

## **Prospective employer questionnaire**

The Pacific Labour Scheme (PLS) helps meet employment demand in rural and regional Australia. It enables citizens of participating Pacific countries to take up low and semi-skilled work opportunities in rural and regional Australia for up to three years.

The PLS focuses on sectors with projected employment growth in Australia, is employer-sponsored, requires labour market testing to ensure Australians have priority for local jobs and contains protections to safeguard against worker exploitation.

To become an approved employer, you and your entity or business must satisfy a series of checks to ensure that you are reputable, financially sound and operationally able to fulfil the requirements of the PLS.

This short questionnaire will help the Pacific Labour Facility (PLF) determine whether your business fulfils the minimum requirements for lodging the application. This is also a chance for to tell us why you would like to join the PLS, and the benefits it would potentially deliver to your business and community.

Following the submission of this questionnaire you will be contacted by the PLF team within three business days. This form should only take you approximately 5-10 minutes to complete.

**1. Please tell us why you/your business would like to join the PLS.**

**2. Individuals, sole traders, unincorporated entities and family unit trusts are not eligible businesses for the purpose of the PLS. Please provide the name of your business as registered with the Australian Securities and Investments Commission (ASIC).**

**3. Please provide your ABN and ACN below.**

**4. Which industry and/or sector(s) do you operate in?**

**5. At the application stage, you will be asked to provide financial statements for the last three financial years. Are you able to demonstrate your business' financial solvency over three or more financial years in your industry?**

Yes

No

**6. If your applying business is a labour hire company, at the application stage, you will be asked to provide financial statements for the last five financial years to illustrate this. Are you able to demonstrate financial solvency over five or more financial years in the industry you are looking to employ workers in?**

Yes

No

**7. The PLS operates in defined regional or rural areas. Tell us where you would like to place workers, specifying the town, state and postcode.**

**8. The PLS is open to low and semi-skilled roles (ANZSCO Level 3-5). Please outline the roles you are looking to fill and provide some background about your labour requirements, why you need to tap into the Pacific work-ready pool and why your vacancies have not been met by the Australian labour market.**



## **Pacific Labour Scheme**

**9. When undertaking current labour market testing you must demonstrate that you are unable to recruit Australian workers into the roles specified above. Are you able to provide evidence of this (e.g. staff turnover rates, advertising frequency etc)?**

Yes

No

**10. Workers are employed on the same wages and conditions as Australians and must be employed on a part-time (30 hours minimum) or full-time basis (38 hours). Is your business able to offer positions in line with these conditions?**

Yes

No

**11. Are you able to offer employment contracts to two or more workers for a minimum of 12 months and up to three years in length?**

Yes

No

**12. All PLS approved employer applications must be reviewed by the Australian Tax Office, Fair Work Ombudsman (FWO), Department of Home Affairs (DHA), ASIC and the Department of Employment, Small Business and Training, where a business entity is a current approved employer in the Seasonal Worker Programme (SWP). At the application stage, you will be asked to provide this information in detail.**

**Can you confirm that checks undertaken by these respective agencies will show your business has a history of compliance with immigration and fair work requirements?**

Yes

No

**13. Does your business have established employment and workplace policies and procedures that you are able to supply with your application? Examples may include a workplace health and safety policy, your company induction and onboarding process, information about how the company manages injuries in the workplace and information about how your business mitigates any specific risks to the industry or roles (such as driving or other high-risk activities).**

Yes

No

**14. Please outline how your business intends to support Pacific workers' arrival and integration into your local community.**

**If your business meets the minimum requirements for application to the PLS outlined above, the information you will need to provide during the next stage will include:**

- a completed application form
- your business directors' names and dates of birth
- details of any of your associated business entities
- three (3) years of financial data (profit & loss and balance sheets)
- five (5) years of financial data (labour hire companies)
- workplace health and safety documents
- certificate of currency (workers' compensation insurance)
- any details on adverse action (FWO, DHA, Australian federal police and others)
- business induction documents.

**Finally, could you please tell us how you found out about the PLS?**