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Appendix – Document Index

Recruitment & Contracts

- Document 001. Form – Recruitment – Job Description
- Document 002. Form – Recruitment – Job Application
- Document 003. Form – Recruitment – Interview – Questions
- Document 004. Letter – Recruitment – Offer of Employment
- Document 005. Contract – National System Employer – Casual
- Document 006. Contract – National System Employer – Modern Award Covered (Full-time or Part-time)
- Document 007. Contract – National System Employer – Award Agreement Free (Full-time or Part-time)

New Employees

- Document 008. Checklist – Employee Induction
- Document 009. Information – National System Employer – Fair Work Information Statement
- Document 010. Information – National System Employer – Casual Employment Information Statement
- Document 011. Information – National System Employer - Fixed Term Contract Information Statement
- Document 012. Record – Probation – Progress Record
- Document 013. Form – Superannuation – Standard Choice
- Document 014. Letter – Probation – Successful Completion
- Document 015. Letter – Probation – Unsuccessful Completion and Termination
- Document 016. Checklist – Payroll – Record Keeping & Pay Slip

Management & Termination of Employees

- Document 017. Form - HR - Performance Appraisal
- Document 018. Letter – Unsatisfactory Performance or Misconduct – First or Second Warning
- Document 019. Letter – Unsatisfactory Performance or Misconduct – Termination
- Document 020. Form – Small Business Fair Dismissal Code

- Document 021. Letter – Payroll – Statement of Service
- Document 022. Letter - Casual Conversion - National Employment Standards - Not Eligible
- Document 023. Letter - HR - Casual Conversion - National Employment Standard – Offer
- Document 024. Letter - HR - Casual Conversion - National Employment Standards - Refusal
- Document 025. Letter – HR – Employee Choice Notification - Request
- Document 026. Letter – HR – Employee Choice Notification – Refusal
- Document 027. Letter – HR - Employee Choice Notification – Acceptance

Please note that documents 025, 026 & 027 are only to be used from 26 August 2024.

Sample Policies

- Document 028. Policy – Code of Conduct
- Document 029. Policy - HR - National System Personal Leave Policy
- Document 030. Policy – HR - Equal Opportunity Policy
- Document 031. Policy – Sexual Harassment Policy
- Document 032. Policy – Workplace Bullying and Harassment
- Document 033. Procedure – HR - Grievance