

*address* PO Box 327

Bellville 7535

*tel* 0861 144 244

*fax* 0861 123 000

*e-mail* [interview.sa@a24group.com](mailto:interview.sa@a24group.com)

*website* [www.a24group.com](http://www.a24group.com)

## Welcome!

This letter contains important information on how to register for agency work with the A24 Group.

The A24 Group can provide local work and excellent rates of pay, with shift times to fit in with any family and other commitments. When you register with us just once, you are then eligible to work for our two nursing divisions: **Ambition 24hours** and **Nursing Services of South Africa (NSSA)**. So you'll have two agency teams working on your behalf. (All your information is retained securely and in confidence by the A24 Group).

Registration with us happens quickly. Here is what we need.

1. Fully completed application form
2. A clear certified copy of your ID
3. A certified copy of your Nursing Council receipt
4. Signed Contract for Services
5. ID type photograph

You can post the completed documents to:

A24 Group  
PO Box 327  
Bellville  
7535

Email or fax is quicker.

Note: Certified copies should be posted, but email or fax them in the meantime.

Kind regards

### The A24 Group

[interview.sa@a24group.com](mailto:interview.sa@a24group.com)

## PERSONAL DETAILS

Mr/Mrs/Miss/Dr	First Name
Surname	Middle Name
Known as	Maiden Name
Marital Status	Male <input type="checkbox"/> Female <input type="checkbox"/>
Date of Birth / /	Age
House Name / Number	Income Tax Number
Physical Address	Postal Address
City / Town	
Province	
Home Phone	Work Phone
Cellphone	
Email address	
Type of Nurse	CNP <input type="checkbox"/> PN <input type="checkbox"/> EN <input type="checkbox"/> ENA <input type="checkbox"/> CPN <input type="checkbox"/> CARER <input type="checkbox"/>

## MISCELLANEOUS DETAILS

Nationality			
I.D. Number			
Do you have the right to work in South Africa	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Are you permanently resident in the RSA			
Have you been convicted of an offence in any country?			
Is a charge of an offence pending against you in any country?			
Have you or do you have a charge of professional misconduct pending against you in any country?			
Do you hold a current Driving Licence	Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you have your own car	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you willing to live in	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Prepared to Accept Early Morning and Late Night Calls	Yes <input type="checkbox"/> No <input type="checkbox"/>		

### ARE YOU EMPLOYED IN THE GOVERNMENT SECTOR?

Yes  No  If Yes, please provide current RWOPS.

If you are employed in the Public Service in future you must obtain permission to work.

### PROFESSIONAL INDEMNITY

Do you belong to a Union	Yes <input type="checkbox"/> No <input type="checkbox"/>	Name of Union
Membership Number	Union Expiry Date	/ /

### GENERAL INFORMATION

Ethnic Origin:  Black African  Coloured  Indian  White  Other (please specify):  
 Disabled

How did you hear of the A24 Group?

Have you ever worked for us previously?

## NEXT OF KIN

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Cell Number \_\_\_\_\_

A24 Group retains the right to hold this application and any other data required to process this application (whether in the RSA, UK, European Union or elsewhere) and keep for as long as necessary in line with the Data Protection Act.  
A copy of this can be requested in writing and is charged at a fee of R100 per request.

**A24 Group may contact you to advise information of interest or to share your information with Ambition related companies.**

If you do not wish to be contacted by post - please tick  If you do not wish to be contacted by email - please tick

## PROFESSIONAL REFERENCES

A24 Group requires references from your last or most recent employer.

Name of referee \_\_\_\_\_ Company Name \_\_\_\_\_  
Position of Reference \_\_\_\_\_ Start date / / End date / / To date   
Province \_\_\_\_\_ Country \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_ Cellphone \_\_\_\_\_

Name of referee \_\_\_\_\_ Company Name \_\_\_\_\_  
Position \_\_\_\_\_ Start date / / End date / / To date   
Province \_\_\_\_\_ Postcode \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_ Cellphone \_\_\_\_\_

## MEDICAL HISTORY

Is there any medical condition which can interfere in your work? Yes  No

## LANGUAGES

First Language \_\_\_\_\_ Second Language \_\_\_\_\_  
Third Language \_\_\_\_\_

## OTHER QUALIFICATIONS / TRAINING

You should supply any certificates. Please continue on a separate sheet.

Qualification or Course \_\_\_\_\_  
Training Establishment \_\_\_\_\_  
Date / / \_\_\_\_\_

# EMPLOYMENT HISTORY

Have you ever been dismissed from any employment

Yes

No

Please give details of employment history during the past 5 years, **most recent first**. (All gaps must be accounted for - please continue on blank paper if necessary).

From Day / MM / YYYY To Day / MM / YYYY

Name of Hospital / Institution / Company

Phone number

Position Held

Full or part-time

Dept/ward

Reason for leaving

From Day / MM / YYYY To Day / MM / YYYY

Name of Hospital / Institution / Company

Phone number

Position Held

Full or part-time

Dept/ward

Reason for leaving

From Day / MM / YYYY To Day / MM / YYYY

Name of Hospital / Institution / Company

Phone number

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Dept/ward

Reason for leaving

From Day / MM / YYYY To Day / MM / YYYY

Name of Hospital / Institution / Company

Phone number

Position Held

Full or part-time

Dept/ward

Reason for leaving

From Day / MM / YYYY To Day / MM / YYYY

Name of Hospital / Institution / Company

Phone number

Position Held

Full or part-time

Dept/ward

Reason for leaving

PLEASE TICK THE AREAS THAT DESCRIBE YOUR WORK EXPERIENCE. PLEASE REMEMBER THAT YOU WILL BE HELD PROFESSIONALLY ACCOUNTABLE

SANC Number \_\_\_\_\_

Did you train in the RSA  Overseas

Are You: (Please tick and attach proof of SANC Registration)

Registered Nurse  Staff Nurse  Assistant Nurse  CNP  CPN

Date of qualification:        /        /

**KEYWORDS (PLEASE TICK)** (Only tick according to your most *recent experience within the last 2 years for placements*)

EXPERIENCE IN THE LAST 2 YEARS	LESS THAN 1 YEAR	1 TO 2 YEARS	2 PLUS YEARS
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**Casualty**

Casualty Experienced			
Casualty Trained			

**Clinical Experience**

Community Clinics			
PHC			
CNP Experienced			
CNP Trained			
Dispensing License			
Fertility Clinic			
Termination Clinic			
VCT Experienced			
VCT Trained			
PMTCT			

**Health Care**

Occupational Health Experienced			
Occupational Health Trained			
Home Care			
Rehabilitation Centre			
Stoma Care			

**Hospitals**

Hospital - General			
Day Surgery			
Surgical – General			
Medical			
In Charge Duties			
Prisons			

**Intensive Care**

ICU Experienced			
ICU Trained			
ICU Psychiatric			
NICU			
PICU			
High Dependency Unit			
Vent Competent			
Cardiothoracic			
CCU			

EXPERIENCE IN THE LAST 2 YEARS	LESS THAN 1 YEAR	1 TO 2 YEARS	2 PLUS YEARS
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**Midwifery**

Antenatal			
Labour Ward (Active)			
Nursery			
MOU			
Post Natal			

**Oncology**

Oncology Experienced			
Oncology Trained			
Hospices			

**Pathology**

Hematology			
Phlebotomy			
Research Lab			

**Specialized**

GIT Surgical			
ENT			
IMCI			
Neurology			
Orthopaedics			
Psychiatry			
Radiology			
Urology			
Gyneacology			
Neonatal			
Paediatrics			
Geriatrics			

**Theatre**

Theatre Experienced			
Theatre Trained			
Anesthetic Experience			
Anesthetic Trained			
Scrub			

**Training**

Clinical Facilitator			
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**Other**

Social Worker			
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# KEYWORDING FOR CARE GIVERS

Are you Registered at Social Services? YES  NO  Did you train in the RSA  Overseas

When did you apply for registration? \_\_\_\_\_

**KEYWORDS (PLEASE TICK)**

EXPERIENCE IN THE LAST 2 YEARS	LESS THAN 1 YEAR	1 TO 2 YEARS	2 PLUS YEARS
Full Bed Wash			
Personal Hygiene & Dental Care			
Observations			
Catheter Care			
Urinalysis			
Fluid Charts			
Wound Dressing			
Infection Control			
Mental Health			
First Aid			

EXPERIENCE IN THE LAST 2 YEARS	LESS THAN 1 YEAR	1 TO 2 YEARS	2 PLUS YEARS
Bereavement Counseling			
Caring for HIV Patients			
Disabled Adults			
Disabled Children			
Doula - Child Birth Companion			
Patient Escort Duties			
Frail Care			
Moving & Handling			
Making & Changing Beds			
TB Dots Supporter			

First Aid course:     /     /

First Aid Refresher course:     /     /

AREAS	EXPERIENCE & WORK PREFERENCE
Private Homecare	
Old Age Homes	
Hospitals	
Clinics	

AREAS	EXPERIENCE & WORK PREFERENCE
Community Care	
Rehab Center	
Nursery	
Children (Peads)	

## KEYWORDING FOR SUPPORT STAFF

### KEYWORDS (PLEASE TICK)

EXPERIENCE IN THE LAST 2 YEARS	LESS THAN 1 YEAR	1 TO 2 YEARS	2 PLUS YEARS
Admin Assistant			
Case Manager			
Domestic			

EXPERIENCE IN THE LAST 2 YEARS	LESS THAN 1 YEAR	1 TO 2 YEARS	2 PLUS YEARS
Porter			
Ward Clerk			

## KEYWORDING FOR SOCIAL WORKERS ONLY

Have you SACSSP Registration? YES  NO  Did you train in the RSA  Overseas

When did you apply for registration? \_\_\_\_\_ SACSSP Number \_\_\_\_\_

Please provide details of training and qualifications obtained \_\_\_\_\_

\_\_\_\_\_

**PLEASE TICK THE AREAS THAT DESCRIBE YOUR WORK EXPERIENCE. PLEASE REMEMBER THAT YOU WILL BE HELD PROFESSIONALLY ACCOUNTABLE**

### KEYWORDS

EXPERIENCE IN THE LAST 2 YEARS	LESS THAN 1 YEAR	1 TO 2 YEARS	2 PLUS YEARS
Child Protection Worker			
Children			
Adolescents			
Adult			
Residential			
Drug/Alcohol abuse			
Educational Social Worker			
Elderly			
Family Centre Worker			
Fostering/Adoption Worker			
Generic/Duty Field Worker			
HIV			

EXPERIENCE IN THE LAST 2 YEARS	LESS THAN 1 YEAR	1 TO 2 YEARS	2 PLUS YEARS
Homeless			
Hospital Worker			
IT Juvenile Justice Worker			
Learning Disability			
Mental Health			
Physically Disabled			
Probation Services			
Sensory Impairment			
Senior Manager			
Unqualified Social Worker			
Counsellor			
Social Work Trainer			

**GRADE OF WORKER** Qualified Social Worker  Social Auxiliary Worker

## BANK DETAILS

Name of account holder

Bank name

Account type

Branch code

Account No

### DECLARATION

I declare that the information given in this application form is true and complete to the best of my knowledge and belief.

I have read and understand and agree to the following:

- I have read and understood and agree to adhere to the Contract for Services for temporary workers and I specifically confirm that I am familiar with the Disciplinary code.
- Professional Indemnity – I understand that I need to have professional indemnity cover in place at all temporary assignments and I will not undertake assignments without ensuring that this cover is in place. I understand that my Professional Indemnity must cover any needle stick incidents as well.
- RWOPS – If I am employed in the public service, I understand the need to obtain permission to undertake agency work from my employer, prior to undertaking any assignments.
- I agree to comply with the current Occupational Health & Safety Act (OHSA).
- In accordance with the Criminal Law (Sexual Offences and Related Matters) Amendment Act 32 of 2007 if the Temporary Worker has at any time been convicted of a sexual offence against a child or a person who is mentally disabled (including persons who have been declared patients of a Judge in Chambers and who are alleged to have committed a sexual offence against a child or a mentally disabled person) the Temporary Worker must without delay immediately disclose such conviction or finding to the A24 Group. The Temporary Worker confirms that they have never been convicted of any sexual offence against a child or a person who is mentally disabled (including patients of a Judge in Chambers as outlined above), and will without delay immediately disclose such conviction or finding to the A24 Group.
- In accordance with Childrens Act No. 38 of 2005 the Temporary Worker must without delay immediately disclose to the A24 Group if his or her name appears in Part B of the National Child Protection Register issued by the Director-General. The Temporary Worker confirms that his or her name does not appear in Part B of the National Child Protection Register, and will without delay immediately disclose to the A24 Group should his or her name be added to Part B of the National Child Protection Register.
- I understand that my appointment is subject to the receipt of a minimum of two satisfactory references.
- I agree to respect the confidentiality of patients and clients and any other information that I may have access to at all times.
- I consent to the A24 Group checking the details I have provided in support of this application against the various data sources in order to verify my identity and process this application. These details may be recorded and used to assist other organisations for identity verification purposes such as the HPCSA / Nursing Council/etc...

Date

Please sign between the lines ONLY.

Your signature is required for producing an ID badge.

**Ambition** **24** hours

**NURSING SERVICES of SA**



**A24**group  
MEDICAL STAFFING



**1. DEFINITIONS**

1.1

**"Assignment"** means the period during which the Temporary Worker is supplied to render services to the Client;

**"Client"** means the person, firm or corporate body or unincorporated entity requiring the services of the Temporary Worker together with any subsidiary or associated company as defined by the Companies Act of South Africa

**"Agent"** means A24 Group (Pty) Ltd and/or The Nursing Services of South Africa (Pty) Ltd both of Ambition House, 107 Voortrekker Road, Bellville, 7535, RSA;

**"Temporary Worker"** means the Locum, Nurse, Care Giver or other Temporary Worker who agrees to and is provided with a copy of this Contract for Services.

1.2 Unless the context otherwise requires, references to the singular include the plural and references to the masculine include the feminine and vice versa.

1.3 The headings contained in these Terms are for convenience only and do not affect their interpretation.

**2. THE CONTRACT**

2.1. These terms govern the basis on which the Temporary Worker supplies his services to the Client and they govern all Assignments undertaken by the Temporary Worker. However, no contract shall exist between the Client, Agent and the Temporary Worker between Assignments.

2.2. For the avoidance of doubt, these terms should not give rise to a contract of employment between the Agent and the Temporary Worker nor between the Temporary Worker and the Client. The Temporary Worker is engaged on short term Assignments on behalf of the Client. The Agent will during these periods of engagement deal with the payroll of the Temporary Worker including statutory deductions from his remuneration in accordance with clause 4.2. There is no obligation on the part of the Temporary Worker to accept any Assignment offered by the Agent nor any obligation on the part of the Agent to offer the Temporary Worker any Assignments.

2.3. No variation or alteration of these terms shall be valid unless approved by a director of the Agent in writing.

**3. ASSIGNMENTS**

3.1. The Temporary Worker agrees to provide his services to the Client during the Assignment in accordance with this Contract for Services.

3.2. The Temporary Worker acknowledges that the Assignment has been arranged by the Agent.

3.3. The Temporary Worker acknowledges that the nature of temporary work means that there may be periods where no suitable work is available. The Temporary Worker further agrees that suitability shall be determined solely by the Agent and the Agent shall incur no liability to the Temporary Worker should it fail to offer Assignment opportunities.

3.4. The Temporary Worker may not under any circumstances introduce any other person to substitute services in the place of the Temporary Worker.

3.5. If during the course of an Assignment or within certain periods after the end of an Assignment or after an introduction where no Assignment took place the Client wishes to employ the Temporary Worker directly (or assist another body to employ the Temporary Worker directly), the Temporary Worker acknowledges that the Agent will be entitled to charge the Client an introduction fee.

**4. REMUNERATION AND OBLIGATIONS**

4.1. The Temporary Worker whilst on Assignment is under the direct control and supervision of the Client.

4.2. The Agents' rate cards in force at any time act as a guide to pay rates. These rates cards are available at all times on our websites [www.a24group.com](http://www.a24group.com) or from our offices upon request. On occasion, Clients may negotiate different payment structures which will mean variances in pay rates to Temporary Workers. The actual rate payable to the Temporary Worker (which shall be inclusive of annual leave as per 5.1 in this contract) shall be notified to the Temporary Worker prior to the start of the Assignment. The Temporary Worker will be paid an hourly rate of pay for all hours worked (and confirmed in accordance with Clause 6 by the Client as worked) less breaks. In the case of provision of care or nursing services to patients within their own homes a fixed weekly pay amount will generally apply which will include board and lodging and will be calculated using a fixed weekly pay of not less than R600 per week.

4.3. The Agent will pay all Temporary Workers weekly by direct payment to a nominated bank account, pre-paid cash card or other acceptable payment mechanism.

4.4. Payslips are available for collection from the offices of the Agent every Friday. By arrangement payslips can be faxed or emailed to the Temporary Worker at no additional cost to the Temporary Worker. If a Temporary Worker requires a payslip to be posted to them a R 12.50 admin charge will apply.

4.5. Timesheets can be downloaded directly from the Agent's websites or they can be posted to the Temporary Worker.

4.6. Although the Client shall be responsible for paying the Temporary Worker's remuneration and agreed expenses (if any), such payments and accounting for PAYE etc shall be dealt with on behalf of the Client by the Agent. Temporary Workers may not be paid directly by the Client.

**5. STATUTORY LEAVE AND ABSENCES**

5.1. The Agent holds a determination in terms of Section 50 (8)(c) of the BCEA whereby Sections 20 (11) and 22 (1) & (2) of the Act are excluded, resulting in the Temporary Worker being paid an all inclusive rate such that annual leave pay is incorporated in the hourly/weekly pay rates. All Temporary Workers have the right to choose whether to remain on this all inclusive remuneration package or restructure conditions to fall outside the determination. Any request by the Temporary Worker for a variance from this must be made in writing to the Payroll Manager at the Agent's address. On receipt of such a request or in any other situation wherein annual leave pay is not included in actual payments to the Temporary Worker then the pay rate shall be adjusted downwards accordingly and clauses 5.2 to 5.4 below shall apply.

5.2. For the purposes of calculating entitlement for paid annual leave pursuant to the Basic Conditions of Employment Act the Temporary Worker is entitled to one hour of annual leave on full remuneration for every seventeen hours which the Temporary Worker has worked.

5.3. Entitlement to payment for leave accrues in proportion to the amount of time worked continuously by the Temporary Worker on Assignment during the leave year and is calculated at the standard day rate. The Temporary Worker will only be entitled to payment of leave pay when the leave pay has been accrued.

5.4. In the course of any Assignment during the first leave year the Temporary Worker is entitled to request leave at the rate of one-twelfth of his total holiday entitlement in each month of his leave year. The Agent requires the Temporary Worker to notify the Agent in writing giving 4 weeks' notice of intention to take leave, this can be emailed, faxed or posted to the payroll department at the address above. All entitlement to leave must be taken within six months of the end of the leave year and unused leave may not be carried forward.

5.5. No Temporary Worker is required to work on a Public Holiday, unless they agree by virtue of accepting a shift that falls on a Public Holiday. All shifts worked on Public Holidays will be remunerated at double time.

5.6. Temporary Workers agree that they do not have a regular pattern of work by virtue that they can elect when they want to work and when they don't without penalty. Therefore the Temporary Worker agrees that they are not contracted to work specific days that they would ordinarily have to work.

5.7. In the event of any incapacity proof of incapacity will be required at all times. Without this proof no payments will be made.

5.8. None of the provisions of this clause regarding statutory entitlement to paid leave shall affect the Temporary Workers status as a self-employed worker.

**6. TIMESHEETS**

6.1. At the end of each week of an Assignment (or at the end of the Assignment where it is for a period of one week or less or is completed before the end of a week) the Temporary Worker shall deliver to the Agent a timesheet duly completed to indicate the number of hours worked during the preceding week (or such lesser period) and signed by an authorized representative of the Client. Failure to submit a timesheet for hours worked will result in no payment for those hours. Failure to co-operate in the Agents timesheet process may constitute a breach of this contract for which damages may be claimed.

6.2. For the avoidance of doubt the Temporary Workers working time shall only consist of those periods during which he is carrying out activities or duties for the Client as part of the Assignment. Time spent travelling to the Clients premises, lunch breaks and other rest breaks shall not count as part of the Temporary Workers working time for these purposes.

6.3. Breaks are not eligible for payment.



Initial box

## 7. CONDUCT OF ASSIGNMENTS

- 7.1. The Temporary Worker is not obliged to accept any Assignment offered but if he does so then during every Assignment and afterwards where appropriate, he will:-
- co-operate with the Client and/or the Client's staff, accept reasonable instructions and accept the direction, supervision and control of any responsible person at the Client's organization;
  - be present at such times as may be stipulated by the Client and unless arrangements have been made to the contrary, to conform to the normal hours of work/shift pattern agreed at the premises where the Assignment is carried out;
  - observe any relevant rules and regulations of the Client's establishment (including normal hours of work) to which attention has been drawn or which the Temporary Worker might reasonably be expected to ascertain;
  - take all reasonable steps to safeguard his own health and safety and that of any other person who may be present or affected by his actions on the Assignment and comply with the Health & Safety policies and procedures of the Client;
  - not engage in any conduct detrimental to the interests of the Client;
  - not at any time divulge to any person, nor use for his own or other persons benefit, any confidential information relating to the Clients or the Agents employees, business affairs, transactions or finances;
  - act in a professional and courteous manner;
  - wear a uniform and badge as required;
  - be responsible for the provision of any necessary equipment;
- 7.2. If the Temporary Worker is unable to attend work during the course of an Assignment he should inform the Client and the Agent as soon as possible and no later than 3 hours before the start of the Assignment. The Agent is available 24 hours a day, 7 days a week.

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## 8. TERMINATION OR COMMENCEMENT

- 8.1. Before commencing any Assignment the Temporary Worker must provide the Client, via the Agent, with confirmation that he has the relevant professional qualifications as required by their professional body.
- 8.2. The Temporary Worker will fully co-operate with the Agent in relation to any criminal record and/or credit checks which the Client may be required to carry out.
- 8.3. Before commencing any Assignment the Temporary Worker must inform the Client, via the Agent, about any complaint made against him that is relevant to their professional competence, standing or conduct. In the event that the Temporary Worker becomes the subject of a complaint he must inform the Client, via the Agent, immediately and provide regular reports about the progress of proceedings.
- 8.4. The Agent will inform the Temporary Worker about any complaint made against him that is relevant to his professional conduct or competence.
- 8.5. Where the Temporary Worker wishes to raise a complaint or grievance about any matter he should do so in accordance with the Agents complaints procedure.
- 8.6. Unless otherwise agreed the Temporary Worker or the Client may, without prior notice or liability, terminate the Assignment at any time.
- 8.7. If the Temporary Worker does not inform the Agent should they be unable to attend the Clients premises during the course of an Assignment this will be treated as termination of the Assignment by the Temporary Worker.
- 8.8. If the Temporary Worker is absent during the course of an Assignment and the contract has not been otherwise terminated the Client will be entitled to terminate the contract in accordance with clause 8.6 if the work to which the absent Temporary Worker was assigned is no longer available.

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## 9. SPECIAL PROVISIONS

- 9.1. The Temporary Worker must provide the Agent with all requested proof of qualifications, references, recent photographs, access of health information and medical registrations as may be requested in order for the Agent to satisfy itself that the Temporary Worker is fit to be supplied to Clients. The Temporary Worker accepts that the Agent is or may be required to handle/process this (and other personal information as reasonably requested from time to time) and may need to share this information with its associates, agents or third parties as part of performing its duties.
- 9.2. In the situation where the Temporary Worker has professional qualifications and relies thereon for agency work, he must ensure full and current compliance with the appropriate professional requirements.
- 9.3. The Temporary Worker must have valid professional indemnity insurance cover, if he is professionally qualified.
- 9.4. The Temporary Worker should advise the Agent immediately if offered any employment or engagement by the Client or any third party to whom he is introduced by the Client and is also requested to provide details of the Agent of any remuneration offered. The Temporary Worker shall not have any dealings with the Client without informing the Agent. Should the Temporary Worker fail to do so, the Agent shall recover from the Temporary Worker any commission it would have earned.
- 9.5. The Temporary Worker is required to advise the Client via the Agent of any medical condition or any change in state of health that could impact upon the ability to carry out Assignments or his eligibility for Assignments.
- 9.6. The Temporary Worker must follow and co-operate fully with the formal induction process of the Client and undertake any training specified by the Client.
- 9.7. Throughout each Assignment, the Temporary Worker must comply with the Client's policies and/or procedures.
- 9.8. The Temporary Worker hereby agrees to disclosures of personal information about the Temporary Worker as required in order for the Agent to comply with all prevailing legislation.
- 9.9. Each of the Agents in clause 1 are associated companies but operate independently from each other. This means that they can provide two types of Assignment opportunities. Ambition 24 hours provides very much last minute Assignments at higher hourly rates of pay, The Nursing Services of South Africa provides longer term contract Assignments at lower hourly pay rates. The consultants will inform you of your rate of pay at the point of booking.
- 9.10. In order to maximize your opportunities for work Assignments your details will be made available to both Agents.

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## 10. LAW

These terms are governed by the law of the Republic of South Africa and are subject to the exclusive jurisdiction of the courts of the Republic of South Africa.

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## CONTRACT OF SERVICES FOR TEMPORARY WORKERS

This Contract of Services is acknowledged and accepted. I further acknowledge that the Agent provides this Contract on behalf of the Client.

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SIGNED BY TEMPORARY WORKER

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PRINT NAME

DATE

**DISCIPLINARY CODE**

CATEGORY	NATURE OF OFFENCE	DISCIPLINARY ACTION		
		FIRST OFFENCE	SECOND OFFENCE	THIRD OFFENCE
TIMEKEEPING OFFENCES	Late for work or leaving work early without good reason	Written Warning	Final Written Warning	Dismissal
	Unwarranted absence from place of work without good reason	Written Warning	Final Written Warning	Dismissal
	Absence – away from work for three or more working days without permission, or without good reason	Dismissal		
	Fraudulent timekeeping	Dismissal		
WORK OUTPUT OFFENCES	Poor performance (low quantity of output and unsatisfactory attitude to such performance)	Written Warning	Final Written Warning	Dismissal
	Sleeping on duty	Dismissal		
	Refusal to work	Dismissal		
	Refusal to obey reasonable instructions related to work	Final Written Warning	Dismissal	
QUALITY OF WORK OFFENCES	Poor quality of and/ or not working to standards	Written Warning	Final Written Warning	Dismissal
	Poor maintenance of vehicle/ machinery/ equipment	Final Written Warning	Dismissal	
	Wastage of material	Final Written Warning	Dismissal	
	Negligent or malicious damage to equipment or material	Dismissal		
	Injury to others through negligence or horseplay	Final Written Warning	Dismissal	
SOCIAL OFFENCES	Under the influence of alcohol or intoxicating drugs at work	Dismissal		
	Unauthorised possession of alcohol or non- medical drugs on work premises	Dismissal		
	Possession of dangerous weapons at work on company premises without permission	Dismissal		
	Assault	Dismissal		
	Threat of assault	Dismissal		
	Threat of assault to supervisor	Dismissal		
	Intimidation or incitement to violence	Dismissal		
	Committing unsanitary acts	Final Written Warning	Dismissal	
ATTITUDINAL OFFENCES	Breach of employees' duty of good faith to the Company	Dismissal		
	Failure to wear protective clothing or equipment where supplied	Final Written Warning	Dismissal	
	Failure to wear full nurses uniform at all times with epaulettes and insignia	Written Warning	Final Written Warning	Dismissal
	Failure to wear and display name badge at all times	Written Warning	Final Written Warning	Dismissal
	Failure or refusal to carry out a reasonable and lawful instruction	Final Written Warning	Dismissal	
	Failure to observe security and safety regulations	Dismissal		

CATEGORY	NATURE OF OFFENCE	DISCIPLINARY ACTION		
		FIRST OFFENCE	SECOND OFFENCE	THIRD OFFENCE
	Smoking in a "No Smoking" area	Final Written Warning	Dismissal	
	Being in an "out of bounds" area without authorization or without good reason	Final Written Warning	Dismissal	
	Use of abusive and/ or derogatory and/ or offensive language or signs	Final Written Warning	Dismissal	
	Gross insubordination, serious disrespect, impudence or insolence	Dismissal		
	Gross negligence	Dismissal		
OTHER OFFENCES	Willful damage to company materials, equipment, possessions or property	Dismissal		
	Unlawful possession of company property	Dismissal		
	Industrial sabotage	Dismissal		
	Driving company vehicle whilst under the influence of alcohol or drugs	Dismissal		
	Driving company vehicle without authority	Dismissal		
	Dishonesty during the course of employment	Dismissal		
	Deliberately supplying incorrect or falsified information	Dismissal		
	Any other reason recognized in law as being sufficient grounds for instant dismissal	Dismissal		

#### DISCIPLINARY ACTION FOR OTHER MISCONDUCT

Any misconduct not specifically covered in the code will be dealt with according to the seriousness of the offence.

#### NOTE:

The code makes provision for progressive disciplinary actions in each category of offence. Discipline will therefore be taken progressively in each of offence and not necessarily only in regard to a specific offence. The disciplinary action prescribed by the code may be deviated from where justified by the particular circumstances of the case. Accordingly, such action may be more severe than the prescribed guideline where aggravating circumstances exist, or less severe where mitigating circumstances exist. In certain circumstances and in the case of certain offences, dismissal even for a first offence would be appropriate.



MEDICAL STAFFING

TEL: 0860 365 365 FAX: 0860 266 524  
Ambition House, 107 Voortrekker Road - Bellville – Cape Town 7530

Date: .....

DECLARATION

I have read, understand, agree and confirm that I am familiar with the A24 Group Disciplinary code.

Name & Surname: .....

Signature: .....

