

Date

Name

Address 1

Address 2

Dear

RE: CONFIRMING YOUR ROLE AS

As part of the employment process of Headway Gippsland Inc, I would like to confirm your successful appointment to the position of insert role here based at our _____ office.

The position is a _____ role and will be reviewed, after a period of 1, 3 and 5 months, and thereafter on an annual basis.

The remuneration for this position is \$_____ per hour. The employer superannuation guarantee is also provided at the Australian Government rate. If you are required to utilise your personal vehicle for business use then a travel allowance will be paid in accordance with the current SCHADS Award rate.

Please note this offer is conditional on the provision of the following mandatory compliance documents:-

- A "Clear" NDIS Workers Screen Check
- A current Employee Working with Children Check
- A valid Driver's Licence
- Level 2 First Aid and Provide CPR certificates
- Current Comprehensive Vehicle Insurance Certificate for your vehicle
- Completion and submission of all required Induction modules
- NDIS Worker Orientation Module Certificate

There will be no reimbursement by Headway Gippsland Inc. of the cost of obtaining/completing the above requirements.



On receipt of these documents a Contract of Employment will be emailed to you for signing and returning and confirmation of a commencement date will be agreed.

Failure to provide any of these documents will result in a withdrawal of the offer of employment.

Welcome to our team at Headway Gippsland Inc. who are supporting adults and children with disabilities.

Yours sincerely

Debbie Lee
Operations Manager

OFFER ACCEPTANCE

I,

accept the terms and conditions of the contracted insert role here position as outlined in the confirmation letter.

Signature:

Date: