

Worker Assignment Schedule

Worker name			
Worker commencement date			
Hirer's Name			
Nature of Hirer's Business			
Location/s where work is to be performed			
Assignment Job title			
Type of Work and Main Duties			
Agency supervisor name, phone, and email to report availability and raise issues			
Start Date of Assignment/...../.....	Anticipated End Date or Likely Duration of Assignment	
Normal days of work (when required by the hirer and offered the worker)			
Normal hours of work (when required by the hirer and offered the worker)			
Details of breaks			
Experience, training, qualifications, and any other authorisation, which the Hirer considers necessary, or are required by law, or by any professional body.			
Any known health and safety risks and any steps the hirer has taken to reduce such risks including PPE to be used			

MTR GROUP RECRUITMENT

Company representative with whom to raise a written grievance/complaint or to appeal against a disciplinary / misconduct decision	
Notice period to terminate Assignment	
Payment Details	
Basic Hourly / Piece Rate Pay	
Overtime Hourly Pay Rate details	
Regular / Frequent overtime included in the calculation of holiday pay	
Fixed number of hours worked / normal hours after which overtime pay is due	
Verification of hours worked process	
Agreed variations to Terms and Conditions including expenses and other benefits	
Agreed Deductions	
Post AWR qualifying period adjustments to terms	
Days and hours of work (when available and offered)	
Basic Hourly / Piece Rate Pay	
Overtime Hourly Pay Rate / Rules	
Additional Paid or Unpaid Annual Leave Entitlement	

Declaration:

The Company knows of no reason why this position would be detrimental to the interests of the worker. The worker confirms understanding and acceptance of the terms of this Assignment Schedule, that s/he possesses the necessary experience, training, qualifications and any other authorisations specified above to perform the role; that s/he is willing to work in this position and that s/he has been provided with a signed copy of the Assignment Schedule to retain.

Signed by the Worker		Date	
Signed by MTRG Representative		Date	