

EXAMPLE ONLY

NOTICE OF EMPLOYMENT OFFERED

REF.No

- A. 1. Name of Agent _____
2. Address _____
- B. 1. Name of proposed employer _____
2. Address _____
- C. 1. Name of proposed employee _____
2. Address _____

D. Employment Details

- 1. Position: _____
- 2. Award Title: _____
- 3. Casual / Temporary / Permanent
- 4. Salary / Wages _____ p.a. / p.w. Other _____
- 5. % Load for casual employees: _____
- 6. Superannuation: _____
- 7. Company car / car allowance / kilometre allowance: _____
- 8. Entertainment allowance: _____
- 9. Other: _____

NOTE. Terms of employment are a matter to be negotiated between the employer and the employee. The particulars set out in the Notice above are given for guidance only.

OFFICE USE ONLY: Employed / Not Employed Commencement Date: _____

PLEASE NOTE THAT THIS FORM IS REQUIRED TO BE PRODUCED ON YOUR LETTERHEAD AND MUST DISPLAY THE ITEMS LISTED IN SECTION 42 OF THE EMPLOYMENT AGENTS ACT 1976.