

Recruitment & Termination Kit

The 'Recruitment and Termination Kit' contains complete procedures for recruitment and termination of employees - including disciplinary procedures. It accords with Federal and State laws, and is a vital tool to assist you in maintaining policies that minimise the chance of litigation against you.

Prior to the termination of the employee it is advisable to contact AMIC in order to ensure the correct procedures have been followed.

For the benefit of members, we have developed the kit that provides sample forms and information sheets as follows:

- Employment Contracts and Letters of Appointment
- Application for Employment
- Appointment Letter - Award Employee
- Appointment Letter - Salaried Staff (i.e. Non Award)
- Agreement to Establish a Probationary Employment Period
- Contract of Employment
- Job Description
- Company Policy
- Confidentiality Agreement
- Changes in the Employment Contract
- Managing Poor Performance
- Record of Counselling and Discipline Interview
- First Written Warning
- Second Written Warning
- Final Written Warning
- Dismissal of Employee on Probation
- Summary (Instant) Dismissal for Serious Misconduct
- Dismissal of Employee due to Redundancy
- Termination of Employment due to sale of Business
- Acceptance of Job Offer

Cost:

Email or on floppy disc/CD	\$99.00 inclusive of GST and postage	(Non-members' price is \$275)
Paper copy	\$50.00 inclusive of GST and postage	(Non-members' price is \$225)

To order, complete the order form on the reverse side of this sheet.

For more information, call your Member Services Officer:

NSW (02) 9086 2220

QLD (07) 3352 4600

VIC (03) 9867 7294

SA (08) 8272 2400

WA (08) 9452 7122

TAS (03) 6231 3333

Order Form - Recruitment & Termination Kit

Please complete your details and send/fax to AMIC.

	Cost	Number of Copies Required	Total Due
Email	\$99.00		
Floppy Disc or CD	\$99.00		
Paper Copy	\$50.00		
Total Amount Payable			

Note: Prices include GST and postage.

Contact Name _____ **Business Name** _____

Membership # _____

Address _____

Telephone _____

Email Address _____

Payment Options **Credit Card (Complete details)** **Cheque (Please attach)**

Credit Card **VISA** **MasterCard** **Bankcard**

Name on Credit Card _____ **Credit Card No.** _____

Signature _____ **Expiry Date** _____

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FAX: 02 9086 2201