

# Altitude Recruitment

## Welcome Pack



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# WELCOME PACK

Welcome to Altitude Recruitment, one of Australia's leading specialist recruitment firms.

We know what it takes to help candidates find their dream job and we are able to work with you to take on career opportunities across the information and communication technology sectors. We take the time to get to know your aspirations, motivations, skills and must-haves in a role and match them to one of our many trusted clients.

During your association with Altitude, your Consultant will remain connected, ensuring you are in the loop with matters relating to your assignment. Understanding your career goals, we will proactively assist in the search process and actively market you to our clients as future opportunities present.

Our temporary and contractor guide is here to assist you and provide you with essential information on your contract assignment. Queries or requests for further information can be directed to your consultant so please do not hesitate to call on 1300 95 16 59.

The team at Altitude are committed to ensuring your experience is positive, rewarding and enjoyable.

Welcome to Altitude, we look forward to working with you!



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# WORKING WITH US

We are pleased to have you onboard as part of our Contract Team at Altitude! Your success is our success and we're with you every step of the way to ensure you are supported in your new role.

At Altitude we pride ourselves on working with integrity, authenticity, honesty and respect which extends to both our clients and candidates, therefore as an employee of Altitude we expect you to uphold these values and act in a way which positively represents our brand.

In addition to this it is important that you take the time to speak with your supervisor and familiarise yourself with the organisations policies and procedures, and set values to ensure you are performing in line with their expectations.

## WHAT IS A CONTRACT ASSIGNMENT?

Contract work is a period of non-fixed term employment where a position can last from one day to several months. These assignments are always dependent on business requirements and projects so there may be instances where your assignment comes to an end earlier than expected, or on the contrary, be extended beyond the proposed end date. In either situation your Consultant will speak with you as soon as possible to keep you updated.

Below are a few things you need to know before beginning an assignment. Remember, if you do have any further questions you can always call your Consultant directly on 1300 95 16 59.

Contract Assignments are partnerships between yourself, Altitude and our client. We will always work to ensure that you are placed in assignments which align to your experience and skillset.

Hourly or daily rates are always agreed prior to you starting an assignment. This is outlined in your Contract for Services.

Duties and responsibilities must remain as initially discussed when you are confirmed for an assignment. Changes to these need to be disclosed to your Consultant first for approval before proceeding with any new duties. This is a Workplace Health & Safety requirement.

The client is responsible for your day to day supervision, however part of our commitment to you is that we will check in with you from time to time to see how the assignment is tracking.

Altitude can alter the terms of each assignment including start and finish dates, days and hours of work, and the length of the assignment. These factors, however, will be determined by the client.

You can also end an assignment earlier than intended, however, should this be the case it is important that you inform your Consultant immediately.

# TIMESHEETS & PAYROLL

## TIMESHEETS

Our Finance team will send you your timesheet login details shortly after confirmation of your assignment.

The pay cycle for a contract employee is fortnightly. Your timesheets will need to be completed and submitted by no later than close of business Monday every week. This will allow time for approval by our client and submission to Altitude's Accounts team to process your pay. Timesheets submitted later than this will result in delay of payment. Any overtime needs to be approved by our client prior to being completed.

If at any point you have issues with your timesheet, please call your Consultant on 1300 95 16 59 who manages all timesheets and will be able to assist you immediately. You may also email our Finance team directly at [accounts@altituderecruitment.com](mailto:accounts@altituderecruitment.com).

## INSTRUCTIONS FOR TIMESHEETS

Information on how to submit timesheets. You will shortly receive an email from our online timesheet system – [TimeAdder](#).

## CONTRACT ASSIGNMENT PRE-REQUISITES

In order to get you started in an agreed contract assignment, the forms attached within this Welcome Pack must be completed and sent back to us before you begin. These forms confirm that you have understood your contractual obligations as a contractor.

We are committed to Fair Work Employment standards. Please read the Fair Work Information Statement attached.

# WORKPLACE HEALTH & SAFETY

Altitude takes all reasonable steps to ensure your health and safety in the workplace when working with our clients. However, we do ask that you use your initiative to ensure you do not endanger yourself or those you work with.

Altitude certainly acknowledges its obligation to you and your safety but it does require cooperation from you.

Altitude have comprehensive procedures that they follow prior to you starting your assignment. To discuss these, please call your Consultant.

Your responsibilities;

- Advising your Consultant of any pre-existing injuries prior to starting an assignment which will impact your ability to perform your role in a safe manner
- Informing your Consultant if your ability to perform duties safely in the workplace changes
- Understanding the role and any associated safety risks prior to accepting an assignment
- Following safety instructions
- Reporting if any task is unsafe
- Avoiding the use of any foreign equipment which you are unsure how to use
- Always discussing any concerns of job safety with your consultant

## INDUCTION OH&S FORM / WHS

When you arrive on your first day in the role your host employer must complete a site specific induction WHS / OH&S form with you. We have provided them with this form so please ensure that this is completed, signed and scanned back to your consultant immediately.

The purpose of this form is to ensure that you understand where facilities are, fire/evacuation/emergency procedures and specific training around tasks and equipment. It will also give you and the client an opportunity to identify any hazards in the work environment.

## KEEPING US INFORMED

As you are onsite you will act as our eyes and ears. Therefore, to ensure your safety in the workplace please inform your Consultant immediately should you identify any hazards at the beginning or during the assignment.

If you do suffer a workplace accident/injury you must inform your consultant immediately and provide all details pertaining to the incident form.

# FORMS TO BE COMPLETED

## HOW TO COMPLETE

The information can be completed online by downloading forms using the links provided. The completed PDF documents or scans can then be emailed back to your Consultant for the quickest completion.

Alternatively you can print the forms enclosed and post these back to us at PO Box 332, Flinders Lane, VIC 8009.

Please inform your Consultant of how you will be completing these forms.

If you have any trouble accessing the links or printing the forms please let your Consultant know immediately and we will send you a hard copy of the forms.

## SUPER FUND FORM & TFN FORM

[TFN](#) - click here

[Super fund](#) - PDF attached

## HERE'S WHAT YOU NEED TO DO NOW:

- Complete the Contractor Information Form (PAYG), TFN form and Superannuation Choice form - If you already have a super fund complete items 2, 3 & 5, and if you don't have a super fund complete items 2 and 5
- If you are using an ABN to contract, complete the Supplier form and return it with a certificate of currency for your workcover policy
- Provide copies of your photo ID and VISA/PR/Proof of residency documents.

Following the completion of these we will prepare your paperwork and send you a contract. Please note we require all documentation fully completed in order to produce a contract of services to you. We will not accept photographs of paperwork. Should you wish to use your smartphone for submitting documents, please use Genius Scan (<https://www.thegrizzlylabs.com/genius-scan>). This is a free application you can download on any Android or Apple device.

# CONTRACTOR (PAYG) INFORMATION

Please fill out this form if you are contracting using a Tax File Number

Given Name: \_\_\_\_\_

Surname: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

Landline: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Landline: \_\_\_\_\_

Mobile: \_\_\_\_\_

Banking Details:

Bank/Institute: \_\_\_\_\_

Account Name: \_\_\_\_\_

BSB: (6 Digits) \_\_\_\_\_

Account #: \_\_\_\_\_

Residency Status:  Australian Citizen  Permanent Resident  
 Other (e.g. Visa)

In addition to this form, please ensure you complete and return to Altitude Recruitment a 'Choosing a Super Fund' form and a 'Tax File Number Declaration Form'.  
Links to these forms can be found on page 6.

# SUPPLIER (ABN) INFORMATION

Please fill out this form if you are contracting as a supplier using a Pty Ltd, Trust or Partnership ABN (Sole Trader ABNs are not accepted)

## Personal Information:

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Preferred Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Sex:  Female  Male

Residency Status:  Australian Citizen  Permanent Resident  Other (e.g.) Visa \_\_\_\_\_

## Contact Details:

Street Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Post Code: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Post Code: \_\_\_\_\_

Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

## Emergency Contact:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone No: \_\_\_\_\_ Medical Requirements: \_\_\_\_\_

## Supplier Details:

Supplier Name: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Post Code: \_\_\_\_\_

ACN/ABN: \_\_\_\_\_ Work Cover Policy #: \_\_\_\_\_

# SUPPLIER (ABN) INFORMATION (CONT)

Please provide Work Cover, Professional Indemnity and Public Liability policy details with this form

Contact Name: \_\_\_\_\_ Supplier's Website: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Is your organisation a:  company  partnership  trading trust

Please note that we do not contract with sole traders. Under the labour hire withholding rules, individuals and sole traders are treated the same even if the sole trader has a registered business name, has a trade name, has an ABN, and/or is registered for GST.

How many employees does your organisation have? \_\_\_\_\_

If you are operating as a partnership, are you a partner?  Yes  No

Do you advertise your services to the public at large  
(eg web/local paper/flyers)?  Yes  No

Do you render your services to the public at large?  Yes  No

Will your organisation provide services to other organisations  Yes  No  
during the period of your contract at the Client's site?

Will you be working from home?  Yes  No

How many hours a week do you expect to work for the Client? \_\_\_\_\_

Supplier Banking Details:

Bank Name: \_\_\_\_\_ BSB: \_\_\_\_\_

Account Name: \_\_\_\_\_ Account Number: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Please ensure this is correct. We may not be able to retrieve funds if paid to the wrong account.

# ELECTRONIC RESOURCES POLICY

Whilst contracting with our Clients you will most likely have access to electronic resources such as the internet and email facilities for use in the context of your assignment. Use of these resources for personal reasons whilst you are representing us is absolutely prohibited.

## RULES OF USE

The following rules govern the use of Altitude's electronic resources:

- That contracted staff are responsible for using these resources in a professional, ethical and lawful manner
- Whilst representing Altitude and using Client electronic resources, contractors must comply with all software licences and copyrights and all other state and federal laws governing intellectual property, discrimination and harassment and all other online activity
- Neither your access to the internet nor your emails are private. A record of your access to the internet and backup copies of all email messages are kept on the company computer system. Since the company is potentially liable for any misuse of its electronic resources, the company reserves the right to monitor email and internet usage and to inspect email messages at its discretion
- Personal use of online network services, such as Facebook and Twitter, during office hours is prohibited
- Emails have the same legal status as a letter or memo
- Care should be taken at all times when sending emails. Messages which could be construed as obscene, racist, discriminating, harassing or disseminating confidential company information are expressly prohibited
- Downloading and installing any programs from the internet or from emails is prohibited unless cleared by the IT department. This includes any program sent via email including screen savers, virtual pets and software
- Sexually harassing behaviour includes: offensive or demeaning comments, jokes or innuendo via electronic media, and the display of offensive material.

Breach of this policy:

Unlawful use of the Client's electronic resources or a breach of this policy by the contractor will result in disciplinary action and serious breaches may result in termination of employment. Please sign below to acknowledge you have read and will comply with the terms outlined in this document. If you do not accept these we cannot represent you with contract work.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

# WORK PLACE HEALTH & SAFETY (WHS) INDUCTION ACKNOWLEDGEMENT

Please complete this checklist prior to commencing regular duties. Discuss all items and tick each box on completion.

The checklist must be signed where indicated and return to

Legal Full Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

Site & Work Address: \_\_\_\_\_

## WHS Policies & Procedures

Completed?

Workplace walk around to indicate location of amenities/facilities

1

## Identification of Client's Health & Safety Representative

1

Emergency evacuation plan/procedures, location of nearest exits and assembly points

1

Location of First Aid Kit and/or Room and/or identification of First Aid Officer

1

### Awareness of safety signage/restricted areas

1

How to report injury, accidents, near misses and potential hazards

1

## Equipment to be Operated

PC  Laptop  Printer  Scanner  Photocopier  Guillotine  Binder

Fax  Telephone  Headset  Other (please specify) \_\_\_\_\_

## Instruction on work safe methods and use of equipment

Protective/Special Equipment (if applicable) including instruction in correct use:

Specific workplace hazards exposed to, that we should be aware of include: \_\_\_\_\_

Please specify and detail instructions provided in this respect:

# WORK PLACE HEALTH & SAFETY (WHS) INDUCTION ACKNOWLEDGEMENT (CONT.)

## Contractor Acknowledgement

I have received and understood the induction covering the items outlined above.

I have also received a copy of and understand the requirements in reporting an accident/incident to Altitude.

I understand that any changes to my job or duties must be immediately reported to Altitude.

I have also read & understood the WHS Policies detailed on the website

Completed by Contractor

Witnessed by (client's representative)

Signature: \_\_\_\_\_

Full Name: \_\_\_\_\_

Date: \_\_\_\_\_