

### Employer registration form

To register your employment requirement with Dentist Job Search please fill out the following form and fax it to us on 03 5229 8504 or scan and email to [info@dentistjobsearch.com.au](mailto:info@dentistjobsearch.com.au)

#### Practice owner details

First name

Last name

#### Mailing address

Street address

Suburb/town

State

Postcode

Country

#### Contact details

Business phone

Home phone

Mobile phone

Fax

Email address

Preferred contact ☐ Business ☐ Home ☐ Mobile ☐ Email

### Practice details

Number of...			
Clinicians	Hygienists	Therapists	Surgeries

Equipment of note

Position details	
Dentist type	<input type="checkbox"/> GP dentist <input type="checkbox"/> Specialist dentist. Please specify:
Position status	<input type="checkbox"/> Permanent <input type="checkbox"/> Locum
Commencement date	
Conclusion date	
Days per week	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7

Specify daily hours						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Is this position to replace an existing position?   ☐ Yes   ☐ No

**Remuneration offered** - Dentist Job Search is happy to discuss suitable remuneration packages on registration.

Salary per annum

Percentage of fees\*<sup>1</sup>

Nominate retainer\*<sup>2</sup>

\*<sup>1</sup> percentage of gross fees paid less lab

\*<sup>2</sup> If applicable

## Candidate details

Are you looking for an employee with view to purchase?

☐ Yes ☐ No

Would you consider hiring graduates who graduated in the last 12 months?

☐ Yes ☐ No

If yes, would regular mentoring be available for them?

☐ Yes ☐ No

If experience is required, how many years of experience?

\_\_\_\_\_ years

**Required skill areas** - Please list any skill areas that you require from a candidate.

**Dentists contacted**\*<sup>3</sup> - Please provide names of dentists whom you have already spoken to in relation to the position.

\*<sup>3</sup> Please note an employment fee will be charged if you employ any of the dentists whose introductory CV information is sent to you.

### Advert details

**Advert text** - Please enter text you would like to be included in the advert.

**Incentives offered** -eg: Assistance with flights to interview the right candidate, transitional accommodation, travel etc.

**Job listing options** - All fees are GST inclusive and payable in \$AUD

- |                                                  |                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> <b>Standard listing</b> | - Listing fee: \$220<br>- Placement / Success fees apply                                                                                                                                                                                                                                                                                                               |
| <input type="checkbox"/> <b>Premium listing</b>  | - Listing fee: \$440<br>- Includes all the features of the standard job listing but gives you the following advantages:<br>- The ability to add photos to your advert of your practice, team or area.<br>- Your ad will come up first in searches that match your listing<br>- Your ad will be in a prominent position on our site<br>- Placement / success fees apply |

**Placement / success fees\*** - These apply if employment occurs as a result of Dentist Job Search service.

**Permanent employment fee**

- 3 or more days (50% rebate if employment terminated within 1 month)

**\$2200**

**Permanent employment fee**

- up to 2 days (50% rebate if employment is terminated within 1 month)

**\$1540**

**Locum placement fees**

**\$330 per day, \$990 per week or \$2200 maximum.**

\* Specialist dentist requirements will incur higher success fees. These are available upon request.

## Payment

☐ **Cheque**

Please make cheques payable to Dental Job Search Pty Ltd and mail to PO Box 2180, Geelong, Vic 3220.

☐ **Credit Card** - we accept MasterCard and Visa

☐ Visa   ☐ MasterCard

Card number

Expiry date

3-4 digit security code

Name on card

Signature

Date

## TERMS OF SERVICE - EMPLOYER SERVICES

You and Dentist Job Search Pty Ltd, as Trustee for McMurray & Sycz Business Trust ABN 19 176 491 071, agree to the following:

### These terms

- These terms apply to every job listing you request DJS to post on [www.dentistjobsearch.com.au](http://www.dentistjobsearch.com.au) (Website) or otherwise find a candidate for on or after the date you accept these terms.
- DJS may change or replace these terms from time to time by agreement with you in writing (including, if you submit job listings online, by obtaining agreement from you online).

### The process

- DJS will actively promote your position by listing it on the Website and by contacting potential candidates who have asked us to match them with suitable roles until the earlier of:
  - the time that the position is filled;
  - 6 months (normal listings) / 12 months (feature advertisement package); or
  - the time that you have become uncontactable for one (1) month or longer despite DJS's reasonable efforts to contact you during that period.
- The requirements of your position and any other details which you provide to promote your position will be described to candidates, unless you have requested otherwise. DJS will retain the anonymity of your practice until such time as you provide your authority to disclose it.
- DJS will promptly advise you of interested candidates, but will only forward introductory details of a candidate after the candidate has been contacted about your listing and their permission/interest received.
- If you are interested in a candidate that is interested in your position DJS will forward contact details to your practice so that contact can be made.

### Candidate information

- DJS will use its reasonable endeavours to provide accurate details of all candidates, however the information is as supplied by the candidates to DJS and no responsibility can be accepted for errors or omissions.
- You must make the final recruitment decision. When you interview or consider employing a candidate you must satisfy yourself as to their capability and suitability for the position.
- DJS are not liable for any loss, damage, legal fees and other costs (including special, indirect or consequential loss or to the extent not already covered damage such as loss of revenue, reputation, goodwill, anticipated savings, opportunities or loss in connection with another contract) incurred by you or any third party as a result of any inaccuracy or incompleteness of candidate information or otherwise in connection with the introduction of a candidate to you or your engagement or employment of them.
- DJS will strictly respect the confidentiality of information pertaining to your practice. DJS cannot ensure that candidates provided to the practice will do the same.

### Your obligations

- You undertake to maintain regular contact with DJS during the employment process.
- You agree to notify DJS the name of the successful candidate to your position within 48 hrs of their employment or engagement. A late notification fee of AUD \$99.00 (including GST) will be payable to DJS in addition to the placement fee if you fail to do so.
- You agree to retain the confidentiality of all information provided by DJS to you regarding candidates. This information is provided for your sole use and must not be passed onto other persons. If you disclose this information and it leads to another person employing a candidate you agree to pay DJS the amount that DJS would have received had that person engaged the candidate using DJS's services (i.e. as though you had engaged the candidate yourself).
- You warrant that:
  - You will be the employer of or entity which engages any successful candidate.
  - You have the legal capacity and power to enter into and perform your obligations under these terms.
  - The information you provide DJS is up-to-date, accurate, not misleading and verifiable.
  - You have provided DJS with complete, accurate and current personal information. You must update your personal information if it changes. You consent to DJS contacting you from time to time to ensure your personal information is current.
  - You own or have the authority to supply all text, trademarks, artworks and other material given to DJS or uploaded to the Website. You grant DJS a non-exclusive perpetual, worldwide, royalty-free licence to copy, display and modify that material by any means (including in both electronic and printed form).

## Fees

- For each job you ask DJS to promote, DJS may require you to pay to DJS the listing fee specified on the Website prior to listing.
- For each candidate you engage or employ as a result (directly or indirectly) of the listing on the Website or DJS's promotion of it, you must pay DJS the placement fee specified on the Website within 14 days of the employment or engagement of the candidate. Without limiting this the placement fee will be payable in the following circumstances:
  - if a candidate is employed or engaged by direct introduction from DJS;
  - if a related body corporate or associate of you employs or engages the candidate;
  - if a candidate approaches you having learned of any role with your practice through DJS's promotion of it and is employed or engaged by you;
  - if a candidate approaches you having learned of any role with your practice through another candidate that DJS has approached; and/or
  - if at any time within a 12 month period from the date that DJS introduces you to a candidate, you employ or engage that candidate.
- if more than 1 dentist is employed or engaged as a result of DJS promotion for which a single listing fee is paid an additional placement fee will be payable for each dentist taken.
- each repeat employment/engagement of a candidate (including locum dentists) will incur a placement fee.
- A placement fee is only payable for the placement period that the candidate dentist has actually filled. For example: If a practice paid DJS a placement fee for a full time permanent dentist and the candidate is dismissed or leaves after a week a placement fee will only be payable for the week that the candidate worked and DJS will refund any additional money paid.
- DJS's fees include GST unless otherwise stated. DJS will issue a tax invoice to the payer for any supplies made by DJS to which GST applies.
- If DJS's invoice is not paid within the required trading terms DJS may charge you interest on late payment at the rate of 12.5% per annum plus costs incurred in debt recovery and reserves the right to remove listings without notice and/or refuse to supply further services to you.
- DJS do not guarantee the success of any listing. If you do not fill the position within 6 months (normal listings) or 12 months (feature advertisement package) you must pay DJS's listing fee again if you want DJS to renew the listing for a further period.
- Once you have paid for a listing or placement no money will be refunded except as expressly stated in these terms or otherwise in DJS's absolute discretion.

## Content of listings

- Your listing must not disclose your or your practice's name or other contact details.
- You must not use our services in any way that impersonates another person.
- You agree to comply with any editorial policies DJS creates from time to time. DJS requires that information provided to DJS be in Australian Standard English. DJS reserves the ultimate right to decide whether, where and how listings are displayed on the Website or described to candidates.
- DJS may review job listings prior to publication and refuse to publish a listing or withdraw a listing without notice if in DJS's opinion it does not comply with these terms, may breach any law or for any other reason.
- DJS will use all reasonable endeavours to obtain your final approval of the content of your listing before posting it on the Website.

## Limitation of liability

- DJS acts as an introduction service only and is not a party to any contract of employment or contract for services between you and a candidate. You indemnify DJS and keep DJS indemnified against any claims a candidate that you have employed or contracted may make against DJS alleging that DJS must pay them any employment or contractual entitlements arising out of their employment or engagement by you.
- You agree that negotiations, deals and all other contact between you and candidates are conducted entirely at your own risk. It is your responsibility to verify any information before relying on it. You agree that DJS and its employees/agents have not made any warranties (whether express, implied, statutory or otherwise) about the truth and accuracy of candidate information or the suitability, qualifications, experience, reliability or trustworthiness of a candidate or otherwise in relation to our provision of services to you.
- DJS will use its reasonable efforts to publish listings and contact suitable candidates in the shortest practicable time, but accepts no liability for any loss, damage, legal fees and other costs (including special, indirect or consequential loss or to the extent not already covered damage such as loss of revenue, reputation, goodwill, anticipated savings, opportunities or loss in connection with another contract) incurred by you or any third party as a result of any failure or delay in doing so.
- You must check your listing for errors as soon it is placed on the Website. DJS will use its reasonable endeavours to avoid errors in listings and will correct errors at no cost should they have been made by DJS, but accepts no responsibility or liability for any loss, damage, legal fees and other costs (including special, indirect or consequential loss or to the extent not already covered damage such as loss of revenue, reputation, goodwill, anticipated savings, opportunities or loss in

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## JOB SEARCH

connection with another contract) incurred by you or any third party for any errors made.

- DJS will use its reasonable endeavours to ensure that any disruptions to or a denial of access to the Website will be remedied as quickly as possible, but does not warrant that services generally available through the Website will be uninterrupted or error free.
- DJS takes all reasonable precautions but cannot and does not guarantee or warrant that files downloaded through the Website or delivered via electronic mail through the Website will be free of infection or viruses, worms, Trojan horses or other code that manifest contaminating or destructive properties. You must satisfy yourself that you have adequate protection software in place.
- Certain rights and remedies may be implied by law that cannot be excluded, restricted or modified. To the fullest extent permitted by law, DJS's liability for breach of these terms is limited to the re-supply of services or a refund of fees paid for the relevant service.
- You indemnify DJS, its officers, employees and agents and will keep them indemnified against all claims, actions, proceedings, costs, expenses (including legal costs), damages, liability or loss incurred by them in connection with:
  - any breach of these terms by you;
  - any negligent act or omission by you;
  - your listing or your employment or engagement (or purported employment or engagement) of a candidate; or
  - an actual or alleged breach of law which occurs a consequence of your listing appearing on the Website (including, without limitation, trade practice, discrimination and equal opportunity laws).

### Disputes

- If a dispute arises between you and DJS in relation to these terms, before commencing legal proceedings (other than in urgent circumstances where an injunction is sought) the aggrieved party must notify the other in writing (which may be by email) and we must both attempt to resolve the dispute promptly and in good faith.

### General provisions

- These terms constitute the entire agreement between you and DJS relating to their subject matter and supersede all prior understandings or agreements, written or oral, on that subject matter.
- You may not assign your rights or obligations under these terms to third parties without DJS's prior written consent.
- If any part of these terms is unenforceable the remainder will not be affected.
- The laws of New South Wales apply to these terms and the parties submit to the exclusive jurisdiction of the courts of that state.

I, \_\_\_\_\_, agree to be bound by these terms of service.

Signed

\_\_\_\_\_

Date

\_\_\_\_\_