



## Recruitment Process: Engineering

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### REFERENCES & COMPLIANCE DOCUMENTATION

You will receive the following forms to complete:

- Referee Request Form
- Work Immunisation Form
- Work Health & Safety Survey
- WHS Assessment (if applicable)
- Criminal History Check

A secure link will be provided to upload the following documentation:

- Photo ID
- Evidence of Working Rights
- Qualifications (if applicable)
- Immunisation Evidence

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### OFFER & ONBOARDING

- Post verbal offer of employment, you will receive the following:
  - Employment Contract & Employment Pack issued via Dropbox (HelloSign)
  - Email from RFDS Recruitment team detailing onboarding & compliance requirements
  - Access to order your uniform via the supplier portal (uniforms will be delivered to your appointed base)
- Post contract acceptance, you will receive the following invitations (if applicable):
  - Aviation Security Application via Veritas
  - Drug, Alcohol & Audiometric Test via Carelever

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### ORIENTATION

- Face to face Workplace Orientation with Leader or Team Buddy
- Team Introductions
- Base Tour
- Virtual Welcome On-Boarding (Meet our Executives)
- E-Learning modules

## CONTACT INFORMATION

You will receive correspondence from the below contacts, throughout the recruitment process

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### People & Culture

- [recruitment@rfdsqld.com.au](mailto:recruitment@rfdsqld.com.au)
- VERITAS
- [noreply@mail.hellosign.com](mailto:noreply@mail.hellosign.com)
- RFDS Learning