

LISA'S STAFFING SOLUTIONS



Registration Form

(Office Copy)

1. I will make every effort to upkeep the high standards of workmanship, honesty and reliability expected while working through the agency for their clients. Any matters of inappropriate behaviour reported to the agency by a client will result in immediate dismissal. Criminal matters (theft) will be reported to Victoria Police for investigation.
2. If the agency needs to pursue me for any outstanding fees owing to them, all debt recovery costs will be borne by me.
3. Once I have been booked for a client, I am responsible to that client for my payment. I am aware I am not an employee of Lisa's Staffing Solutions and therefore taxation is my own personal responsibility.
4. I will communicate with Lisa's Staffing Solutions (via text, phone, or email) each week to advise any changes in my roster and my availability to work. If I directly liaise with a regular client to reschedule their booking, I will inform the agency by phone first & then text, then followed up to confirm message has been received.
5. When I have been booked and confirmed to attend a job, I will do so. If a situation arises whereby, I cannot attend (either due to illness or some other urgent circumstance), I will inform the agency by phone first & then text, then followed up to confirm message has been received.
6. If I am approached by any client introduced to me by the agency to work for them on a private basis I will notify the agency immediately via text, phone, or email. Likewise, if I am approached by any other person (friend/relative of a client) whom I came into contact with whilst working a job for Lisa's Staffing Solutions, I will notify the agency immediately. **Private bookings from our clients must not be accepted without agency notification.**

7. Lisa's Staffing Solutions charges a once off \$50 administration fee for processing new applications. This is to cover database input, reference checks and other administrative duties processing the application which take time away from productive office management.
8. If I am planning holidays or extended leave from working, I will notify the agency as soon as I make such plans. This will allow time for any regular clients to be notified and reallocated. **If I wish to cease working for Lisa's Staffing Solutions clients, I will inform the agency by phone first & then text, then followed up to confirm message has been received.**
9. Under no circumstances will I transfer a job or house keys given to me by Lisa's Staffing Solutions or their clients to another person. If any job is terminated or I resign, I will return the clients house keys to either the client or Lisa's Staffing Solutions office within 3 days.
10. I have received a copy of Lisa's Staffing Solutions Child Safe Policy.

Signed: _____ Date: _____

