

TEMPORARY EMPLOYMENT AGREEMENT

Welcome to Evelyn Woods Personnel! We want to thank you for choosing our Temporary Agency.

I

of (address):

Apply to work as a Temporary Employee with Evelyn Woods Personnel and I agree to abide by the conditions applicable to Temporary employment. I understand and accept the following:

1. I am a Temporary employee and each assignment I accept is a separate contract of employment for which I will receive payment for actual hours worked. This rate incurs casual loading which is inclusive of Annual Leave loading.

I agree that I will be paid based on a normal 8 hour day, or a 38 hour week. I agree that my hours of work may vary a little depending on the requirements of the assignment, and that my rate will vary also, depending on the skills required for the job.

2. I accept that the duration of any assignment will be determined by the Client, and may be increased or decreased at the Client's discretion, in accordance with their workload requirements, and my availability to meet these requirements.
3. I agree to comply with any safety requirements and I will take all reasonable precautions relating to the safe performance of my duties whilst on assignment.
4. Depending on my availability, I may accept or reject your offer of employment. However, having accepted a temporary assignment I am responsible to Evelyn Woods Personnel as my employer for:
 - completion of the assignment as agreed;
 - punctuality, reliability, and appropriate business dress;
 - appropriate business conduct. It is understood that my assignment can be terminated at any time should I fail to adhere to the appropriate standards of business conduct, or should I fail to meet the requirements of the assignment.
 - Reporting any variation to the agreed hours of work. I agree to notify Evelyn Woods Personnel by 8:00 am if I am unable to attend work during any period of employment. *(Our office is open from 8:00 am through to 5:00 pm for your convenience.)*
 - Keeping a daily timesheet on the form provided, on which I will accurately record my total hours worked.

5. I am responsible to have my timesheet signed by an approved supervisor at the end of each week, or in the case of an odd day, at the end of the assignment. Leave a copy of the timesheet with the Client and take a copy for your personal records.
6. You will send a copy of the timesheet to our email: jobs@evelynwoods.com.au by Friday afternoon, to allow for payment on Monday morning. *(Failure to email your timesheet on time could result in your pay being delayed until the following week.)*
7. I understand that Award Superannuation payments will be made on my behalf, and paid into the Super Fund of my choice (or the SunSuper superannuation fund which has been specifically designed for our temporary industry).
8. At the end of each assignment, I will keep Evelyn Woods Personnel advised of my availability for work. I shall be paid a minimum of three hours on any assignment and where there is no further work to be performed, I may be terminated with one hour's notice.
9. Throughout my employment with Evelyn Woods Personnel I agree not to disclose any confidential information obtained during my temporary assignments.
10. I agree that I will not under any circumstances, seek or accept a direct offer of either temporary or permanent employment from any Evelyn Woods Personnel Client to whom I have been introduced, without first notifying Evelyn Woods Personnel of such an offer.

Date:

Signed:

(Temporary)

Witness:

(Consultant)