

## **Employees / Pharmacists / Locums/ Pharmacy Assistants / Pharmacy Staff**

p2p Recruitment is an online pharmacy recruitment company connecting pharmacists' with pharmacies across Australia. We specialise in the placement of pharmacists, intern pharmacists, pharmacist students, locums, retail manager and all part-time and full-time pharmacy staff in both retail and hospital pharmacies. Set out below are the terms and conditions for the applicant(s) and are considered to be accepted and effective upon registering on the p2p Recruitment website.

1. It is the responsibility of all applicants that the information provided in the application process is correct. p2p Recruitment does not warrant the accuracy of the data provided by applicants or accept any liability for inaccuracies or omissions. That being said p2p Recruitment will, at its own discretion, randomly check information provided by applicants and check all registration when a pharmacy owner has chosen the Platinum service.
2. All pharmacist applicants agree and undertake that upon registering with p2p Recruitment all professional rights, permits, licenses, authorisations, insurances, qualifications and accreditations required for it to perform its obligations under these terms and conditions are current and will remain up to date throughout their entire registration period with p2p Recruitment and if it is found to be incorrect the applicant will be unregistered from the p2p Recruitment database.
3. The applicant allows for p2p Recruitment to pass on personal information to the pharmacy owners/managers registered with p2p Recruitment for the purpose that it was intended.
4. The applicant gives permission to both p2p Recruitment and the pharmacy owners, registered with p2p Recruitment, to contact referees listed in their résumé.
5. The applicant will not approach an employer directly regarding any position discussed with p2p Recruitment or listed on the p2p Recruitment web page, p2p Recruitment are always to make the first introductions.
6. The applicant is to notify p2p recruitment if an employer offers to employ the applicant in any permanent or temporary capacity if the applicant had been referred by p2p Recruitment to the employer within the previous 12 months.
7. Any communication about positions available on the p2p Recruitment web site are to be held confidential.
8. p2p Recruitment reserves the right to cancel the registration of any applicant due to a breach of the terms and conditions of registration.
9. p2p Recruitment does not act as an employer and is therefore not liable for any actions taken by the employer. Any dispute resulting from a working relationship between the applicant and the employer is to be handled by the National or State industrial relations body or other suitable authority.
10. All applicants agree to act in a professional manner when dealing with a Pharmacist owner, Hiring Manager or anyone else authorised to act on the Pharmacy owners' behalf.
11. All applicants agree that p2p Recruitment can, at its own discretion, seek feedback from an employer about their work performance.
12. Wages are not the responsibility of p2p Recruitment and are to be arranged between employer and the employee prior to commencement of employment. This applies to all forms of employment, including locum, full-time, part-time and casual employment.
13. All Locum applicants agree to honour shifts once they have been accepted and if for any reason a shift must be cancelled, altered or rescheduled they must give at least 48hrs notice to the pharmacy owner/manager and p2p Recruitment consultant.
14. All applicants agree to be contacted by email, telephone, SMS and Skype regarding shifts/jobs available through p2p Recruitment.

15. Locum applicants agree to make contact with the pharmacy owner/manager before any shift to organise any relevant information pertaining to that shift, including but not limited to; keys, alarm codes, names of other staff members, contact details for emergencies, etc.
16. Applicants will be expected to operate in a professional manner whilst on shift, including but not limited to; being respectful to all customers and staff, arrive at least 5 minutes before the start of the shift, work in a safe and clean manner, leave the pharmacy in a suitably tidy state, fulfill the requirements of the job in a lawful manner and communicate any important information.

### **Confidentiality**

1. A party that receives confidential information (the “Recipient”) of another party (the “Discloser”) through the p2p Recruitment website must maintain the confidentiality of the confidential information and be used only for the purpose it was intended.
2. Any information about the operation of the pharmacy, especially of a private and confidential nature must not be discussed with anyone else.

### **Warranties, Liabilities and Indemnities**

1. Applicant warrants to p2p Recruitment that they have the requisite power and authority to agree to these terms and conditions and to carry out the obligations contemplated by these terms and conditions.
  2. Applicant warrants that all information supplied to p2p Recruitment is true and correct.
  3. p2p Recruitment will have no liability whatsoever relating to any failure of, delay or interruption in the performance of P2p Recruitment website.
  4. Even though p2p Recruitment will do its best to find employment for the applicant, registering with p2p Recruitment does not automatically warrant the applicant employment.
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