

CROWN INDUCTION - Instructions

Please find below instructions of how to complete the induction for Crown (Call me if you have any problem): -

Link to induction website: <http://crowninduction.ezylearn.net/apply.exe>

You MUST complete Contractor Induction before commencing your first shift!!!

- Select **First Time User**
- Complete all details marked with the **red** dot.
Crown Uniform Required = You must tick the box
Company = Select Hotelstaff in the drop down box
Crown Contact = Todd Roydhouse
Project/Event = Multiple
- Click **next**
- The scroll down bar/box should read **Food & Beverage**
- Click **next**
- Write down the Username. It should be a **5 digit number with a T** at the beginning. Eg T12345
- Select **Course List** on the left hand side
- Select **Enter**
- Select **Start**
- The test can then be commenced it should take no more than 30min.
- Once completed please print 2 copies of the final page that states **Congratulations you have completed Contractor Induction.**

One copy is for you as it states their **T number** (which you need to take with you every time you go to Crown), and the other needs to be given to us in the office so we have a copy on your file.

Please note the 5 digit user name is also known as a 'T' number. This is your contractor number which allows you work on the premises.

When coming to Crown for a shift, you arrive via staff entry and complete a blue contractor form. On this form there is a section where you need to write your 'T' number so please have it on hand. You will also need to show security valid ID. This is either an **Australian Drivers Licence** or **Passport**. **No Overseas Licences or Student cards will be accepted.**

All uniform items need to be returned to wardrobe at the end of every shift or the cost will be deducted from your next pay