

Your Details

Your Name

Client Contact

Client Address

Company Name

Your Consultants Name

Signature

Date

On Placement: When a suitable placement is identified for you, you will be required to:

	Requirements	✓	Actions Arising
Pre Placement	Confirm all details of placement with your consultant including: <ul style="list-style-type: none"> • Location • Commencement date and time • Hours of work • Contact person • Duties • Dress code 		
During Placement	Participate in a site induction including: <ul style="list-style-type: none"> • Site tour • Emergency Procedures • Facilities and amenities • Contact person(s) • Job role explanation • Task specific training (as required) • Security requirements • Review of OH&S Policy 		
	Ensure your workstation is correctly equipped to effectively conduct your tasks		
	Work within description of duties at all times		
	Follow all Slade Policies and Procedures		

* Please sign and return this form when completed within 48 hours from commencement via scan and email to your consultant, alternatively please fax to your state office below
 Melbourne: (03) 9235 5102 Sydney: (02) 9006 8700 Brisbane: (07) 3221 4088

This form can be downloaded from www.sladegroup.com.au

v1.03