

## **Temporary Employee Agreement**

### Terms and Conditions of Employment

All candidates who wish to register for temporary employment with elle belle recruitment must sign this Temporary Employee Agreement. By signing this form you have deemed to have read and understood all of the below conditions of temporary employment

1. My employment with elle belle recruitment is on a temporary basis, which is subject to assignments. Each individual assignment represents the duration of employment with elle belle recruitment. You have the right to accept or decline any assignment offered to you. elle belle recruitment is under no obligation to provide you with continuous employment.
2. I understand that each temporary assignment's length may vary from the initial duration described by elle belle recruitment. A client may also terminate my attendance at the assignment at their absolute discretion. elle belle recruitment is under no obligation to provide you with further employment.
3. I will give my commitment to elle belle recruitment for the length of the temporary assignment during which time I will not undertake or accept other employment opportunities which may affect my work with elle belle recruitment.
4. I will give my commitment to elle belle recruitment that I will work exclusively for elle belle recruitment for the entire duration of the assignment. Any work undertaken with the client will be through elle belle recruitment. I will notify elle belle recruitment immediately should I be offered work with the same client by any means other than elle belle recruitment.
5. While I am working I am an employee of elle belle recruitment and will undertake my duties in a professional and responsible manner. Whilst working at the client's site I will respect and follow their procedures.
6. I will agree to adhere to all Occupational Health and Safety policies of elle belle recruitment and elle belle recruitment's client. I will also obey instructions provided to me in regard to the use of safety equipment, protective clothing etc.
7. Weekly payments will be made into my nominated bank account on receipt of a completed timesheet, authorised by the client.
8. An authorised timesheet must be received by elle belle recruitment by 11.00am on the Monday following the week of work. Failure to receive your timesheet by this time may result in a delayed payment of wages.
9. I understand that I will be paid on an hourly basis, at a rate agreed to prior to acceptance of the assignment by elle belle recruitment and myself. The hourly rate includes, but is not limited by

annual leave and other legislative entitlements. elle belle recruitment will pay my nominated fund 9.5% superannuation.

10. I will not disclose or discuss my hourly rate of pay with any other temporary employee or to the client. I will only discuss matters regarding my rate of pay with my elle belle recruitment consultant.
11. I will contact elle belle recruitment to discuss any pay related matter, including discrepancies, pay increases etc.
12. I will notify elle belle recruitment as soon as possible if I am unable to attend an assignment due to illness or other unforeseen circumstances.
13. I will not disclose any confidential information relating to elle belle recruitment or its clients. I understand that all equipment, documents, records relating to the business of elle belle recruitment's clients, whether prepared by myself or not, will remain the property of elle belle recruitment's clients.
14. In the event of an accident, injury or near miss at my assignment, I will notify elle belle recruitment immediately.
15. All temporary employee paperwork must be received by elle belle recruitment by your scheduled interview time. Failure to submit this paperwork may result in a cancellation of interview.
  - Temporary Employee Agreement
  - OHS Safety Assessment
  - Bank Account Details
  - Superannuation and Tax File Declaration to be completed upon arrival

I declare that the information I have provided to elle belle recruitment is true and correct. I have read and agree to the terms stated in the Temporary Employee Agreement. I will agree to abide by the conditions of both elle belle recruitment and the client in regards to attendance, medical requirements, safety regulations and other legislative conditions on the work site I will be attending.

\*please type your name in the signature field below

<b>Employee Name:</b>	<b>Date:</b>
<b>Signature:</b>	
<b>Witness name:</b>	<b>Date:</b>
<b>Signature:</b>	
<b>Emergency Contact Name:</b>	
<b>Emergency Contact Number:</b>	