

# candidate introduction

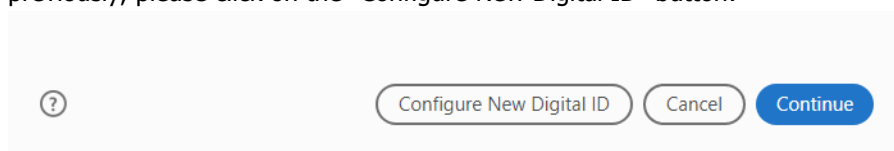
## order confirmation – Australia

### INSTRUCTIONS

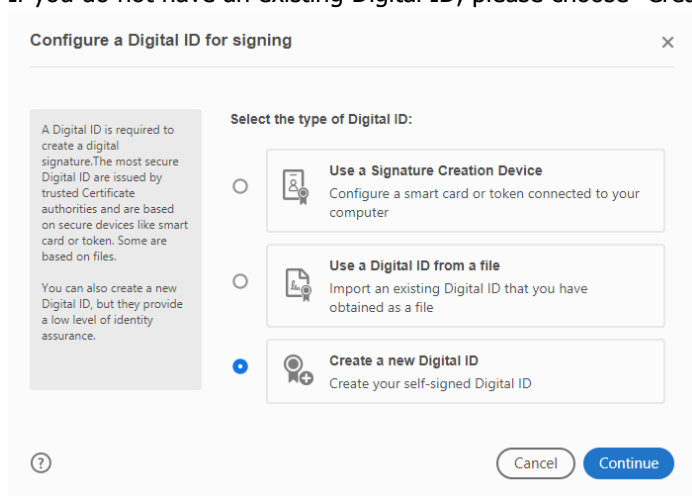
1. The document can be signed with a digital signature. To ensure that this option is available to you, please save the file on your computer (e.g. in downloads folder or on your desktop) and open the saved file.

**DO NOT** open the file by clicking on the file name when it appears on the download bar/list in your browser as this will keep the electronic signature feature disabled.

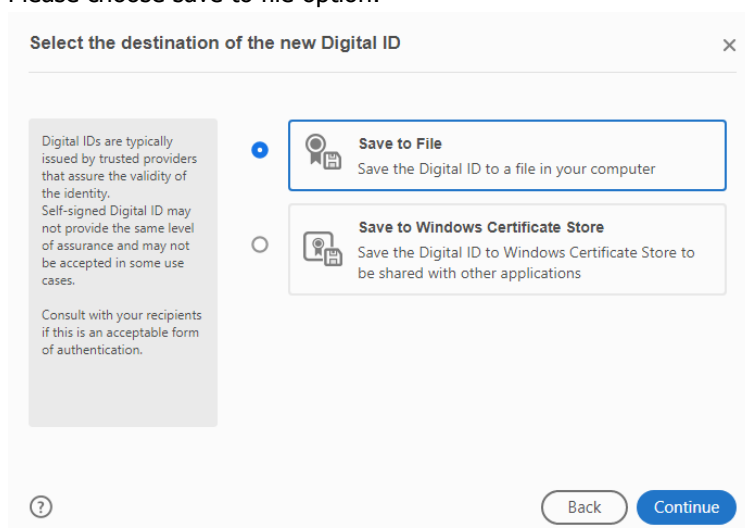
2. The file shows two fields marked as signature fields (red boxes, one on each page). Please fill in the form and once you are ready to sign it, click on the signature field to sign the document. If you did not configure your digital ID previously, please click on the "Configure New Digital ID" button:



3. If you do not have an existing Digital ID, please choose "Create a new Digital ID" option



4. Please choose save to file option:



5. Please fill in the form - please keep the key algorithm option to 2048-bit RSA.

**Create a self-signed Digital ID**

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name: Joanna\_test

Organizational Unit: Enter Organizational Unit...

Organization Name: Enter Organization Name...

Email Address: joanna.test.randstad@emailtest.com

Country/Region: AU - AUSTRALIA

Key Algorithm: 2048-bit RSA

Use Digital ID for: Digital Signatures

Back Continue

6. Please set up your password.

**Save the self-signed Digital ID to a file**

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing.

Save the Digital ID file in a known location so that you can copy or backup it.

Your Digital ID will be saved at the following location:

C:\Users\JWiecek\AppData\Roaming\Adobe\Acrobat\... Browse

Apply a password to protect the Digital ID:

Confirm the password:

Back Save

7. Provide first signature on the page and save in a chosen location

**Sign as "Joanna\_test"**

Appearance: Standard Text

Create

Joanna\_test Digitally signed by Joanna\_test Date: 2020.03.31 10:55:20 +10'30'

View Certificate Details

Review document content that may affect signing

Review

Back Sign

**Save As**

Organise New folder

Name	Date modified	Type	Size
7. Insurance & P...	23/07/2019 9:04 AM	File folder	
3. Quality Opera...	18/03/2020 9:02 AM	File folder	
Client Reports -	11/03/2020 12:23 ...	File folder	
WH&S Reporting	23/07/2019 9:04 AM	File folder	
Downloads - Shortcut	4/04/2019 12:45 PM	Shortcut	2 KB

File name: Candidate Introduction - Order confirmation - AU-EDU-CLR-INS-058 v1.0 27032020\_test2.pdf

Save as type: Adobe PDF Files (\*.pdf)

Save Cancel

8. Provide second signature on page 2 and mark "lock document after signing" option to prevent any further changes to the file. Please save the file (you can override the file saved in step 7) and return the signed file to Randstad's representative.

**Sign as "Joanna\_test"**

Appearance: Standard Text

Create

Joanna\_test Digitally signed by Joanna\_test Date: 2020.03.31 11:00:21 +10'30'

View Certificate Details

Review document content that may affect signing

Review

Back Sign

☒ Lock document after signing

**Save As**

Organise New folder

Confirm Save As

Candidate Introduction - Order confirmation - AU-EDU-CLR-INS-058 v1.0 27032020\_test2.pdf already exists. Do you want to replace it?

Yes No

File name: Candidate Introduction - Order confirmation - AU-EDU-CLR-INS-058 v1.0 27032020\_test2.pdf

Save as type: Adobe PDF Files (\*.pdf)

Save Cancel

# candidate introduction

## order confirmation - australia

The client engages Randstad Pty Limited ABN 28 080 275 378, Level 5, 109 Pitt Street, Sydney, NSW 2000 ("Randstad") to introduce teachers and/or babysitters ("Candidate") to the Client. The below is deemed accepted by the Client by virtue of its request for, interview with or Introduction of a Candidate, or the passing of any information by the Client about such a Candidate to any third party and shall prevail over any conflicting terms and conditions put forward by the Client.

### Client

<b>Client name</b>			
<b>ABN (if applicable)</b>			
<b>Address</b>			
<b>Phone number</b>			
<b>Email</b>			
<b>Signed</b>		<b>Date</b>	

### 1. fee

- 1.1 If the Client engage (in any way) a Candidate (irrespective of the position) within 12 months of Randstad introducing (in any way) a Candidate to the Client, the Client will pay Randstad a Fee, calculated as per the schedule, or fees as notified by Randstad (payable within 14 days from date of invoice).
- 1.2 For the avoidance of doubt, Randstad will only introduce Candidates to the Client and it will be up to the Client and the Candidate to further agree on terms of engagement and requirements. Randstad makes no further warranties.
- 1.3 The Client understands and agrees that from the time a Candidate reports to take up duties, they are under the supervision, direction or control of the Client for the duration of the engagement. The Client agrees to be responsible for all their acts, errors or omissions (wilful, negligent or otherwise). The Client agrees that it will comply with all relevant statutes, by-laws and legal requirements including ensuring the health and safety of the Candidate in all respects.

### 2. other

- 2.1 Randstad's total liability, whether in contract, tort (including negligence) or otherwise shall be limited to 100% of the fees which are paid at the time that the liability arises. This clause survives termination of any agreement between the Parties.
- 2.2 Neither Party will be liable to the other for any indirect or consequential losses including loss of profit, revenue, production, reputation or any special, punitive or exemplary damages.
- 2.3 Each Party agrees to hold information of the other that is notified as being confidential or can be reasonably regarded as being confidential, in confidence, and will not disclose such information without the consent of the other party unless required by law or it has already been made available to the public other than through a breach of this clause. The client undertakes to comply with all relevant privacy and data security laws.
- 2.4 Randstad may freely assign receivables due to it.
- 2.5 Client warrants that the provision of services and payment hereunder shall not result in breach of any trade, economic or financial sanctions or Modern Slavery laws or regulations.
- 2.6 Randstad will endeavour to provide accurate information such as qualifications and experience, but cannot accept responsibility for any loss in connection with the Introduction of the Candidate, the Candidate's subsequent employment, engagement or otherwise.

### contractor obligations

All candidates have been screened:

1. Behavioural interview
2. Qualifications check
3. ID check
4. Reference check
5. Department of Health Covid-19 training certification
6. State based working with children check or teaching registration certificate (which includes the working with children check)

## fee schedule

Temporary placement	
Education level	One-off finders fee (you can engage with the candidate unlimited)
Certificate III in Early Childhood Education and Care	\$55.00 (including GST)
Diploma of Early Childhood and Care	
Qualified Teacher	
Permanent placement Nanny fee	\$1,000 + GST (one-off fee)

Please note the wage paid with the candidate is between the client (you) and the candidate.

### once candidate has been sourced, the client will receive:

- Copy of the candidate's qualifications.
- Copy of the candidate's state-based working with children check or teacher registration.
- Copy of the Department of Health COVID-19 training certificate.

Please note the client is responsible for sighting government-issued photo ID and to cross-reference the ID with the state-based working with children check or Teacher Registration.

### request

I wish to order \_\_\_\_\_ (please indicate Education level).

How many children will the Educator/Teacher be working with?			
The age of the child/children			
The Candidate is to work at (address)			
Start date		End date	
Start time		End time	
Total number of days to work			
Person to ask for when Candidate arrives			
Phone number of person			
Any additional needs, allergies or specific skills required			
Amount you want to offer an Educator or Tutor		\$	

(Please note that you have to pay the candidate directly, this information is for us to see who will accept the work at the rate on offer).

If you have a voucher number you will not be charged a fee. Please note the voucher can only be used once.

Credit Card details				
Name on card				
Credit card number		Expiry date		CVV number
*Sign to agree and authorise us to have your credit card charged				

Please note that we can only take Visa or Mastercard. All charges will incur a credit card fee of 1.76%.

Randstad will check in with the candidate daily and if Randstad has not been notified that they are returning outside the amount billed in the above the outstanding amount will be billed to the client's credit card.

The Client acknowledges that it viewed and agree to the Randstad Privacy Collection Statement which can be viewed here:

<https://www.randstad.com.au/privacy-statement/>

\*It is the Client's responsibility to ensure that there are sufficient clear funds available. If there are insufficient cleared funds in your account the Client may be charged a fee and/or interest by its financial institution