

# Induction Booking Form



<b>To be completed</b>	<b>1. PERSONAL &amp; EMPLOYMENT DETAILS</b>		
	First Name:	Surname:	
	Date of Birth:	Gender: <input checked="" type="radio"/> Male / <input type="radio"/> Female	
	Phone Number:	Email Address:	
	Position/Classification:		
	Company:	Company Representative Name:	
	Company Representative Email Address:		
	<b>To be completed</b>	<b>2. REQUIRED SUPPORTING DOCUMENTS</b> <i>(Copies to be supplied with Induction Booking Request)</i>	
<input checked="" type="checkbox"/> <b>Coal Board Medical - Section 4</b>			
Expiry Date:		Reviews or Restrictions? Yes / <input checked="" type="radio"/> No	
If Reviews or Restrictions Please Provide Details:			
<input checked="" type="checkbox"/> <b>Current Drivers Licence</b>			
<input checked="" type="checkbox"/> <b>Standard 11 - Statement of Attainment</b>			
<b>To be completed</b>	<b>3. PEABODY ENERGY SITE CONTACT DETAILS</b>		
	Contact Name:	Department/Crew:	
<b>To be completed</b>	Work Phone Number:	Email:	
	<b>4. PREFERRED INDUCTION DATE</b>		
<b>To be completed</b>	<u>Classroom Induction</u> Held every Wednesday		
	Date Required:	26 May 2016	
<b>Approval required</b>	<b>5. PEABODY ENERGY MANAGER/SUPERINTENDENT APPROVAL</b>		
	Name: <u>GARRY CROWE</u>	Signature:	Date:
<b>HST Department to complete</b>	<b>6. CARDINAL RULE BREACH CHECK</b>		
	Register Checked? Yes / No	Approved: Yes/No	
	On Register? Yes/No	Signature:	Date:
	<i><b>If yes, worker is excluded from site induction is not to be approved</b></i>		
	<i>After you have completed the form, please forward this to your Peabody Contact for Approval by the Manager/Superintendent before submission to <a href="mailto:Moorvale.Training@peabodyenergy.com">Moorvale.Training@peabodyenergy.com</a> for booking along with copies of the required supporting documents.</i>		
<i>Any requests that are not approved by the Manager/Superintendent or are received without the required supporting documents prior to 10:00am on the Friday prior to requested induction date will not be processed.</i>			
<b>OFFICE USE ONLY:</b>			
Induction Confirmation Sent:	Initials:	Date: ___/___/___	