



CASUAL STAFF AGREEMENT

BACKGROUND

This Casual Staff Agreement is made between Pivotal HR Management and Solutions "Pivotal HR" (the employer) and _____ (the employee).

The employer engages Casual staff for on hire to clients in various classifications and industries throughout Australia. Assignments with clients are "on demand" and may be of any duration with no guarantee of how long. For this reason the employer cannot guarantee any offers of assignments, or continued employment with the client (or the employer) nor should there be any expectation by the employee that Casual assignments may become offers of permanent employment.

Employees may, at their discretion, accept or reject assignments offered to them from time to time.

On that basis the employee will be paid a Casual rate of pay, including a loading to account for the lack of permanency in the arrangement, no access to paid personal or annual leave.

GENERAL TERMS and CONDITIONS

The terms and conditions of Casual assignments will most often be covered by an Award which will detail the rate of pay and conditions relating to the specific classification you are employed for. At some locations we have Collective Workplace Agreements (CWA) which will apply to the work you do. Each time you are offered an assignment you will be advised of the Industrial Instrument (Award or CWA) which applies to you. You will be able to accept or reject offers of Casual work at your discretion.

Dress

- As a casual employee, we require you to wear clothing that is neat, tidy, in good condition and suitable for the environment that you are working in.
- Where you are required to wear/use protective clothing or equipment you must do so at all relevant times

Availability

- **We require all Casual employees to contact PIVOTAL HR:**
 - If your availability changes
 - If you will be late getting to work
 - If you are unable to attend work
 - If you sustain an injury during work
 - If you have been subject to any form of harassment at work

Eligibility for Work

- I understand that I must be legally eligible to work in Australia, and inform you that (tick whichever is relevant):
 - I was born in Australia and I am an Australian citizen
 - I was born in New Zealand and/or am a New Zealand Citizen
 - I became an Australian Citizen or Resident on _____ (insert date)
 - I have a current visa to work in Australia (and I must present my passport to you for checking before I commence an assignment or work).

(This is a requirement under the Migration Act 1958 and failure to provide correct information will invalidate this contract of service and require me to indemnify you for any losses, liabilities or fines incurred or suffered by you as a result of any false statement)

Acceptance of General Terms

- I will only be paid for actual hours worked and each assignment represents a distinct period of employment.
- I understand that my hourly rate of pay includes the payment for the casual nature of the work, sick pay, and annual leave.
- I understand that superannuation shall be paid, provided I earn over \$450.00 in any given month.
- Payment of wages will be paid into my bank account weekly in arrears subject to prior submission of a signed timesheet.
- I must notify you immediately if I am unable to complete an assignment for any reason and must give 24 hours notice.
- I agree that under no circumstances whilst working in an assignment through Pivotal HR will I changeover the assignment to another agency.
- I agree to keep information obtained during my assignment confidential including my hourly rate.
- I agree that my payment for previous weeks work may be adjusted should my timesheet be incorrectly completed.
- ***PLEASE NOTE: I agree that for a period of six months I will not, under any circumstances, seek or accept a direct offer of employment, either Casual or permanent from a client, former client, employee or former employee of Pivotal HR to whom I am introduced without first notifying my Recruitment Consultant at Pivotal HR.***

Declaration:

- I declare that the information provided in this application is true to the best of my knowledge and I understand that a false declaration could result in my immediate dismissal. I agree, and comply with, the conditions of Casual Employment as detailed herein.
- I understand Pivotal HR places candidates in Casual assignments on a Casual Hourly Basis.
- I have received a copy of Pivotal HR Casual Employee Handbook, and have read and understood its contents, and agree to be bound by the terms and conditions therein.

Signature: _____

Date: _____

Consultant/Witness: _____

Please complete this Authorisation for Pivotal HR Management & Solutions Pty Ltd to collect and verify, use and disclose information about you.

1. All information provided by me, including attached resume, references listed above and evidence of qualifications is true and correct; I hereby authorise Pivotal HR Management & Solutions to contact all my prior employers and any relevant authority to verify these references and qualifications.
2. If from overseas and working on a visa, I authorise Pivotal HR Management & Solutions to verify my passport visa details using the Visa Entitlement Verification online (VEVO) Service.
3. I declare that the information provided in this application is true to the best of my knowledge and I understand that a false declaration could result in my immediate dismissal. I agree, and comply with the conditions of Casual Employment.
4. I have received a copy of Pivotal HR Casual Employee Handbook, and have read and understood its contents, including the privacy and collection statement and agree to be bound by the terms and conditions therein.

Your Signature

Consultant Signature

Please print your Name

Please Print your Name

Date

Date

Referee Name: _____

Referee Name: _____

Title: _____

Title: _____

Company: _____

Company: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Relationship to Candidate: _____

Relationship to Candidate: _____

Referee Name: _____

Referee Name: _____

Title: _____

Title: _____

Company: _____

Company: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Relationship to Candidate: _____

Relationship to Candidate: _____