



Candidate Terms and Conditions

1. Definitions

Company:

International Medical Recruitment Trust (IMR) trading as International Medical Recruitment Pty Ltd; or International Medical Recruitment Trust (IMR) trading as LocumBank

Candidate:

Any doctor registered with the Company for permanent or locum work as a doctor; or any doctor introduced to the Client for consideration for temporary or permanent work as a doctor

Client:

The addressee of a Candidate application, whether individual, firm or corporate body, at whose request or on whose behalf work is undertaken by the Company

Employee:

Any staff member, whether they are full time part time or casual, of the Company

2. Confidentiality and Privacy

Personal Information:

The Company is bound by the privacy principles contained in the National Privacy Act. Personal Information is defined as being information or an opinion about an individual whose identity is apparent or can reasonably be ascertained from that information or opinion.

When the personal information is contained in a publicly available publication then the Company does not consider this to be personal information.

Collection of Personal Information:

When a Candidate registers with the Company, the Company collates and retains some personal information on the Candidate's file. The information collected includes, but is not limited to, CV, personal contact details, referee contact details, health details, medical records, criminal record details and information about the Candidate and their family that may assist the Company with obtaining them an appropriate position, registration and work visa. This personal information is usually collected by email, post and telephone.



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Disclosure and Use of Personal Information:

Personal information provided to the Company will be used by the Company for the primary purpose for which it has been provided, such as submitting that information to Clients, and for other secondary purposes directly related to that primary purpose.

By signing these Candidate Terms and Conditions you consent to the Company providing personal information, documentation and/or a CV to any Medical Facility, Hospital or Health Service for the purpose of obtaining employment, and may use your personal Candidate information to advise you of employment opportunities or other information relevant to your application.

Management of Personal Information:

Personal information will only be seen by Employees of the Company and third parties for the primary purpose for which it has been provided and for other secondary purposes directly related to that primary purpose, unless we are required to provide personal information to others by law, by court order or to investigate suspected fraud or other unlawful activity.

Access to Personal Information:

Under the National Privacy Act a Candidate has the right to request access to any personal information that the Company holds about the Candidate. The individual can also request amendment to that information if they believe that it is incorrect. There are some circumstances where access may be denied. Such circumstances would include where a release of the information would have an unreasonable impact on the privacy of others. If particularly complex or detailed, there may be a cost for the company to provide this information.

3. Candidate Verification

Candidate Disclosures:

Candidates are required to disclose to the Company any information relevant to their Fitness for Registration as per the questions contained in the following sections of the Candidate Disclosure Form:

- i. Mental and Physical Condition
- ii. Conduct / Character
- iii. Professional Competence

The Company will conduct an individual risk assessment on the information provided and proceed appropriately on a case by case basis.



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By signing these Candidate Terms and Conditions you agree that all information that you provide is true and correct and that you will notify the Company immediately if any of the information changes or you become aware that it is no longer correct. You agree to notify the Company in writing within 24 hours of any charges or convictions made against you relating to any criminal offence if you are undertaking a placement through the Company

Registration & Web Checks:

The Company is required to conduct a web based search on all Candidate names for relevant Medical Board registration and also disciplinary action/findings.

If the Company is made aware of any registration conditions, limitations and/or disciplinary action, the Company will conduct an individual risk assessment on the information and proceed appropriately on a case by case basis.

Reference Checking:

The Company is required to thoroughly check all Candidate references for quality assurance. Valid reference checks are required prior to a Candidate being proposed for a placement with a Client.

Upon registration with the Company, the Candidate is required to provide a minimum of 3 clinical references and/or clinical referee contact details. Reference checks are completed and are valid for a maximum of 6 months from the date that the reference was obtained.

4. Our Customer Service Commitment

The Company endeavours to provide the best possible service at all times. If you would like to make any comments, suggestions, raise a query or make a complaint about the service you have received, please do not hesitate to contact us. Wherever possible we will respond to all queries within 24 hours of receipt.

The Company is a corporate member of the Recruitment and Consulting Services Association (RCSA) and The Association of Medical Recruiters Australia and New Zealand (AMRANZ), and adheres to their respective Codes of Professional Practice.

Courtesy:

All Company Employees will be trained in customer service standards; will exhibit customer friendly service skills; and be knowledgeable, professional and courteous in meeting the needs of our Candidates and Clients.



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Communication:

All Company Employees will return enquiries and requests received from Candidates, Clients and new applicants within agreed timescales. Wherever possible we will respond to all queries within 24 hours of receipt.

Consistency:

As part of our commitment to upholding professional standards the Company will review all policies annually, to ensure that they continue to meet business needs and are consistent with both the RCSA and AMRANZ Codes of Professional Practice; and that they are consistently applied to all Candidate and Client communication.

Positive and Negative Feedback:

We encourage both positive and negative feedback from Candidates and Clients and seek fair, just and prompt solutions wherever possible to any complaints and appeals. All such issues should be directed to the appropriate Manager, in the first instance. In instances where a Manager is unable to assist directly, feedback will be acknowledged and directed to the attention of the appropriate person.

5. Locum Rewards

If you undertake locum work through the Company then you will automatically be registered for our Locum Rewards program. The program allows you to earn points based on the work you undertake, which in turn can be exchanged for rewards items through the Locum Rewards website.

Please go to www.LocumRewards.com.au to view the full Terms and Conditions. If you do not wish to join the Locum Rewards program, please [click here](#) to send us an unsubscribe request.

6. Agreement To Candidate Terms and Conditions

I, the Candidate, agree to the Candidate Terms and Conditions outlined in the above pages 1, 2, 3 and 4.

Print Full Name:

Signature:

Date:



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