

# Recruiting and Engaging Staff

2007



## Recruiting and Engaging Staff

### One Day Workshop

Employers are faced with a range of legal issues when recruiting and engaging employees. This program addresses key legal issues that arise and their impact for employers.

### Learning Outcomes

At the end of this program participants will:

- be aware of issues in recruitment, such as discrimination, misrepresentation, background checks and privacy
- be aware of contractual issues when engaging staff and contractors
- be familiar with the impact of Work Choices reforms
- be able to identify issues when reviewing contracts and policies for compliance with Work Choices
- be aware of proposed new legislation about engagement of contractors.



### Designed For

Human resource professionals, managers and supervisors.

### Workshop time

9.00am – 4.30pm

### Workshop dates

Sydney	Melbourne	Brisbane	Perth	Canberra
24 July 2007	25 July 2007	18 July 2007	26 July 2007	26 July 2007



### Cost

\$850 + \$85 GST per person for the workshop.

### Registration

To register, please complete the registration form on the next page and return to: Deanna Mireles by fax (02) 9258 6999.

### Further Information

For further information about this and other public training courses, please contact Anita Gilbert on (02) 9258 6983, email [ir@bdw.com](mailto:ir@bdw.com) or visit our website

[www.bdw.com/workplacetraining](http://www.bdw.com/workplacetraining)



# Recruiting and Engaging Staff

## Course Content

This program covers:

- Discrimination and misrepresentation during the recruitment process
- Reference checking
- Drafting contracts of employment
- Employment policies
- Impact of Work Choices changes
- Issues relating to the engagement of independent contractors

Please select:  Sydney (24 July)  Melbourne (25 July)  Brisbane (18 July)  
 Perth (26 July)  Canberra (26 July)

**This document will be a tax invoice for GST purposes when fully completed and you make a payment.** (ABN: 75304286095)

### Your details

Title \_\_\_\_\_ Surname \_\_\_\_\_ First name (for badge) \_\_\_\_\_  
Position \_\_\_\_\_ Company name \_\_\_\_\_  
Address (for all correspondence) \_\_\_\_\_  
City \_\_\_\_\_ Post Code \_\_\_\_\_  
Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_  
Email \_\_\_\_\_ Dietary requirements \_\_\_\_\_

### Payment (American Express not accepted)

A cheque made payable to Blake Dawson Waldron for \$ \_\_\_\_\_ is enclosed

Please charge \$ \_\_\_\_\_ to:  Mastercard  Visa

Card number \_\_\_\_\_ Expiry Date \_\_\_\_\_ 3 Digit Verification code \_\_\_\_\_

Name on card (please print) \_\_\_\_\_

Cardholder signature \_\_\_\_\_

Payment is required prior to attendance.

#### Confirmation

We will confirm your registration and provide the address details of programs when we receive your payment. Places are limited. Please send payment with your registration. We reserve the right to reject any registration.

#### Cancellations and Disclaimer

If you are unable to attend, a colleague is welcome to attend in your place. We regret that refunds are not available.

However, you may be able to transfer to another program. We reserve the right to alter this calendar without notice or to cancel any program. No information given at our training programs constitutes legal advice.

#### Privacy

You can find our Privacy Policy on our website at <http://www.bdw.com>.

This document has been authorised by Blake Dawson Waldron. The firm can be contacted by emailing marketing @bdw.com

### Please send this form and payment to:

**Deanna Mireles**

**BLAKE DAWSON WALDRON**

**Locked Bag N6**

**PO Grosvenor Place**

**Sydney NSW 1217**

**f > (02) 9258 6999**

Enquiries: Anita Gilbert

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