TEXT FOR EMAIL TO BE SENT TO SUCCESSFUL APPLICANT.

1. please attach the Letter of Offer to the email.
2. Template text for email:

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In Subject box: YOUR PREPARATION FOR DAY ONE

In body of email:

Hi <name>

1. Please have a look at our Orientation Page for documents you need to read before you start:

http://admin.everyman.org.au/orientation

To log in, your username is <xxxx> and your password is <xxxxxxxx>

1. Please keep a record of these, to give you on line access to secure EveryMan web pages, e.g. our Staff Page. <http://admin.everyman.org.au/admin/staff.php> You will need to use this every day, so it’s worth having a look at it before you start.

Under HR Matters at the top of the Resources list on the Staff Page you’ll find a copy of the Operations Policy and Procedures Manual and the Community Services Multiple Enterprise Agreement ACT 2014-18 referenced in your Letter of Offer.

1. You can print a copy of your Letter of Offer to sign and return to the front office on your first day. Once signed by the CEO, you will be given a copy for your own records.  Please note that the Schedule of Standard Terms has to be signed separately and witnessed.
2. Please also bring in on your first day:
3. Current Working With Vulnerable People card
4. Proof of qualifications (certificate, academic record etc)
5. Current driver’s licence
6. Birth certificate or passport
7. Proof of work visa (if you’re not an Australian citizen)

and hand these to the front office staff when you arrive so we can make electronic copies and return your originals to you.

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| ***NOTE: EveryMan staff - delete from a) to e) where already supplied e.g. at interview. Ask Bala or check uploads to applicant’s record on Applications Smartsheet******Delete this box - don’t copy and paste into the email*** |