

Blaikie Recruitment Temporary/Casual Registration Form

Private and Confidential

Updated September 2020

Date of registration ____/____/____

Name _____ (Full name) M F

Address _____ Country _____

Email Address _____

Telephone: _____ Are you a member of KiwiSaver? Yes No

Preferred Position: 1) _____ 2) _____

Preferred Location: _____ When are you available start? _____

How long are you available for? _____ Where did you hear about us? _____

Do you currently have any pending job applications? If so, where? _____

Do you have your own transport? Yes No Drivers Licence number: _____

Are you authorised to work in NZ? Yes No Working Visa Number: _____

Do you have PPE Gear? Yes No

Health and Safety Declaration:

Have you been out of New Zealand in the last 5 months? Yes No

If so, what date did you return? _____ **Please download the Contract Tracing App if you have not already.**

Have you experienced any physical or mental condition that may impact the role? Yes No

Are you taking any drugs or medications? Yes No

Have you at any time taken action against a current or former employer in order to resolve an employment dispute, including personal grievance action or other employment relationship problem? Yes No

Have you ever had an injury or medical condition or gradual process injury, disease or infection that may be caused by, aggravated, further contributed to, or prevent you from effectively carrying out the tasks of the specific roles you undertake? Yes No

If answered Yes to any of the above, please specify _____

I agree to undertake a Drug/Alcohol test if/when required: Signed: _____ Date: _____

Previous Work Experience

Please list specialist software/IT skills, including graphic packages, social media, payroll, accounting and word/mac

Please provide information of two verbal referees you have worked for in NZ:

- 1) Referee _____ Phone _____ Email _____
- 2) Referee _____ Phone _____ Email _____

Criminal Declaration:

Have you ever been convicted of a criminal offence or any pending possible convictions? Yes No

If you answered yes, please advise the date, conviction and penalty _____

Do you have any demerits on your Drivers Licence? Yes No If Yes, how many? _____

1. For the purposes of reference checking, I give my consent for Blaikie Recruitment to communicate and obtain information about me for the purposes of this employment application.
2. I understand that if I am successful in my application and it is subsequently discovered that information I have provided, including the Police Check, is not complete, accurate and correct or I have failed to disclose information, my employment may be terminated.
3. I authorise you to retain any information about me until I advise you that I no longer wish to seek employment opportunities through Blaikie Recruitment. I understand that you might retain non-active information about me on the Blaikie Recruitment system.

Signed: _____ Date: _____

Bank Information

IRD Number _____

BANK Account Number _____ Tax Code _____

This employment agreement is between: Blaikie Recruitment and _____

- We are a Recruitment Agency and you are employed by us and for all intentional purposes you are our employee and we are your employer.
- You are employed 'as and when' required where each assignment will be considered separate and covered by this TEA.
- We will offer you periods of work, and you will perform those duties for our clients on our behalf.
- There is no obligation for you to accept assignments that we offer you.
- You will report to our client and we will advise you of the details of the role.
- You must work to the utmost best of your ability whilst on assignment.
- We will remain your legal employer whilst on assignment.
- You must report to Blaikie Recruitment should you have any concerns pertaining to the assignment.
- You will agree to comply with our Health and Safety procedures and policies and we will provide you with Health and Safety information.
- If requested you will agree to a pre-employment alcohol and drug test.
- You shall not report to work under the influence of alcohol/drugs and you shall not consume alcohol/drugs during hours of your employment.
- You do not have set or guaranteed hours. The hours of work for an assignment may change at any time without notice.
- You will be paid for the hours you actually work.
- The wage will be agreed by you and ourselves unless agreed the wage is a flat rate and no overtime is payable.

- You must present your signed (by all designated parties) timesheet by 1.30 Monday. Failure to do so you will not be paid for work completed from the previous week.
- Having accepted work you must be punctual for your assignments.
- Should for any reason you are unable to report to work, please notify us as soon as possible.
- Should you be required to use a client's company vehicle, please notify us immediately so we are able to ensure we have the appropriate insurance in place. Failure to do so, you will personally liable for any damage or loss incurred or suffered.
- You are entitled to sick leave, bereavement leave and Holiday pay in accordance with the Holidays Act 2003
- You shall not work on a public holiday without our prior permission. If you do work on a public holiday you are entitled to be paid at the rate of time and a half of your normal pay for all the hours you actually work.

It is your responsibility to advise Blaikie Recruitment when you will to cease working for our agency. Your holiday pay will then be paid into your designated bank account.

- With regards to Health and Safety, you must comply with instructions of our client's health and safety policies, procedures and code of conduct.
- Report any unsafe conditions to the supervisor on site and to Blaikie Recruitment without delay.
- In event of a work related accident you shall notify us within 24 hours. Failure to do so may result in us refusing your claim as a work related accident.
- If you are approached or offered any form of employment by one of our clients or anyone else involved within the introduction of you to any clients you must immediately notify us and prior to acceptance of engagement. This clause will lapse after six months from signing this agreement.
- Due to the temporary nature of temporary assignments they may be varied, shortened or terminated by us without notice and without reason required but we will endeavour to give appropriate notice.
- The non-disclosure of criminal offences or convictions, including traffic related convictions will be considered serious misconduct and may lead to the termination of employment.(www.justice.govt.nz)
- Because we have 24/7 cell phone assistance you must inform us if you are unable to attend an assignment. Failure to do so may result in us deducting holiday pay and 5 day's pay as penalty.
- Under no circumstances will you be entitled for redundancy.

Health And Safety

Manual Handling on Temporary Assignments:

It has been explained to me that I must be aware of manual handling and lifting techniques. I will ask my onsite supervisor for assistance with any lifts of heavy equipment or materials. I have been told that I must lift with my legs and not use my back for any lifting whatsoever. I will ask my supervisor for advice before I handle any liquid or dry products that may include chemical sprays or other such produce.

Accidents or near misses:

I will advise Blaikie Recruitment immediately if I have any incidents that seem like a close call where myself or another person or any property could have been damaged. I will also immediately advise Blaikie Recruitment of any injuries as soon as I become aware of them.

Hazards:

I will immediately advise my supervisor and Blaikie Recruitment should I come across any situation or unsafe act, which I feel has the potential to cause me harm to myself or another person. I understand that it is everyone's responsibility to identify hazards and that I must contribute to a safe working environment. If I cannot contact my supervisor I must contact Blaikie Recruitment on 0272 416 619.

Personal Protective equipment (PPE):

I will ensure that I always wear the correct PPE for the task to which I am assigned. My supervisor will explain how to correctly wear such equipment and I will obey their common in the use, I understand that this equipment is given to me for a safety purpose and must be worn when advised.

I have read and understood this agreement.

I was not forced to enter this agreement by duress, or by any oppressive means.

The Employee (your name) _____ Date: _____

Authorisation

1. I have provided all information that is a true and accurate record. I have also provided information that has not been requested but would be relevant and deemed pertinent for any potential roles, be it a temporary, permanent or contract position.
2. I acknowledge that my employment may be terminated by any employer should they discover any information I have provided is misleading or untrue.
3. I have been inducted with Health and Safety procedures as of this date.
4. I authorise you to retain any information about me until I advise you that I no longer wish to seek employment opportunities through Blaikie Recruitment. I understand that you might retain non-active information about me on the Blaikie Recruitment system.

Signature: _____ Date: _____

