



# CANDIDATE INFORMATION SHEET

## ACCEPTING WORK

- You can accept or refuse any work assignment offered to you. However, once you accepted the assignment, you must arrive onsite and be ready commence work at your designated start time. - we recommend you are onsite at least 15 minutes prior to your start time.
- You must also complete the shift to the best of your ability.
- If you have accepted an assignment, and you cannot make or maybe running late, you MUST call us immediately. If you CANNOT make work, we require a minimum of 90 minutes notice to keep our clients informed.
- Ensure you wear appropriate work clothing to your assignment. Usually, hi viz and **safety boots** are a must. NO offensive language on T Shirts, and no ripped or dirty (unlaundered) clothing on site. Work shorts or pants are permitted, NOT swimming shorts. Be mindful of your personal hygiene situation If you arrive at work with the incorrect uniform or PPE you will be sent home without pay.
- Our office is contactable between 8.00am and 6.00pm every day, you can contact our emergency hotline after hours.

## SAFETY on SITE

- Ensuring you have a workplace free from injury, is our priority – BE SaFe
- You MUST wear safety shoes to every assignment unless otherwise advised.
- You must follow all rules and instruction relating to safety and work procedures as instructed by the site supervisor, safety signs or written material AT ALL TIMES.
- Do not operate any machinery, plant or equipment you are not trained or authorised to do.
- Use your mobile phone only on designated breaks only.
- Report all unsafe acts or practices to the site supervisor and your ARC candidate manger.
- If you injure yourself while working with ARC report directly to your site supervisor and contact ARC ASAP
- **You MUST present to work fit for work.** Any employee suspected of being under the influence of drugs and or alcohol will be sent home and your assignment and employment with ARC may be terminated.

## LOOKING FOR WORK?

- If you are available for work contact us at the office (03 9043 2237) between 10am and 2.00pm each week to confirm your availability
- Some jobs will be short notice,
- We may have standby work, we will advise you of this
- Visa holders –you must comply with the conditions attached to your visa. It is your responsibility to inform us if your visa has expired or about to expire,

## General Info

- OUR NORMAL pay week is Monday to Sunday, payment is usually in your nominated bank account no later than Friday of the following week.
- Timesheets must be at ARC no later than noon Mondays, In the case of public holidays, pays may be delayed by a day.
- If you have any queries, please contact our office on 03 9043 2237 or email [payroll@arcstaff.com.au](mailto:payroll@arcstaff.com.au). Unless otherwise the Rate(s) paid to you include any applicable loadings (including casual loading), allowances, penalty and overtime rate(s) that may apply to your employment under the relevant award or industrial instrument.
- Any documents returned to payroll must be in a PDF not jpeg, any delay in us receiving correct documentation may result in payroll delays
- If you have any questions or queries, **email payroll@arcstaff.com.au (do not to text)** do not contact our clients regarding pay queries.
- You must abide by our policies such as code of conduct, EEO, D & A ((refer employee handbook) breach of policies may result in your employment being terminated.