisals from facilitator - student nurses only
- Manual handling certificate
- Recent CPR certificate
- 100 points identification
- Banking details - Branch number and account number
- Tax file number
- Superannuation fund and membership details
- Two clinical references senior to your position i.e DON or ADON
- Other certificates that are relevant nursing

#### **Specialist Medical Recruitments:**

- Private/Public Hospitals
- Nursing Homes/Private Homes
- Community Care Nursing

#### **Join the QMNS team:**

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- Assistant in Nursing & Community Nursing
- Personal Care
- Critical Care – RN's