

LABOUR HIRE CANDIDATE INFORMATION

Upon your appointment to a Labour Hire position with Kestrel Recruitment you will be asked to visit our office for an initial induction process. You will be required to complete a Bank Details Form, Tax Declaration Form and Choice of Superannuation Form. Please read all the information provided on these forms and bring all relevant information to this meeting.

Any changes to your personal or bank details must be advised to Kestrel Recruitment Consultants in writing as soon as possible to avoid payment delays.

OTHER CANDIDATE INFORMATION:

The following is general information about your employment with Kestrel Recruitment:

Commencement Date: Kestrel Recruitment will notify you regarding your acceptance of employment, starting date and time and reporting line.

Termination: Kestrel Recruitment may terminate your assignment at 1 hours notice by phone, letter or arrival on-site to inform you of the situation.

Assignments: Kestrel Recruitment does not control the length of the assignment nor the notice given for an assignment. Kestrel Recruitment will contact you by phone, email or SMS, regarding potential assignments. Please respond promptly to ensure you do not miss an employment opportunity.

If you are ever unable to attend work you must give Kestrel Recruitment 1 hours notice before the normal starting time.

If you accept the assignment, you must complete the specified assignment or minimum period of time, and should you choose not to complete the assignment you must contact Kestrel Recruitment immediately.

Throughout any assignment you must take the directions of the supervisor with respect to working hours, OH&S or safety regulations, equipment use and duties.

Candidates are under the direct control of the Supervisor at all times. The Candidate agrees to perform all work functions in accordance with the directions given by the Client in the safest possible manner.

The Candidate is to notify Kestrel Recruitment if any offer of employment is made to the candidate by the Host Employer, either temporary or permanent.

The Candidate must also obey all local site rules and requirements that may be issued, introduced or varied from time to time by Kestrel Recruitment or by the Employer.

If a candidate accepts a position which legally requires a license, ticket or certification of any type then the candidate agrees to ensure that those licenses are current and valid during the period of the assignment. It is vital that candidates immediately notify Kestrel Recruitment if a license/ticket expires or become invalid.

Any false or misleading information regarding licenses or qualifications may result in dismissal.

The Candidate must correctly use all protective clothing and safety equipment in the appropriate circumstances.

Worker's Compensation: Kestrel Recruitment is responsible for statutory workers compensation insurance and in the event of an injury occurring during an assignment the candidate must **immediately** contact Kestrel Recruitment and the Host Employer. An Incident Report must be completed and signed as soon as possible for any such incidents (forms link).

Should the candidate sustain an injury that is eligible for compensation, Kestrel Recruitment will investigate the claim based upon medical certificates, incident and witness reports and manage accordingly. You will be expected to co-operate with our Return to Work processes.

Payment of Wages: Payroll is processed weekly based on weekly timesheets completed by you, signed off by your employer, and lodged (via fax to (02) 6024 6459 or email to jobs@kestrelrecruitment.com.au) with Kestrel Recruitment payroll by the weekly deadline (9am Monday morning). Funds will be transferred electronically to your nominated bank account, usually on a Thursday, with payslip mailed to your home address.

Candidates are to provide current bank account details. Incorrect or out of date details may result delays with the payment of wages and Kestrel Recruitment will not be responsible for any such delay or loss.

Candidates will be issued with a confirmation letter of employment, which clearly indicates the rate of pay per hour and the award upon which this rate was based including any additional allowances.

Superannuation: Kestrel Recruitment will pay the superannuation guarantee levy into the default fund (Recruitment Super Fund) or your nominated, complying fund, as required by legislation.

Position Description: Will be advised at the time of accepting the Labour Hire role.

Dress Code & Conduct: As an employee of Kestrel Recruitment it is important that you dress and conduct yourself appropriately while on assignment.

Privacy: Kestrel Recruitment is bound by the Privacy Act. The Act sets down strict safeguards for the handling of personal information. As a Kestrel Recruitment employee you need to be aware of the responsibilities of handling personal information about the Host Company and their customers. For further clarification contact Kestrel Recruitment.