# Letter of Appointment/Employment Offer

*Essentially this document establishes in writing the general terms of employment, dates, probationary periods etc. It is assumed that reference checks have been completed and pre-employment medicals performed and achieved, driver accreditation certificate obtained, and (if applicable) working with children card obtained & license details etc are correct, etc.* ***Should this not be the case, then do not offer employment.*** *The letter should provide details covered in your interview regarding pay, conditions etc and is not intended to replace an industrial agreement and your company handbook. Where you have a company handbook and this is referred to in your offer of employment it may become a binding part of your contract of employment. This means that where you reference policies and procedures you MUST ensure they are followed.*

**Dear …………….**

**It is with pleasure that we write to offer you the following position within our business and have outlined below the general terms and conditions of your employment with us, commencing on ………….**

**These are:**

1. **Duties: You will be employed on a *full time/casual* basis as a** [general service, school bus or charter driver or mixed functions driver/insert other duties such as driver/mechanic, driver/body shop etc] [**for [insert] ordinary hours per week** (only applies to full time only)].  **Your ordinary hours may/may not include shifts/rotating rosters/week-end work /and/or public holidays. In addition you may/may not be required to work reasonable overtime hours on a regular/irregular basis.**
2. **You may be required to undertake other duties within the business as are within the limits of your skill, competence and training. These duties may include but are not limited to** : [insert duties…(eg) bus/vehicle cleaning, spare parts pick-up/delivery etc etc]
3. **You may also be required to undertake other duties as directed.**

**In addition to your work duties, there are obligations on the business operator in respect of maintaining accreditation under the Bus Safety Act 2009 – your role in meeting these obligations will be explained to you as part of your induction to the business.**

1. **Pay:** **The pay rate for ordinary hours [full time employees only] is …. as per** (Specify and Full title of Passenger Vehicle Transportation Award 2010/Enterprise Agreement/Individual Flexibility Agreement or… for non driving duties, as per your agreed/advertised terms.) **Payments are made on the same day each week** [insert] **and are made via** [electronically on weekly basis or other arrangements]. [**The rate of pay for a casual is ….** [as per Award or EA or IFA]
2. **Other conditions and requirements:** **Your conditions of employment are governed by** [insert Passenger Vehicle Transportation Award 2010/Enterprise Agreement/Individual Flexibility Agreement or other common law agreement], as well as any and all the requirements, agreements, acknowledgements, and conditions specified in the Application for Employment form. This links to the conditions relating to maintaining his/her driver accreditation certificate etc]

**For non-driving positions, outline travel allowances, sick pay, holidays, leave**

**loadings, WorkCover accident make-up pay provisions etc.**

1. **Probationary period of employment:** [This period will require justification. The Fair Work Act does not provide for an automatic probationary period. If you wish to specify such a period, you need to make it clear here, and that the appointment is subject to successful completion of that period (often a three month) probationary period of employment, during which and after which a performance review will be undertaken. To be fair, the review must actually be undertaken.]

**Your appointment is subject to successful completion of a probationary period of 3 calendar months from your date of commencement. During this probationary period your performance will be reviewed periodically, with a final review at least one week before the conclusion of the three calendar months. During this probationary period your employment may be terminated by providing one weeks notice.**

1. **Are there periods of time specific to this employment?** For example is the employment "open-ended" or for a specified period of time (e.g.,) replacement for an employee on long service leave or sick leave? Should this be the case, then the period should be specified in the agreement. Casuals should have it clearly explained to them that they are on-call as and when required.
2. The new employee should be asked **to accept the offer in writing** (ie) signing the bottom of the letter as accepting the terms and conditions and to do so within a specified period (ie) within 3-5 days, otherwise the offer will be withdrawn.

**If you agree to the terms and conditions as outlined here and as have been explained to you, please sign the offer of employment in the space provided. You will be provided with a copy of this document for your records.**

1. **[See Comment above regarding inclusion of Company Handbook/Policies and Procedures]. Induction Training/Company Handbook**: **In addition to the above you will be expected to actively participate in our induction program and become familiar with the policies and procedures operating within the business (e.g.,) via company handbook or general notices, and act in accordance with them.**

A closing notation finishes the whole thing on a positive note:

We welcome you to our business and are confident that you will make a positive contribution to our team. Should you be in doubt over any of the matters outlined above or have questions with regards to any aspect of your employment please do not hesitate to ask …………………… for clarification.

If you are satisfied that the terms and conditions outlined herein meet with your understanding, kindly sign this Offer of Employment and return to us by …[insert date and/or person]

Yours Sincerely,

Signed & Printed Name

Position

COMPANY