

# Terms and conditions for Employers

## **By agreeing to these terms and conditions, you certify that:**

1. You have provided us with complete instructions and details about the desirable applicant and the position you want filled.
2. You acknowledge and agree that we will be using 3<sup>rd</sup> party digital verification agencies to check up on qualifications, citizenship status, work history, working with children checks, police checks and any other fit-to-work requirements for applicants. The costs of these reports are included in the fee structure and these reports will be provided to you in their unaltered form. These checks can be done before or after the interview process, as you require it.
3. You agree that even though we will provide you with digital referee check reports for the applicant after the interview process, this does not preclude you from doing your own checks before appointing a candidate.
4. You acknowledge that we are a digital recruitment agency only and no advertisements will be placed by us on your behalf in any newspapers, trade magazines or other form of hard print.
5. You will pay us as invoiced on the terms indicated on the tax invoice and in accordance with the chosen fee structure as outlined in this document.
6. You will inform us as soon as an employee is terminated for serious misconduct as defined in the *Fair Work Act 2009*. This will prevent the applicant from using the services of Outback Recruitment for 6 months from the date of termination.
7. You indemnify us from any legal recourse where we relied on the information provided to us by the applicant which may later be found to be untrue or false.
8. You agree that we can approach registered candidates in our skills pool to apply for vacant positions, unless specifically requested by you not to do so.
9. You agree that we may assist you in drawing up a shortlist of suitable candidates, if required.
10. You agree to provide us with as much information about your workplace, your employment locations and your organisational structure as we request in order for us to match you with the most suitable applicant.
11. You agree that we can contact you to obtain more information than you submitted to our website before we activate the advertisement.
12. Copies of the information provided by you to Outback Recruitment will be retained for five years for auditing purposes, after which it will be destroyed.

13. We will use all the information provided to us for the intended purpose only.
14. You can access your records with Outback Recruitment upon written request to us.
15. You will inform us immediately if the applicant recruited through Outback Recruitment is the successful candidate and pay us the placement fee as per chosen fee structure and tax invoice issued.
16. Each job vacancy listed by you with Outback Recruitment constitutes a separate and complete agreement.
17. Activation of the advertisement on our website will form the commencement date of each agreement ("the commencement date") until the placement date of the successful applicant at the end of the agreement ("the end date").

**In return, Outback Recruitment will provide the following services:**

1. Activate and advertise job vacancies on the Outback Recruitment website as agreed for 30 days, unless instructed otherwise.
2. Pre-screening of candidates according to employer criteria from new applicants and our candidate pool.
3. Shortlist and introduce candidates to employer, if required.
4. Pick up and drop off candidates to and from the airport to interview location.
5. Checking of candidate's disclosed credentials by use of verification agencies.
6. Exit interviews.

**What type of employees are you looking for?**

The jobseekers we recruit will fall into one of 3 categories:

1. Permanent, full-time/ part-time or casual placement staff (no fixed term or project placements);
2. Fixed term and project placements staff; and
3. Conversion of agency and project staff to permanent placements.

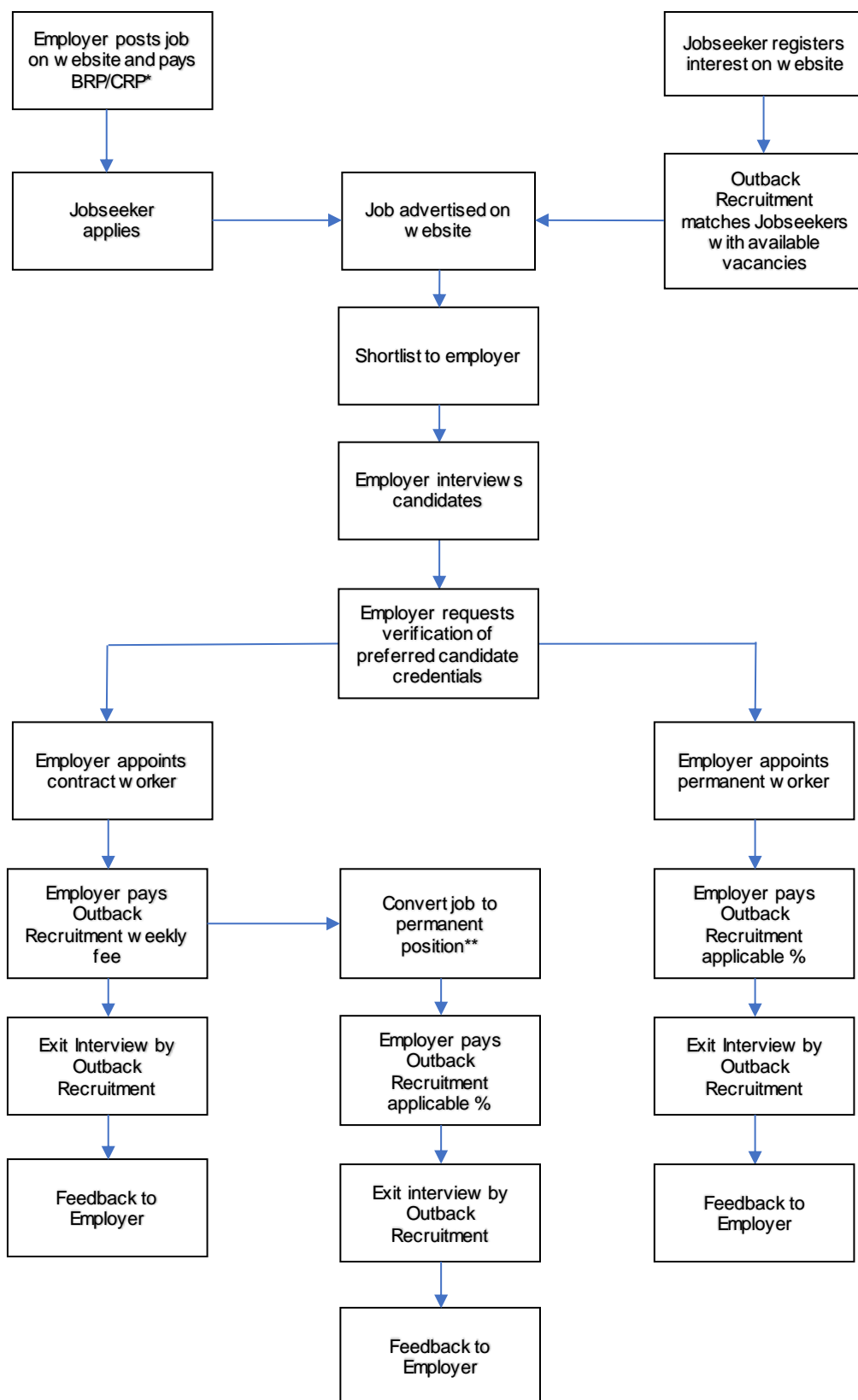
The flow diagram on the next page sets out the recruitment process visually.

If you have any questions about these terms and conditions, please do not hesitate to contact us at [outbackrecruit@gmail.com](mailto:outbackrecruit@gmail.com) or 0499 643 125.

Desert greetings

Ray Laan

## Recruitment Process



\* Basic Recruitment Package/Commercial Recruitment Package

\*\* Conversion of agency and project staff to permanent placements