

Intake Registration Form



ALL CLIENT DETAILS AND INFORMATION ARE ONLY STORED FOR FIVE (5) YEARS AFTER NO CONTACT.

1. Details of Applicant

*First name:

Middle name:

*Last name:

Preferred name:

*Gender: (Please select one only)

Male

Female

Intersex

Transgender

Non-binary

Other

*Date of Birth:

*Address Line 1:

Address Line 2:

Suburb

Postcode:

Contact and Communication:

*Mobile phone number

Home phone number:

Personal email address:

Do you have any issues with literacy/reading? No Yes

How can we best contact you?

Text

Phone call

Email

2. *Indigenous status: (Please select one only)

Aboriginal

Torres Strait Islander

Both Aboriginal and Torres Strait
Islander

Neither Aboriginal nor Torres Strait
Islander

Undisclosed

3. *Culturally and Linguistically Diverse (CaLD) status: Please Tick if Yes

4. Country of birth:

Language at home

5. *Do you require an interpreter?

Yes Language:

No

6. Do you have any cultural needs/practices that we need to take into account? No Yes

(If yes please provide detail):

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7. Do you have a disability? (Select any that apply)

No disability	Intellectual/ Learning	Psychiatric	Sensory / Speech
Physical/ Diverse	Multiple Disabilities	NDIS Participant	Not stated

8. Household composition:

Couple	Couple with dependent(s)	Sole parent with dependent(s)
Single person (living alone)	Group (related adults)	Group (unrelated adults)
Widow / Widower	Divorced / Separated	Other

If other, please provide details:

9. Current marital Status

Married	Divorced	Separated	DeFacto
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If ticked, please provide date

10. What is your current household tenure?

Owner	Purchaser	Renter - Private	Renter - Public
Renter - Transitional Housing	Renter – Community Housing	Rent free	Homeless
Refuge	Caravan	Boarding/Lodging House	

11. What is your current employment status?

Employed	Full Time	Casual	Part Time	Unemployed for less than 1 year
				Not in the labour force
Unemployed for more than 1 year				Currently caring for children
Never been employed				

12. What is your source of income? (Please select one only)

Age pension	Business income	Carer payment	Disability pension
Family and friends	Jobseeker payment	No income	Other
Paid employment	Parenting payment	Private Savings/superannuation	

Income per fortnight before Tax: \$

13. Who are you seeking assistance for? (Please add children's full details below if you are engaging in family dispute resolution in relation to parenting or grandparenting matters.)

Name	Gender M/F	Date of Birth	Ethnicity	Relationship (i.e. Partner/child)	Disability
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14. Please provide information about the person you would like to mediate with:

Their full name:

Their date of birth:

Their street address:

Their phone number:

Their email address:

15. Please confirm you give us consent to contact the person you would like to mediate with.

Yes No

16. Is there a current Family Violence Restraining Order/Conduct Agreement Order/ Bail Conditions in place?

Yes No

17. Is your mediation in relation to:

Parenting/Grandparenting or other child related matters? Yes No

Property matters? Yes No

Parenting and Property matters? Yes No

18. *What is the main reason you are accessing our service? (Please select one only)

Children/youth	Children in Care	Relationships	Grief and Loss
Gambling Harm	Physical health	Financial Hardship	Financial Counselling
Family relationships	Reunification	Parenting	Adult Justice support
At risk behaviour	Mental health	Youth Justice support	Housing / Homelessness
Family and Domestic Violence		AOD Alcohol and other Drugs	
Age-appropriate development		Family Dispute Resolution Parenting/Property	
Trauma and Attachment		Men's Behaviour Change Program	
Family Separation – Family Court		Group (Group Name)	

19. Other reasons you are accessing our service? (Please identify)

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20. Emergency Contacts: *(include Carer details where applicable)*

Surname	Given name	Relationship	Contact number
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21. How did you hear of our service?

Another agency or Organisation

Non-agency - Family /Friend / GP / Other Website /

Word of Mouth / previous client

Government Department Referral

Thank you for completing this form.

1. Save the completed form.
2. Return this form by email to the office of your choice if you are initiating the service, or as indicated in your invitation letter.
3. Once we receive your form, you will be contacted by the administrative team of that office for the next steps.