

# 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		
<b>Total Amount Payable</b>			

*Note: Prices include GST and postage.*

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<b>Contact Name</b>	<b>Business Name</b>
<b>Membership #</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Email Address</b>	
<b>Payment Options</b>	<input type="checkbox"/> Credit Card (Complete details) <input type="checkbox"/> Cheque (Please attach)
<b>Credit Card</b>	<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Bankcard
<b>Name on Credit Card</b>	<b>Credit Card No.</b>
<b>Signature</b>	<b>Expiry Date</b>
<b>Amount Payable \$</b>	

**SEND:** AMIC PO BOX 1208, CROWS NEST NSW 1585      **OR**  
**FAX:** 02 9086 2201