



Thank you for registering with Sprint People. We look forward to working with you! Please read and complete the following forms to ensure your assignment runs smoothly.

Full Name	
Street Address	
Date of Birth	
Mobile Number	
Email address (for payslips)	
Visa? Y / N (if yes, please indicate type)	
Australian Driver Licence / Passport No.	
In case of an emergency – Contact name, relationship and phone number	

Along with providing your bank details below, you will also be required to complete the attached Tax File Declaration form. If you do not have a tax file number you will need to apply for one through the Australian Taxation Office. If you do not have your tax file number details on you, please be sure to phone/email them through when you have them.

Please also complete the attached Choice of Superannuation Fund Standard Choice Form. It is your responsibility to provide Sprint with your superannuation details. If you do not provide your details within 3 weeks of registering you will automatically be set up in the default fund (Kinetic Super).

You must provide us with the following information:

- Member name and Member number
- Mailing address for payments
- A compliance letter from your fund (you can obtain this from most superannuation websites)

Sprint People may ask to take a photo of you after meeting you for the first time. This is for internal purposes only and will go no further than our database. By signing this form you are giving permission for this.

As a contractor of Sprint People you will be required to carry out your assignment to the best of your ability and act in a professional and courteous manner at all times. Should you be ill or running late please first call your Sprint Consultant (on mobile) and then the client contact (if appropriate).

Whilst employed by Sprint People all contractors must adhere to the following:

- Client dress code
- Client Occupational Health & Safety policies
- All client information to be treated as confidential
- All client equipment to be treated with care
- No alcohol or drugs to be consumed whilst on assignment

BANK DETAILS

Name (as it appears on your account)	
Bank name	
BSB	
Account number	



PAYMENT

You will be paid under the Clerks Private Sector Award – 2010. The standard working week under the award is 38hrs. If you work more than 38hrs per week you will be paid 1.5 times the normal rate. If you work more than 40hrs per week you will be paid 2.0 times the normal rate. This rate does not include sick leave, holiday leave or long service leave and public holidays. Details of the award can be found on the Fair Work Commissions’ website.

SUPERANNUATION

Superannuation will be paid quarterly during the course of your assignment into your nominated fund. If you have not nominated a fund, your Super will be paid into Sprint’s default fund which is Kinetic Super. www.kineticsuper.com.au

CONTINUED IMPROVEMENT

In the event that you are offered further assignments or permanent employment with our client or any of their associated companies/subsidiaries, this arrangement must be negotiated through Sprint People. We will enforce our rights under this agreement for a period of 12 months from completion of each assignment.

We shall remain in contact with you during the course of your assignment. However should there be anything you wish to discuss with us, please do not hesitate to contact your Sprint representative directly.

REFEREES

Can you please advise us of 2 recent workplace referees:

Referee 1		Referee 2	
Company		Company	
Position		Position	
Phone		Phone	
Email		Email	

By signing this form you are confirming that you are lawfully entitled to work in Australia and, if requested, you are able to supply proof of your entitlement.

Please sign and date below to indicate that you have read and acknowledge the above information.

Contractor signature: **Date:**/...../.....

