

Please read the following carefully and sign this form to confirm your understanding of the Terms and Conditions of your engagement with Chelgrave.

### **1. Position**

- 1.1 My employment will be on a casual basis, as required.
- 1.2 Each occasion that I work will be a separate contract of employment which ceases at the end of that engagement.
- 1.3 As a casual employee, there is no guarantee or obligation for ongoing or regular work.
- 1.4 The duties of each assignment shall be provided prior to my acceptance of the assignment. On each occasion that I work I will be required to perform these duties and any other duties the client may assign to me, having regard to safety and the environment, my skills, training and experience.
- 1.5 I will be required to perform my duties at the required client site, or elsewhere as reasonably directed by the employer.

### **2. Terms and Conditions of Employment**

- 2.1 Unless more generous provisions are provided on a per assignment basis, the terms and conditions of your employment will be those set out in the relevant award or Enterprise Agreement pertaining to the site and applicable legislation. This includes, but is not limited to, the National Employment Standards in the *Fair Work Act 2009*;
- 2.2 My employment may be terminated at any time by providing me with notice as per the applicable award or EBA conditions;
- 2.3 I understand that Chelgrave has no control over the length of my assignment. I accept whilst Chelgrave may indicate the possible length of the assignment this may change at short notice. My continued attendance at an assignment is at the discretion of Chelgrave. All efforts will be made with the client to determine the duration of the assignment;
- 2.4 I will notify Chelgrave as soon as practical before commencement of my shift, if I am unable to attend work during any period of the assignment;
- 2.5 I will be required to consult with Chelgrave prior to acceptance of any offers of a permanent position from a Chelgrave client;
- 2.6 I agree to report to Chelgrave any incidents, injury or concerns of which I become aware of during the assignment;
- 2.7 I will comply with all Chelgrave Policies and Procedures and conform to all particulars contained within the company Induction;

### **3. Remuneration**

- 3.1 I will be paid at the hourly rate covered by the applicable Award or Agreement for the site, including the applicable casual loading.
- 3.2 The casual amount paid in wages are inclusive of a percentage to cover annual leave, sick leave and gazetted holidays;
- 3.3 It is understood that whilst engaged in casual employment I am not entitled to paid annual leave, sick leave, public holiday or any other paid leave;

- 3.4 I will be paid weekly to the bank account nominated by me.
- 3.5 Superannuation payments on my behalf will be made into the applicable fund in accordance with the *Superannuation Guarantee (Administration) Act 1992*.
- 3.6 Remuneration is reviewed for all casual positions based on scheduled or non-scheduled Award or Enterprise Agreement increases.

**4. Obligations to the employer**

- 4.1 I will be required to:
  - (a) perform all duties to the best of my ability at all times;
  - (b) use my best endeavours to promote and protect the interests of the employer; and
  - (c) follow all reasonable and lawful directions given to me by the employer, including complying with policies and procedures as amended from time to time. These policies and procedures are not incorporated into my contract of employment.

**5. Confidentiality**

- 5.1 By accepting and signing of this form, I acknowledge and agree that I will not, during the course of my employment or thereafter, except with the consent of the employer, as required by law or in the performance of my duties, use or disclose confidential information relating to the business of the client, including but not limited to client lists, trade secrets, technical details, client details and pricing structures.

**Important Payroll Processing information**

- I declare that all the information provided to Chelgrave Contracting Australia is true and correct;
- I have read and understood the Terms and Conditions of employment;
- I understand that Chelgrave may forward my resume, reference check results and other information provided, to prospective clients for me to secure an assignment with a Chelgrave client.
- I have received from Chelgrave a current copy of the Fair Work Information Statement.

**Chelgrave Employee:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**Witnessed by:**

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_