

ABN: 35 168 742 584



Employer / Vacancy Registration Form

Employer name:	<input type="text"/>		
Employer ID	<input type="text"/>		
Organisation ID ie: accounting firm	<input type="text"/>		
ABN or ACN:	<input type="text"/>		
Contact Person/s:	<input type="text"/>		
	<input type="text"/>		
Address:	<input type="text"/>		
	<input type="text"/>		
State:	<input type="text"/>	PC:	<input type="text"/>
Phone:	<input type="text"/>	Email:	<input type="text"/>

Are you authorised to hire staff on behalf of your organisation? ☐ Yes ☐ No

Type of Vacancy:	<input type="text"/>		
When is vacancy to be filled?	<input type="checkbox"/>	Within 1 week	
	<input type="checkbox"/>	Within 2 weeks	
	<input type="checkbox"/>	Within 1 month	
	<input type="checkbox"/>	1 month or more	

Please list skills and experience required for this role: *if more space is needed attach a separate sheet*

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Is this an entry level position? ☐ Yes ☐ No

Please enter the salary

Is this dependant on experience? ☐ Yes ☐ No

Who does this role report to?	<input type="text"/>
	<input type="text"/>
	<input type="text"/>



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☐ Yes ☐ No

☐ Yes ☐ No

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[illegible]



Terms & Conditions of Business

Permanent Placements

Permanent Placement – Terms and Condition of Business

1. Smethurst Recruitment Services (SRS herein) recruitment fees are for locating, interviewing, screening, testing and shortlisting candidates. Invoices will be generated on the first day of commencement of the successful candidate. SRS does not charge a fee unless a SRS candidate is employed.
2. Non print media advertising will be paid for by SRS. The lay out of the advertisement, its format and its contents will be created and determined by SRS. The client's name and identification will not appear in the advertisement only its type of business, industry and size etc.

If display advertising is required, SRS will create the advertisement free of charge. The advertisement will be submitted to the client for approval prior to insertion in the publication of the client's choice. SRS will invoice the client at cost for the full amount of the advertisement expenses.
3. Introductions of any candidate to the client are completely confidential. Placement of any candidate presented by SRS within 12 months, by the client or its subsidiaries, affiliated or related companies is subject to the full fee shown in our schedule of fees.
4. All required testing, interviewing and reference checking is carried out to ensure that candidates presented meet the highest standards of skill and integrity. However, SRS cannot accept the responsibility for any claim, error, loss, expense or damage caused by submitted or successful candidates.
5. SRS guarantees its recruitment services for 3 months from the date of commencement of employment. If a replacement for the original candidate is required during this period, SRS will endeavour to find a suitable replacement free of charge provided the following conditions are met;
 - Payment of the placement fee in full is made within 14 days of date of invoice
 - SRS has exclusivity to the replacement for 4 weeks
 - No Guarantee applies to the replacement
 - Job description has been changed and termination is not due to redundancy
6. Any additional testing or assessments should be conducted following written consent from the client. SRS will invoice the client at cost for the full amount of testing and assessment expenses.
7. Fee is calculated on the total remuneration package which is **exclusive** of all superannuation, car or any other benefits payable to the employee.
8. Interstate travel will be charged and payable within 14 days irrespective of the recruitment outcome.
9. Upon written confirmation of your acceptance of our quotation and terms and conditions of business, we will initiate our search and contact registered and newly sourced candidates that match your job profile and confirm each candidates interest in your position. We will then short list suitable candidates and present them to you. Following deliberations, SRS will co ordinate suitable interview schedules at your preferred location.
10. Final offers of employment to candidates shall be made via SRS
11. [Permanent placement fee schedule](#)

****These terms of business will become effective upon engagement of our services****

It is an offense to give false or misleading information if you are aware the information is false.

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I / We, _____ of _____ declare that all information at the time of signing is true and correct. At such time these details change, I / We, _____ will notify Smethurst Recruitment of the change.
I / We, _____ acknowledge that by signing below, we authorize Smethurst recruitment to list a vacancy as stated above and should we offer a suitable candidate referred by Smethurst Recruitment a position we are bound by the above terms and conditions.

Signed _____

Print _____

Dated ____/____/____

Signed _____

Print _____

Dated ____/____/____

Employment Consultant to sign and date:

Signed _____
Print: _____

Dated ____/____/____