



ABOUT THE EMPLOYING COMPANY	
EMPLOYER COMPANY NAME	
EMPLOYER ADDRESS	
EMPLOYER MAIN PLACE OF WORK (state 'as above' if required)	
CONTACT PERSON IN THE ORGANISATION	
EMAIL ADDRESS	
LANDLINE	MOBILE
ABOUT THE EMPLOYEE AND THE POSITION	
EMPLOYEE NAME	
JOB TITLE	
MAIN DUTIES (please summarise main duties)	
EMPLOYMENT STATUS Please confirm full time / part time / casual Please confirm that a contract of employment is provided Please confirm rate of pay	
ADDRESS OF MAIN PLACE OF WORK	
START DATE OF EMPLOYMENT	
MAIN SUPERVISOR / MANAGER (name – state 'as above' if required)	
EMAIL ADDRESS	
MOBILE PHONE	LANDLINE
Other facilities provided / included or assistance offered (accommodation, food, clothing, vehicle etc.)	
By our signature below we confirm the details above relating to our employment of the employee	
SIGNATURE FOR THE EMPLOYER	
EMPLOYER COMPANY NAME	
NAME AND POSITION	SIGNATURE AND DATE



General information, terms and conditions

For 408 Special Programme Visa holders (the EMPLOYEE) sponsored by Burnet Taunton Pty Ltd.

1. The employee may be employed full time and taxed as ‘Resident for tax purposes’.
2. Superannuation should be set up, either by a provider preferred by the employer, or by a provider nominated by the employee.
3. Workcover insurance should be provided as normal.
4. The sponsored employee has agreed to various conditions for their stay in Australia according to the regulations and reporting requirements of the Department of Immigration and terms of the sponsor agreement between the Department of Immigration and Burnet Taunton Pty Ltd.
5. As the Employer, we request that you help them to remember their obligations and assist us as required to meet these obligations. For your information, the employee has agreed that:
 - 5.1 Their employer must be an approved employer member of Visitoz.
 - 5.2 The expectation is that they will work for the full visa term in this role. This can only be changed in exceptional circumstances and in full and direct co-operation with Visitoz.
 - 5.3 They may not take other independently sourced employment while in Australia.
 - 5.4 They may not leave a job in Australia without first informing Visitoz, or must inform Visitoz immediately there is any change in employment status.
 - 5.5 They will maintain a monthly check in (by email or phone call) with Visitoz to confirm all is on order with their employment.
 - 5.6 They will inform Visitoz of any holidays of more than 4 working days.
 - 5.7 At conclusion of employment and of the visa period they will inform Visitoz of their departure from Australia, confirming the flight number and dates.
 - 5.8 They will inform Visitoz of any changes to these plans, particularly with regard to shortening or extending their stay in Australia.
 - 5.9 They understand that either they or their parents could be fined up to \$14,000 for the Department of Immigration to find them, imprison them and deport them should it not be possible for the Department of Immigration to locate them when required.
6. Future residency and employment Sponsorship.

Many special programme employees have been sponsored by their employer to remain for longer in Australia. This can only be by a separate visa and sponsorship arrangement. The expectation is that the EMPLOYEE will return to their home country before making any such arrangements.
7. Remaining in Australia with other visa types.

Some employees express a desire to remain in Australia on a Tourist Visa. This is possible from most countries. The main requirement is the ability to support themselves financially for the length of the visa. Visitoz must be kept informed of any such plans.
8. This form should be completed and signed, scanned then returned by email to Joanna Burnet using the address details shown below.
9. Points of contact at Visitoz

Joanna Burnet	Director / 408 co-ordinator	joanna@visitoz.org, 0741 686185
Will Taunton-Burnet	General Manager / Director	will@visitoz.org, 0754 811970

By our signature below we confirm awareness of the general terms and conditions of employment and agree to support the employee to meet these conditions as appropriate.

SIGNATURE FOR THE EMPLOYER	
EMPLOYER COMPANY NAME	
NAME AND POSITION	SIGNATURE AND DATE