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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. Form – Probation – Progress Record
- Document 012. Form – Superannuation – Standard Choice
- Document 013. Letter – Probation – Successful Completion
- Document 014. Letter – Probation – Unsuccessful Completion and Termination
- Document 015. Checklist – Payroll – Record Keeping & Pay Slip

Management & Termination of Employees

- Document 016. Form – Performance – Appraisal
- Document 017. Letter – Unsatisfactory Performance or Misconduct – First or Second Warning
- Document 018. Letter – Unsatisfactory Performance or Misconduct – Termination
- Document 019. Form – Small Business Fair Dismissal Code
- Document 020. Letter – Payroll – Statement of Service

- Document 021. Letter - Casual Conversion - National Employment Standards - Transitional Period Not Eligible – Notice
- 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

Sample Policies

- Document 025. Policy – Code of Conduct
- Document 026. Policy – National System Employer – Personal Leave
- Document 027. Policy – Equal Opportunity
- Document 028. Policy – Sexual Harassment
- Document 029. Policy – National System Employer – Workplace Bullying
- Document 030. Procedure – Complaints and Grievance