

Antipodean Medical Recruitment – Registration Package

Documents we need from you to find your next career opportunity

CERTIFIED DOCUMENTS

- Passport or birth certificate (+ visa if applicable) Driver's licence
- Medical degree certificate
- College fellowship or assessment (if applicable)
- English Language test results (if applicable)

Documents can be certified by any other person over 18 years of age.



OTHER DOCUMENTS

- CV/Resume (if not already provided)
- Evidence of current Continuing Medical Education (Course/Training Certificates)
- Medical indemnity insurance certificate
- 3 professional referees (per following form)
- National police check (or request form)
- Antipodean Medical Recruitment candidate services agreement (attached)
- Company and Bank Details

DOCUMENTS TO ANTIPODEAN MEDICAL RECRUITMENT

Choose an option that is easiest for you:

Email: kerrie.dudley@antipodeanmedical.com

Or

Recruitment Manager Antipodean Medical
Recruitment Unit 2, 4 Ficus Avenue
Avoca Beach NSW 2251
Australia

To understand your privacy rights and to review other policies, visit - www.antipodeanmedical.com

AMR - Professional Referee Check

Please provide three professional referee details
(must have supervised/worked with you in the last 6 months)

Please ensure your referees know we are going to call.

REFERENCE #1

Referee's Name: _____

Referee's Position: _____

Phone Number: _____

Email Address: _____

REFERENCE #2

Referee's Name: _____

Referee's Position: _____

Phone Number: _____

Email Address: _____

REFERENCE #3

Referee's Name: _____

Referee's Position: _____

Phone Number: _____

Email Address: _____

AMR - Candidate Services Agreement

The purpose of the candidate services agreement is to set clear expectations and understanding of the relationship between Antipodean Medical Recruitment Pty Ltd as a recruitment agency, and you, as a candidate.

As members of the Recruitment and Consulting Services Association (RCSA), we are bound to a professional code of conduct, which serves to protect your interests.

1. LEGAL EFFECT

- 1.1 The provisions of this document take effect and are enforceable as contractual terms upon your acceptance of them, which may be communicated by signing and delivering to us a copy; or by telling us that you accept them, or accepting a placement proposed by us to you.
- 1.2 The acknowledgement or statement by us of any statutory obligation or duty, or obligation or duty arising from the RCSA Code for Professional Conduct, shall not operate or be enforceable by you against us as a contractual term; but such obligations and duties shall operate of their own force and effect.
- 1.3 Nothing contained in this document shall operate to create any relationship of:
 - (i) employee and employer;
 - (ii) principal and agent; or
 - (iii) partnership or joint venture between you and us
- 1.4 To the extent to which this document operates as a lawful consent or permission for the purposes of any law relating to privacy protection or the protection of personal or confidential information, it is to be read together with
 - (i) any collection statement we may provide to you; and
 - (ii) any privacy policy of ours that you may request.

(b) We will keep you on our active register unless:

- (i) we do not hear from you for 3 months;
- (ii) you advise us you are no longer interest seeking work through us;
- (iii) your registration with any relevant registration or licensing authority has expired or a current copy is not on our file; or
- (iv) we receive substantiated report(s) of unsatisfactory work performance or conduct;
- (v) we reasonably consider that you have failed to comply with your acknowledgments and responsibilities as set out in this document in which case we may remove you from our active register.

(c) Whilst you remain on our active register when one of our clients, or a potential client, indicates that it may have a position available for your preferred work in your preferred location:

- (i) we will consider whether you might be suitable to fill the position;
- (ii) we will raise with you relevant aspects of your personal information that we have not been able to satisfy ourselves are substantially accurate, complete, up to date, and not misleading;
- (iii) if we consider that you might be suitable to fill the position we may present you to our client, or potential client, by forwarding to any person who is recruiting for that position such details of your work history, aptitude, skills, experience and work availability together with such cautionary note with respect to any matter raised with you under sub-paragraph

2. OUR ACKNOWLEDGMENTS AND RESPONSIBILITIES

2.1 Active Register

- (a) After you have requested that we assist you to find work we will place you on our active register.

AMR - Candidate Services Agreement

- (b) above, as we think fit. Unless you have told us that you require us to forward your personal information on an anonymous or pseudonymous basis, we may also forward details of your name any other necessary identifying personal information;
- (c) If we remove you from our active register we may place you on our inactive register.
- (d) We may remove you from our inactive register when we no longer require your personal information for any purpose for which it may lawfully be used or disclosed.
- (e) Inclusion in or removal from our active register or inactive register does not affect any statutory obligation we may have to collect and maintain certain information on any statutory register that we may be obliged to keep.

2.2 Disclosure of Position Information

- (a) We will not arrange for you to attend any interview with a client or prospective client without disclosing to you the following information about the position to the extent to which it is known to us, is applicable to the position, and we are at liberty to disclose it:
 - (i) identity of the prospective employer;
 - (ii) position title;
 - (iii) inherent requirements of the position;
 - (iv) employment status;
 - (v) remuneration;
 - (vi) functions and duties (including the requirement, where applicable, to supervise others);
 - (vii) hours of work;
 - (viii) leave entitlements;
 - (ix) superannuation contributions;
 - (x) any other matter that we are required by or under any statute to advise to you.

2.3 Representations & Implied Terms

We make no representation that:

- (a) the position will be suitable to your requirements or abilities;
- (b) the position offers or may offer any remuneration, job security, career path.
- (c) any services we provide to you will achieve a certain level of performance, achieve a certain outcome, solve a particular problem, or attain a specific goal.
- (d) Our liability for any breach of a term implied into any contract for the supply of services by us to you by any Act of Parliament will be limited, at our option, to providing, or paying the costs of providing, the services again.

2.4 Relationship Management

- (a) Upon your registration we will appoint one of our consultants as your primary contact. We may change your primary contact from time to time as we think fit.
- (b) We may provide a service to our clients and potential clients in connection with our presentation of you to them and be paid a fee by them for doing so. The duties that we owe to our clients and potential clients may bear upon the manner in which we may present you to them such that there may be occasions when we cannot present you as you would wish. On those occasions, we will explain the situation to you so far as we are reasonably able and will indicate to you what options we consider that you may have.
- (c) References that we obtain from third parties are sometimes given to us or may only be obtained on condition that we observe certain restrictions on their subsequent use or disclosure in order to preserve confidentiality. This may mean that we may not always be able to permit you access to comments made by your referees. On those occasions, we will explain the situation to you so far as we are reasonably able and will indicate to you what options we consider that you may have.

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3. YOUR ACKNOWLEDGEMENTS AND RESPONSIBILITIES

3.1 Aptitude & Ability to Work

You represent that to the best of your knowledge, information and belief:

- (a) you possess the skills, experience and qualifications described in any resume provided to us, interview conducted with us, or forms which you complete, in connection with your registration;
- (b) you are lawfully entitled to work in Australia or New Zealand;
- (c) your level of health and fitness is suitable for the performance of the inherent requirements of your preferred work so far as we have made those requirements known to you or so far as they may be the subject of common knowledge;
- (d) you are not, and have never been subject to any complaints, criminal charges, civil litigation, or employer disciplinary action relating to your practice as a medical practitioner in Australia or any other place, and if you have, you provide full disclosure of these matters to us in the form of a statutory declaration;
- (e) except as is disclosed to us in advance of this agreement:
 - (i) you are not prevented from seeking or performing your preferred work within your preferred location because of any promise made in restraint of trade or competition, contractual obligations or by any promise you have made not to solicit, or perform work for, any person, customers or classes of persons or customers;

3.2 Readiness & Relationship Management

Whilst you remain on our active register you will:

- (a) ensure that any registration, licence, practicing certificate or accreditation; insurance; security clearance, work permit, or vaccination that is necessary to enable you to perform your preferred work is current, is

renewed regularly, and that evidence of currency is provided to us.

- (b) keep us advised of any changes to the details on the forms you complete in connection with your registration or contained in any resume you have provided to us.
 - (c) be responsible for informing us in writing of any matters necessary to ensure that the information that we may use or disclose about you in connection with our attempts to assist you to find work is accurate, current, complete, relevant and not misleading, including changes in:
 - (i) circumstances that may affect your employment status or classification;
 - (ii) the extent of our authority to release information to third parties;
 - (iii) personal information.
- Any change will only be effective from the date of receipt of notice of them;
- (d) make every reasonable effort to ensure that you remain available to accept an offer of an interview or placement in that period;
 - (e) notify us immediately of:
 - (i) the outcome of any interview between you and our client or potential client;
 - (ii) any offer (or acceptance of any offer) of work you have received. Your notification must include details of the remuneration or benefits offered;
 - (iii) the commencement of your employment in any position that you have obtained directly or indirectly through assistance provided by us.
 - (f) give us seven (7) days notice in writing of any intention to terminate your registration with us or request to be moved to our inactive register;

- (g) give us immediate notice of cases where you have been presented for any position by another recruitment agency, or you have applied for a position independent of us, or another recruitment agency;
- (h) not disclose details of positions we present to you to any other person, or recruitment agency. The sole exception to this clause would be purpose of legal or financial advice, or the like.
- (i) give us immediate notice of any complaints, criminal charges, civil litigation, or employer disciplinary action relating to your practice as a medical practitioner in Australia or any other place.

3.3 Personal Information Collection Use & Disclosure

- (a) You acknowledge that in order to assess your suitability for positions and to assist you to find work, we will need to collect, use and disclose personal information about you. It has become common practice in some places for employment service providers to conduct background checking via social network media sites frequented by candidates. You authorise us to conduct background checking via social network media sites, with the exception of those you specify to us. You authorise us to conduct internet searches using search engines and entering your name and relevant identifying details.
- (b) You acknowledge that in presenting you to our clients and potential clients we owe legal duties to alert them to relevant aspects of your personal information that we have not been able to satisfy ourselves are substantially accurate, complete, up to date, and not misleading.
- (c) You agree that you will not hold us, our directors, officers, employees, or consultants, or any third party (including a referee, former employer, client or potential client) liable for any detriment that you might suffer from the collection, use or disclosure of your personal information in connection with our attempts to assist you to find work.
- (d) Your acknowledgments and agreements

about the collection, use or disclosure of personal information, however, do not apply:

- (i) to the collection, use or disclosure of personal information that is not necessary for one or more of our functions or activities; or
- (ii) for the benefit of any person who collects, uses or discloses your personal information otherwise than in good faith.
- (iii) You authorise us to communicate the details of your acknowledgments and agreements about the collection, use or disclosure of your personal information to any third party to whom they may relate, acknowledging that we, our consultants, and such third parties might rely upon those acknowledgments and agreements (whether to their benefit or detriment) and are entitled to act upon them.

4. Disputes

- 4.1 Before court or arbitration proceedings other than for urgent interlocutory relief may be commenced, the following steps must be taken to attempt to resolve any dispute that arises out of or in connection with this contract (including any dispute as to the validity, breach or termination of the contract, or as to any claim in tort, in equity or pursuant to any statute).
- 4.2 Notice (the notice of dispute) must be given in writing by the party claiming that a dispute has arisen to the other party (or parties) to this contract specifying the nature of the dispute.
- 4.3 Upon receipt of the notice of dispute, the parties must attempt to agree upon an appropriate procedure for resolving the dispute.
- 4.4 If within 10 business days of receipt of the notice of dispute the dispute is not resolved or an appropriate alternative dispute resolution process is not agreed, then the parties shall refer the dispute to LEADR, ((ACN 008 651 232) Level 9, 15-17 Young Street, Sydney; phone: 02 9251 3366,

fax: 02 9251 3733, email:
leadr@leadr.com.au) for facilitation of a
mediation in accordance with LEADR's
Mediation Rules. LEADR shall act in
accordance with its Mediation Rules
(available at LEADR or www.leadr.com.au).

- 4.5 The parties must co-operate with LEADR as facilitator.
- 4.6 If within 10 business days after referral of the dispute to LEADR the parties have not agreed upon the mediator or other relevant particular the mediator and any other relevant particular will be determined in accordance with LEADR's Mediation Rules.
- 4.7 The mediation process shall be considered to be concluded at:
- 4.7.1 the expiration of 90 days from the date of reference to LEADR, or
 - 4.7.2 at the conclusion of a mediation process conducted in accordance with the agreed rules of that process.

This period may be extended by agreement of all parties.

- 4.8 This clause will remain operative after the contract has been performed and notwithstanding its termination.
- 4.9 If issues remain unresolved at the conclusion of the mediation process, the parties shall have 10 business days to endeavour to settle such issue or issues between them by further negotiation.
- 4.10 A party who seeks urgent interlocutory relief may, by written notice to each other party to dispute, elect not to comply with the provisions of clauses 4.1 to 4.3, but only to the extent of the relief sought and for the period required to dispose of the application for such interlocutory relief. Except to that extent, on the disposal of the application the provisions of clauses 4.1 to 4.3 inclusive shall once again take effect.

AGREEMENT

I have read, understand, and agree to the Antipodean Medical Recruitment Candidate Services Agreement.

Candidate Name: _____

Signature: _____

Date: _____

Payment Details (required for Consultants and locums in Queensland and New Zealand)

Australia

Company Name : _____

Type: (circle one) Sole Trader Company Trust

ABN: _____

ACN: _____

GST Number: _____

**NB - You must be hold an ACN (Australian Company Number) to work in Queensland Hospitals.*

New Zealand

Company Name: _____

Type: (circle one) Sole Trader Company Trust

GST Number: _____

Bank Details

Account Name: _____

Bank: _____

BSB: _____

Account Number: _____