

Dear _____ [insert your name]

Re: Offer to Hire Staff

It is with pleasure that I confirm an offer of your organisation to hire staff using DUHSA services based on the conditions and terms contained in this Service Agreement contract.

Before you proceed, please download and sign the Service Contract.

Observations for Hiring Staff

1. You will hire staff on temporary basis
2. Getting the same staff is not guaranteed unless prior arrangements have been made and this will be in consultation with the staff.
3. The hired staff will be allocated activities and duties based on their employment category, that is, if you have hired a chef then the allocated duties will be as such.
4. Hired staff are entitled to meal breaks.
5. You are obliged to notify DUHSA of any changes
6. Cancellation of booked staff of less than 12 hours will incur penalties
7. Should you want to hire staff on permanent basis, please advertise the job on our platform
8. Overtime will have to be reflected on the time sheet.
9. Time sheets should be signed before they are submitted by the staff
10. Hired staff will not be paid on completion of the shift. The process of payment is as per service contract
11. Payment for hired staff Must be made every **fortnightly**
12. For all other obligations please refer to the Service contract signed

Employee acknowledgement

I _____ [insert your name], of Business _____ [Insert business named]

have thoroughly read and understood the obligation and expectations of hiring staff that are governed by the terms and conditions set out in this contract.

Signed: _____ Date: ____/____/____

Print name: _____

PLEASE KEEP A COPY OF THIS NOTICE FOR YOUR RECORDS