



WellsGray Recruitment

A Service Based On One Word; Quality

Employment Agreement

1. I am an Australian Resident and/or hold a visa permitting me to work.
2. I hereby apply for temporary employment through WellsGray Recruitment on a per assignment basis. I agree to sign an individual agreement and understand that I am employed under the terms and conditions recommended to all employers of temporary staff who are members of the Recruitment and Consulting Services Association such conditions defined by the Clerical and Administrative Employees Victoria Common Rule Award.
3. I have discussed the conditions of temporary employment under the above award and understand that:
 - a. I will only be paid for actual hours worked and that each assignment will represent a discrete period of employment.
 - b. Depending on my availability I may accept or reject your offer of employment.
 - c. Included in my hourly rate is a component which compensates me for the following:

- Public Holidays	- Annual Leave + Loading	- Jury Service
- Personal Leave	- Bereavement Leave	- Parental Leave
4. I must notify WellsGray Recruitment at least one hour prior to my start time if I am unable to attend work during my period of employment.
5. I acknowledge that I will only be paid for actual hours worked with a minimum of three hours on any assignment and I understand that my employment may be terminated within three hours notice.
6. Wages will be paid within three working days of the end of the week, subject to prior submission of a signed timesheet.
7. I agree that any payment for previous weeks' work may be adjusted should the timesheet not agree with the actual wages paid.
8. I have received a 'Super Choice' form which enables me to elect the superannuation fund into which I would like WellsGray to pay contributions. If I do not complete this form, contributions will be paid into Recruitment Super by default. Superannuation contributions are payable by WellsGray Recruitment once I have earned in excess of \$450.00 in any one month and will be calculated at 9% of gross ordinary time earnings.
9. I agree to abide by the health & safety obligations required of WellsGray temporary personnel as set-out in the Safety Induction Checklist that will be explained to me during registration.
10. I agree I will not seek or accept a direct offer of employment either on a temporary or permanent basis from any employer to whom I am introduced by WellsGray Recruitment without first notifying WellsGray Recruitment.
11. I agree to keep confidential all information obtained by me during any assignment for WellsGray Recruitment.
12. In the case that I have submitted my CV via email, I consent to WellsGray copying and printing it for its own records and forwarding it to prospective employers.

Name: _____

Signature: _____

Witness: _____

Date: _____

WellsGray Recruitment Pty Ltd
Level 10, 575 Bourke Street, Melbourne 3000
Phone: (03) 8614 7555 Fax: (03) 8614 7599 Email: info@wellsgray.com.au
www.wellsgray.com.au