

## Temporary, Casual and Contract Candidate Agreement

I agree that I have been engaged by Complete Recruitment Solutions as a temporary/contract worker to provide personnel services from time to time to various clients of Complete Recruitment Solutions. I agree that the principal terms of each assignment are set out in this Contract, with the specific requirements for each assignment to be given to me verbally. I confirm that I am an Australian resident or hold a valid visa permitting me to work in Australia.

### 1. **Services Rendered**

I have the right to accept or refuse any assignment offered to me by Complete Recruitment Solutions.

- 1.1 If I accept an assignment, I agree to provide services to the best of my ability in accordance with the set out in this Contract. The particular Client, commencement date, services to be provided, hourly rate, assignment length and location will be given to me verbally prior to the commencement of each assignment.
- 1.2 I understand that each individual assignment is a new period of employment between myself and Complete Recruitment Solutions.
- 1.3 At no time will I be directly involved in the negotiation of the contract between Complete Recruitment Solutions and the Client.

### 2. **Indemnity**

- 2.1 I agree to indemnify Complete Recruitment Solutions and the Client for any loss occasioned by my performance of services for clients of Complete Recruitment Solutions.

### 3. **Remuneration**

- 3.1 I agree that Complete Recruitment Solutions will pay me the Temporary / Contract Hourly Rate applicable for each assignment, in arrears, after deducting all appropriate taxation. The Temporary / Contract Hourly Rate will be determined by agreement between Complete Recruitment Solutions and myself. As a PAYG worker, I understand that the hourly rate includes a casual loading to cover annual leave entitlements.
- 3.2 I agree that the Temporary Hourly Rate is inclusive of all legislative and other entitlements. Apart from the Temporary / Contract Hourly Rate, I acknowledge that Complete Recruitment Solutions is not liable to pay me any other remuneration or provide any other entitlements, including, (without limitation) sick leave, annual leave, long service leave, or payment for public holidays. In addition, statutory superannuation will be paid into a Superannuation Fund of my choice, by Complete Recruitment Solutions on my behalf.
- 3.3 If I incur expenses that are directly referable to providing services for a particular Client, reimbursement of such expenses will be the obligation of the Client. I understand that I must make arrangements with the Client prior to incurring such expenses.
- 3.4 I will keep a record of all hours worked for each Client on a timesheet provided by Complete Recruitment Solutions. At the end of each week during any period in which I provided services to a Client, I must present the timesheet for inspection and signature by the Client and submit the signed timesheet to Complete Recruitment Solutions.
- 3.5 To ensure timely payment, I understand that I should email or deliver my timesheet to the Complete Recruitment Solutions office by 10am on Monday for the preceding week. I acknowledge that if I do not submit a signed timesheet, I may not be entitled to payment.
- 3.6 To enable my pay to be processed, I understand that I must provide Complete Recruitment Solutions with my taxation and bank account details prior to commencing my first assignment, and notify Complete Recruitment Solutions if those arrangements change at any time.

### 4. **Offer of Employment**

- 4.1 If, during any period in which I provide services to the Client, or within six (6) months after any period in which I provide services to a Client, the Client, any company related to the Client or any other person or body to whom I have been introduced by the Client makes an offer of temporary assignment or employment to me, I will inform Complete Recruitment Solutions of that contact within 24 hours.
- 4.2 I agree that I will not approach Complete Recruitment Solutions Clients directly after Complete Recruitment Solutions has arranged an interview or assignment for me with a client of Complete Recruitment Solutions.

**5. Termination of Assignment**

- 5.1 I agree that this Contract, or any particular assignment, may be immediately terminated without notice, by Complete Recruitment Solutions if Complete Recruitment Solutions receives communication from the Client:
- (a) That the Client is dissatisfied with my performance for the services and that the Client wishes me to be replaced; or
  - (b) That the Client wishes the provision of services terminated for any other reason.
- 5.2 I understand that in such circumstances Complete Recruitment Solutions will make all reasonable efforts to find me suitable alternative assignments. However, if this Contract is terminated, I acknowledge that I am not entitled to claim any compensation or damages from Complete Recruitment Solutions in relation to that termination.

**6. Confidentiality and Intellectual Property**

- 6.1 I will not disclose to any third party or use, for my own or anyone else's benefit, any confidential information or intellectual property belonging to Complete Recruitment Solutions, the Client, or any related body corporate.
- 6.2 I indemnify Complete Recruitment Solutions to any claim arising from or related to:
- (a) The Client's confidential information and intellectual property;
  - (b) Any agreement relating to the Client's confidential information or intellectual property entered into between me and the Client; or
  - (c) The failure of the Client or myself to execute an agreement to protect the Client's confidential information and intellectual property.

**7. Relationship**

- 7.1 I understand and agree that I am an independent worker of Complete Recruitment Solutions and that I am not:
- (a) In partnership or in a joint venture relationship with Complete Recruitment Solutions; or
  - (b) A permanent worker, servant or agent of Complete Recruitment Solutions.
- 7.2 I may assign any right under this Contract with the prior written consent of Complete Recruitment Solutions.

**8. General Provisions**

- 8.1 This document and the particular verbal requirements given to me for each job constitute the entire Contract between Complete Recruitment Solutions and myself.
- 8.2 The law of this Contract will be that applicable to the State in which this Contract is signed.